

Varsity College Enrolment Agreement

This enrolment agreement sets out the responsibilities and commitments of students, parents/caregivers and staff of Varsity College.

Student Responsibilities:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities.
- act at all times with respect and show tolerance towards other students and staff; aggressive or threatening behaviours will not be tolerated.
- comply with requests or directions from staff at all times.
- abide by college rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives) or vaping.
- meet homework requirements.
- wear the school uniform as described in the Student Code of Conduct.
- do not cause public nuisance, undertake illegal or immoral behaviours whenever you are in full or partial school uniform including outside of school hours.
- respect the school environment, facilities and property.
- respect all members of our college community including other students as well as our parents/carers, visitors, contractors, and staff.
- respect members of the public, especially when wearing the school uniform (you are representing Varsity College whenever you wear the school uniform in full or in part).

Parent/Caregiver Responsibilities:

- ensure your child attends school on every school day for the educational program in which they are enrolled.
 - ensure your child commences the school day on time and are ready to learn.
 - ensure your child is equipped for the educational programs or school activities in which they are enrolled or participating.
 - inform the school of the reason for any absence per the college Attendance Policy and process.
 - advise the college in a timely manner if there are any problems that may affect your child's ability to learn or your child's health or wellbeing.
 - ensure your child completes homework regularly in keeping with the college's homework policy.
 - treat college staff with respect and tolerance at all times, including out of school hours and on any social media platform; intimidating, aggressive or threatening behaviours will not be tolerated
 - support the authority of college staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control.
 - not allow your child to bring dangerous or inappropriate items to school.
 - support school-based disciplinary decisions in accordance with policy.
 - abide by college's instructions regarding access to school grounds before, during and after school hours.
 - advise the Principal, in writing, if your student is in out of home care.
 - inform school immediately should your child's living arrangements change; provide details of new home address, parent/carer email and phone number, and emergency contacts by completing a Change of Student Details Form.
 - ensure the college is aware of any changes to your child's medical details.
 - provide the college with current medical plans (e.g. Asthma, Anaphylaxis) and notify of any changes in medical conditions immediately.
 - ensure you and your student are aware of all college policies and procedures.
 - ensure all documentation/paperwork and payments requested by the college are submitted by the stipulated deadline.
-

Staff Responsibilities:

- design and implement engaging and flexible learning experiences for individuals and groups.
- inform parents and carers regularly about how their children are progressing.
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy.
- create and maintain safe and supportive learning environments.
- support personal development and participation in society.
- foster positive and productive relationships with families and the community.
- inform students, parents/caregivers about what the teachers aim to teach the students each term.
- teach effectively and to set the highest standards in work and behaviour.
- clearly articulate and uphold the school's expectations regarding the Student Code of Conduct and the school's Appearance policy.
- advise parents/caregivers of extra-curricular activities operating at the school in which their child may become involved.
- set, mark and monitor homework regularly in keeping with the school's homework policy.
- contact parents/caregivers as soon as is possible if the school is concerned about the child's wellbeing, school performance, behaviour, attendance, punctuality or compliance.
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure (*Complaints Management – State Schools*).
- treat students, parents/caregivers and the college community with respect.

Policies and Procedures

Varsity College has defined policies and procedures that all students must adhere to at all times. By enrolling at our College, students and parents/caregivers, agree to abide by Varsity College's policies and procedures, located on the College website, which include but are not limited to:

- | | |
|---------------------------|-----------------------------------|
| ▪ Student Code of Conduct | ▪ Media Consent |
| ▪ Homework Policy | ▪ Mobile Phone Policy |
| ▪ Assessment Policy | ▪ Technology Agreement (Year P-6) |
| ▪ Attendance Policy | ▪ One2One Contract (Year 7-12) |
| ▪ Complaints Policy | |

Insurance Cover for Students Undertaking Physical Activities

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education and Training does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent/caregiver.

It is a personal decision for parents/caregivers as to the type and level of private insurance they arrange to cover a student(s) for any accidental injury that may occur.

Acknowledgement of Understanding & Commitment

I acknowledge:

- I have read and understand the student and parent/caregiver responsibilities as outlined above and I have had the opportunity to clarify my understanding at this interview. I commit to abiding by these responsibilities at all times;
- College rules, policies, programs and services as outlined above, and where to find further information regarding these has been provided and explained to me.
- I acknowledge that Varsity College policies and procedures may change due to Department of Education directives and I am responsible for keeping informed of the college policies, procedures, rules and requirements by accessing the college website or the college directly.

By signing this Enrolment Agreement, I acknowledge that I accept the responsibilities and commitments of students, parents/caregivers and staff of Varsity College and will uphold the values of the college at all times.

Student Name

Student Signature

Date

Parent/Caregiver Name

Parent/Caregiver Signature

Date

Staff Name & Position

Staff Signature
(On behalf of Varsity College)

Date

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

- YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



Varsity College One2One Program Contract

Student Name: _____

Form class: _____
(if known)

About The Program

The *One Child, One Computer, Varsity College One2One Program* grants each student the opportunity to receive a computing device for their individual use. Varsity College is able to purchase high performance commercial-grade computers that are designed to survive the rigours of school environments while remaining well below the retail cost of the same or similar devices.

