



**Wilston State School**  
Ever onward

Primrose Street Grange Qld 4051  
PO Box 6 Grange Qld 4051  
Tel 3552 8444 Fax 3552 8400  
Email info @wilstonss.eq.edu.au  
www.wilst onss.eq.edu.au

Dear Parents/Caregivers

**Introduction to the State School Consent Form (attached) for Wilston State School**

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.

- School website: <http://wilstonss.eq.edu.au>
- Facebook: <https://www.facebook.com/wilstonss>
- YouTube: Wilston State School
- Instagram: wilstonss
- Twitter: @wilstonss
- Local newspaper
- School newsletter
- 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.

Please note the State School Consent Form does extend to School Photos. Full names will be used on School Photos in all instances unless specifically detailed in Section 5 - Limitation of Consent.

### **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 Wilston State School, 11 Primrose Street, Grange 4051 or email [1485\\_info@e.q.edu.au](mailto:1485_info@e.q.edu.au), phone 3552 8444.

The School Office should be contacted if you have any questions regarding consent.

Please retain this letter for your records and return the signed consent form.

Kind regards



Jude Fountain  
Principal

# 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 ▶ Dramaticwork

## 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: School Photos - full name will be used in school photos unless detailed in Limitation Of Consent (5).

## 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.



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## Student ICT Network and Internet Access Agreement Access Agreement

### Student

I understand that the ICT Network and Internet can connect me to useful information and will give me access to the World Wide Web.

While I have access to the Network and Internet:

1. I will use it only for educational purposes.
2. I will not look for anything that is illegal, dangerous or offensive.
3. If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - a. Clear any offensive pictures or information from my screen; and
  - b. Immediately, quietly, inform my teacher.
4. I will not reveal home addresses or phone numbers - mine or anyone else's.
5. I will not use the Network facilities and Internet to annoy, bully or offend anyone else.
6. I will not store games on my home drive without the permission of a teacher.
7. I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Network and Internet access for some time.

\_\_\_\_\_ (Student's name) in \_\_\_\_\_ (Class)

\_\_\_\_\_ (Student's signature) \_\_\_\_\_ (Date)

### Parent or Guardian

I give my consent for my student to access and use the ICT facilities and services, including internet and email through the school network provided by Wilston State School.

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe \_\_\_\_\_ (Name of student) understands this responsibility and I hereby give my permission for him/her to access the Internet and Network under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

\_\_\_\_\_ (Parent or Guardian's name)

\_\_\_\_\_ (Parent or Guardian's signature) \_\_\_\_\_ (Date)



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[www.wilstonss.eq.edu.au](http://www.wilstonss.eq.edu.au)

## Third Party Website Consents

### **Privacy Notice**

*The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.*

*Student personal information collected on this 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.*

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Wilston State School wishes to utilise the third party web based service providers listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies and some are hosted *outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's or Australia's privacy laws. Registration on these sites may include disclosing the following information about your student:

- Student's First Name
- Student's Initials
- Student's MIS ID / email (no EQ passwords will be used)
- Class Teacher
- Dummy birthdate which may include year of birth (ACER only).

We need your permission for the registration and use of these sites by your student. Once students have finished accessing any given site, their account and works will be removed.

*Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.*

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact *Wilston State School* on 3552 8444 or [info@wilstonss.eq.edu.au](mailto:info@wilstonss.eq.edu.au)

Below are the third party web based service providers we utilise across the school:

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**Name of Provider:** Matific

**Type of Service:** Matific provides online lessons to learn the fundamentals of mathematics.

**Website:** <https://www.matific.com/au/en-au>

**Privacy Policy:** <https://www.matific.com/au/en-au/privacy>

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**Name of Provider:** ACER Online Assessments and Reporting (OAR)

**Type of Service:** OAR provides an online alternative to paper tests including PAT-R & PAT-M

**Website:** <https://oars.acer.edu.au/>

**Privacy Policy:** <https://www.acer.edu.au/privacy>

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**Name of Provider:** Scratch

**Type of Service:** To allow users to program their own interactive stories, games and animations and share their creations with others in the online community.

**Website:** <https://scratch.mit.edu/>

**Privacy Policy:** [https://www.scratch.mit.edu/privacy\\_policy/](https://www.scratch.mit.edu/privacy_policy/)

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**Name of Provider:** Class Dojo

**Type of Service:** To help teachers improve student behaviour and engagement while keeping parents and caregivers in the loop.

**Website:** <http://www.classdojo.com/>

**Privacy Policy:** <https://www.classdojo.com/en-gb/privacy>

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**Name of Provider:** Scholastic Literacy Pro

**Type of Service:** To provide a library of literature for students to read and complete quizzes. Students are assessed by comprehension of literature. Teachers can assign books and quizzes for their classes to complete and review student grades.

**Website:** <http://au.scholastic.com/en/literacy-pro>

**Privacy Policy:** <http://www.scholastic.com/privacy.htm>

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**Name of Provider:** Epic

**Type of Service:** To provide an online library with the ability to track students' progress.

**Website:** <https://www.getepic.com/educators>

**Privacy Policy:** <https://www.getepic.com/privacy>

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**Name of Provider:** Studyladder

**Type of Service:** To provide students with an online learning platform for all subjects.

**Website:** <https://www.studyladder.com.au/>

**Privacy Policy:** <https://www.studyladder.com.au/about/privacy>

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**Name of Provider:** Typing Tournament

**Type of Service:** This service teaches ten finger touch typing skills.

**Website:** <https://www.typingtournament.com/>

**Privacy Policy:** <https://www.typingtournament.com/privacy-policy>

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**Name of Provider:** Vocabulary Spelling City

**Type of Service:** The purpose of this website is to allow teachers to create word lists to help students improve spelling, vocabulary and grammar.

**Website:** <https://www.spellingcity.com/>

**Privacy Policy:** <https://www.spellingcity.com/privacy-policy.html>

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**Name of Provider:** Padlet

**Type of Service:** The purpose of this website is to allow teachers to create word lists to help students improve spelling, vocabulary and grammar.

**Website:** <https://padlet.com/>

**Privacy Policy:** <http://jn.padlet.com/article/33-terms-of-service>

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Student's name: \_\_\_\_\_

*Please tick your choice*

*to your child's information being provided to each of the third party providers for the provision of an educational service.*

<b>Matific</b>	<b>Do Consent / Do Not Consent</b>
<b>ACER Online Assessments &amp; Reporting (OAR)</b>	<b>Do Consent / Do Not Consent</b>
<b>Scratch</b>	<b>Do Consent / Do Not Consent</b>
<b>Class Dojo</b>	<b>Do Consent / Do Not Consent</b>
<b>Scholastic Literacy Pro</b>	<b>Do Consent / Do Not Consent</b>
<b>Epic</b>	<b>Do Consent / Do Not Consent</b>
<b>StudyLadder</b>	<b>Do Consent / Do Not Consent</b>
<b>Typing Tournament</b>	<b>Do Consent / Do Not Consent</b>
<b>Vocabulary Spelling City</b>	<b>Do Consent / Do Not Consent</b>
<b>Padlet</b>	<b>Do Consent / Do Not Consent</b>

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the website listed. I understand that my student's personal information may be provided to this third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date