What can I use the computer for?	What can't I use the computer for?
√ assigned class work and assignments set by teachers	× downloading, distributing or publishing offensive messages or pictures
√ developing appropriate literacy, communication and information skills	× insulting, harassing or attacking others
√ authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school	× using obscene or abusive language
√ conducting general research for school activities and projects	× deliberately wasting printing and internet resources
√ communicating or collaborating with other students, teachers, parents or experts in relation to school work	× damaging computer, printer or network equipment
√ accessing online references such as dictionaries, encyclopaedias, etc.	× committing plagiarism or violating copyright laws
√ researching and learning through the Department's e-learning environment	× using unsupervised internet chat
	× using online email services (e.g. Hotmail), sending chain letters or spam email
	× knowingly downloading viruses or any other programs capable of breaching the Department's network

Sign Here

To participate in Varsity College's One2One Program, students and their parent/caregiver must agree to the conditions outlined in this contract. Varsity College requires that parent/caregivers closely review both the student and parent/caregiver conditions. If you have any questions or enquiries regarding this contract, please email One2One@varsitycollege.eq.edu.au or call us on (07) 5562 3575.

I, the parent/caregiver of the student listed on page one (1), have read this entire document in detail and understand all of the conditions and responsibilities that I must adhere to as part of the Varsity College One2One program. Upon signing, I accept these conditions and give permission for my child to access the internet, network resources and computer technology. To the best of my knowledge, I also believe that my child understands their responsibilities and conditions outlined in the 'student conditions' section of the document. I accept that failure to adhere to the abovementioned conditions will result in student disciplinary action, legal action or financial charges.

Parent/Caregiver

Full Name: _____

Signature: _____

Date: _____

Student

By signing, I agree to all the conditions in this contract.

Full Name: _____

Signature: _____

Date: _____

Student Conditions

I understand that:

- 1** I am responsible for the regular backup of all data using a personal SD card, USB flash drive, external hard drive or cloud-based storage platform;
- 2** If the computer comes to the One2One office for any repairs, it may be reimaged and all data and programs will be lost;
- 3** Technicians in the One2One office will not retrieve any files from the hard drive on the computer;
- 4** Subject to availability, a loan computer will be issued to me if I am to be without a device for more than 48 hours. I will not be issued a loan computer until any necessary excess fees are paid;
- 5** If the computer is stolen or lost, I will inform the school as soon as possible;
- 6** The IT office will not assist me with connecting the computer to my home internet or printers;
- 7** The IT office opening hours are before school, first break (morning tea) and after school. The IT office is not able to offer me assistance during class time, spares or study periods;
- 8** I am required to bring the computer to every lesson, fully charged and in safe, working condition;
- 9** I will not apply stickers to the computer or personalise the computer with labels or graffiti. This is considered malicious damage and charges will apply;
- 10** Varsity College does not control internet filtering. This is managed by Department of Education and we cannot disable or alter this functionality;
- 11** The device issued to me remains the property of Varsity College. Any damage to school property, including the computer, will be taken very seriously;
- 12** I will never share my password with anyone, including friends and other students;
- 13** I will never use another student or staff member's user account to access network resources, files or the internet;
- 14** It is my responsibility to take care of the computer and charger and pay for a replacement if they are lost or stolen;
- 15** The playing of computer games and/or online games is strictly forbidden during school hours

Parent Conditions

I understand that:

- 1 My child will be disciplined for using ICT facilities in an inappropriate manner, this includes playing games during class time. This may result in suspension, permanent ban from the One2One program, or restricted network or internet access;
- 2 While we endeavour to protect students from online threats, Varsity College is not responsible for students' access to information through their computer that is illegal, dangerous or offensive.
- 3 Repairs to the computer will incur a fee unless determined otherwise by IT department staff. Excess charges start at **\$40**, however, in serious cases such as evidence of mistreatment, wilful/malicious treatment and carelessness, an excess charge of up to **\$200** can be applied. There is a limit of three accidental damage claims per year as determined by the manufacturer. There is no limit for warranty claims. Varsity College handles all repairs through their One2One Support Office;
- 4 If accidental damage claims have been exhausted for the year, I will be responsible for all costs to repair the computer, including parts and labour. This may exceed \$1000;
- 5 If the computer is stolen, I must obtain a **police report** and pay a **\$200** excess fee to have it replaced with a computer from Varsity College's reconditioned stock. This will not be a new device. I will notify the IT department as soon as possible in the event of a stolen device;
- 6 This contract comes into effect upon signing by both student and parent/caregiver and is valid until terminated at the discretion of Varsity College. This contract is subject to change at the discretion of Varsity College;
- 7 I must pay for the replacement of any lost or stolen items such as chargers or stylus pens (where applicable).

Introduction to the State School Consent Form (attached) for Varsity College

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- **College Website:** varsitycollege.eq.edu.au
- **Facebook Page:** [facebook.com/VarsityCollegeAU](https://www.facebook.com/VarsityCollegeAU)
- **YouTube Channel:** <https://www.youtube.com/channel/UC6V68gAKIWvxLY55XHta-Ig>
- **Instagram:** https://www.instagram.com/varsitycollege_au/
- **College Digital Platforms:** <https://varsitycentral.com.au> & <http://varsityopenhouse.com.au>
- **Local Newspaper**
- **Varsity Life (College Newsletter Platform):** varsitylife.com.au
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to Contact

To return a consent, express a limited consent or withdraw consent please contact Enrolments@varsitycollege.eq.edu.au

Enrolments@varsitycollege.eq.edu.au should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

Full Name First Name No Name Other Name

**Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: **Consent for limited timeframe will be sought for each incidence.**

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter

Date

Signature or mark of student (if applicable)

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student’s personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student’s school in the first instance.



Introduction to the Online Services Consent Form for Varsity College

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services used by Varsity College

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the terms of use and privacy policy, which outline how information and student works will be used and under what circumstances they may be shared.

STUDENT INFORMATION

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g. when registering accounts, only mandatory information will be disclosed).

STUDENT WORKS

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

PARENT INFORMATION

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact InformedConsent@varsitycollege.eq.edu.au.

ONLINE SERVICES CONSENT FORM

PRIVACY NOTICE

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- **Parent/carer*;**
- **Student over 18 years; or**
- **Student with independent status.**

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. Identify the Person to Whom the Consent Relates

Full Name of Student: _____

2. Information Covered by this Consent Form

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the additional consent requirements on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. Approved Purpose

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's terms of use and privacy policy (including service provider use of the information in accordance with their terms of use and privacy policy)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. Timeframe for Consent

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-6 or 7-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning.

5. Consent for Online Services

A list of online services used at Varsity College Secondary Campus (7-12) can be viewed at <https://varsitycollege.eq.edu.au/support-and-resources/third-party-consent> or by scanning the following QR code:



For each online service listed below, please indicate your choice to give consent or not give consent for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Adobe Creative Cloud K-12	Consent / Do Not Consent
Cambridge Go	Consent / Do Not Consent
Cambridge HOTmaths	Consent / Do Not Consent
Campion MyConnect	Consent / Do Not Consent
Edrolo	Consent / Do Not Consent
Education Perfect	Consent / Do Not Consent
Essential Elements Interactive	Consent / Do Not Consent
IXL (IXL Learning)	Consent / Do Not Consent
JacPLUS	Consent / Do not Consent
Oxford Digital	Consent / Do Not Consent
Pearson Places	Consent / Do Not Consent
SmartMusic	Consent / Do Not Consent
TinkerCAD	Consent / Do Not Consent
Turnitin	Consent / Do Not Consent
NelsonNet	Consent / Do Not Consent

Consent and Agreement

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
 the person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____

Print name of consenter: _____

Signature or mark of consenter: _____

Date: ____/____/____

Signature or mark of student*: _____

Date: ____/____/____

*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent

Student Name: _____ Year Level: _____

Previous School: _____

Parent Name: _____

Parent Contact Number: _____

Parent Email: _____

Varsity College provides tuition for the following instruments:

- **Strings (from Year 3)** – *Violin, Viola, Cello, Double Bass*
- **Woodwind (from Year 4)** – *Flute, Oboe, Clarinet, Bass Clarinet, Alto/Tenor/Baritone Saxophone, Bassoon*
- **Brass (from Year 4)** – *Trumpet, French Horn, Trombone, Baritone, Euphonium, Tuba*
- **Percussion (from Year 4)** – *all Percussion instruments including drum kit*
- **Bass Guitar (from Year 4)**
- **Vocals** – *Choir Year 3 – 6 - Choir Year 7 – 12*

Please note: We do not offer tuition for Piano or Guitar/Electric Guitar. If your child does have experience in any of these instruments, please complete the table below as we will be able to include them into our program – but will not be able to provide them with tuition.

Instrument	Years Played	Level – (Method Book page number)	AMEB/Trinity Grade (if completed)	Private Teacher Details
1.				
2.				
3.				

Do you own your own instrument? Yes/No (please circle)

If you have answered 'NO' to this question, please contact the Instrumental Music Department on 1759_instrumentalmusic@eq.edu.au to arrange hire of an instrument (Varsity College does have a limited amount of instruments that can be hired out).

Commitment to the Instrumental/Vocal Music Program is for a minimum of one year. This allows our ensembles to develop and perform to their highest level. As with any team, commitment and reliability is essential for success. Please note students will be required to:

- Attend one 30 minute small group lesson per week during schooltime
- Attend rehearsal once per week outside school hours

In order for students to be provided with the necessary teaching resources and excursion transport, all participants who are enrolled in the program are required to pay a participation fee as outlined in the 2023 fee schedule.

- Primary Vocal
- Secondary Vocal
- Primary and Secondary Instrumental (does not include instrumental hire, if required)

Student signature: _____

Date: _____

Parent signature: _____

Date: _____