

Continuation Form - 2023

The following information must be provided **by no later than Friday 11th November 2022** in order to confirm classes for 2023.

Student details

Surname

Given Name

Date of Birth

School Year Level in 2022

Intentions for 2023

Please tick (✓) the appropriate box

My child is continuing their enrolment with CTSDE in 2023

Yes (Please complete the following documents. The school will contact you if you need to submit anything additional.)

No

If No, a reason **must** be selected from the options below

Please tick (✓) the appropriate box

If Yes, I will receive curriculum materials in a digital format on a USB.

Paper Option: No Yes

Reasons for finalisation

Transferring to a local school: School Name

(We will seek confirmation of this at the start of the 2023 school year)

Transferring to the Home Education Unit

*Please provide to us confirmation of your provisional registration provided to you by the HEU

Participating in a full-time Certificate III or IV program with TAFE or a Private Provider

Program Title

TAFE / Private Provider

Commencement Date

*Please provide proof of enrolment

Employed full-time in an apprenticeship or traineeship

Employer Name

Employer Contact Phone No.

Traineeship / Apprenticeship Title

Commencement Date

*Please provide proof of apprenticeship or traineeship

Employed full-time for at least 25 hours or more per week

Employer Name

Employer Contact Phone No.

*Please provide proof of employment (letter from employer or three payslips)

Other reason

Return to:

Email: enrolments@charterstowerssde.eq.edu.au

Post: Charters Towers SDE

Reply Paid 685

Charters Towers Qld 4820

Parent/Caregiver name

Parent/Caregiver signature

Date

Remember to return all CTSDE resources which are on loan to you to the address above.



PARENT / TUTOR RESPONSIBILITIES

The physical separation of teacher and student in distance education can be challenging for the students and their families, particularly for new enrolments. In order for this form of learning to be rewarding and successful for the student, it is important that a strong partnership exists between the school and the home.

It is essential that an appropriate level of support and supervision is available at home. This supervision is to be provided by the home tutor, usually a parent.

As the home tutor at CTSDE I commit to:

- Participate in induction programs and ongoing home tutor support activities
- Establish and maintain regular contact with the teacher(s) and the school, and advise of any changes to the student's condition or other family circumstances which may impact on the student's learning or ability to return school work on time.
- Return completed work to the teacher(s) before the due date and as required by the teachers and work rate calendar.
- Provide active at home support and supervision for the student and that work is completed in the allocated time.
- Ensure the student has ready access to all necessary learning materials and resources, including an appropriate work area and technology.

Signed (Parent / Guardian / Home Tutor): _____

Annual Student Approval Form 2023



Student _____ Class Group _____

Teacher _____ Outreach Area _____

Name of Parent/Caregiver _____

Contact Telephone _____ Mobile _____

This approval form provides an annual approval for the following activities. Forms received by the school are current for 12 months (i.e. a school year) unless rescinded in writing by a parent/guardian.

A form must be completed for each student.

- Activities:
- | | | |
|--------------------|---------------------|------------------------------|
| Tutor School | Mini School | Swimming Carnival |
| Inreach | Outreach | Transition Day |
| Year 3/5/7/9 Test | QCS Test | Awards Day |
| Athletics Carnival | Chaplaincy Services | Religious Instructions |
| | | Country Music Festival Float |

The original of this form is to be kept on file at the School.

MEDICATION REGISTER

For the duration of an activity, my child, _____ requires the following medication.

Details of Medication

Name of Medication	Dosage	Times to be taken	Administered by Student/Teacher

Does medication need to be refrigerated? Yes No

Please Note: All medication must be clearly labelled.
 No analgesics may be administered by Teachers or Support Staff.

FOOD ALLERGY

Please list any foods your child is not allowed to eat/drink for the duration of this activity.

MEDICAL DETAILS

As a Parent/Guardian of _____

I, _____ give my consent for him/her to participate in activities to be conducted, and I agree to delegate my authority to the Staff involved.

Such teachers may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group, or individually in the above-mentioned activity.

I also authorise the teachers to obtain medical assistance that they deem necessary and agree to pay all medical expenses incurred on behalf of the above student.

I submit the attached medical information about the above student and include details of limitations that he/she has for the activity concerned. **Any change in the medical status of the student will be notified in writing to the school.**

Signed _____ Date _____
(Parent/Guardian)

MEDICAL INFORMATION

Date of Birth of student _____

DETAILS

1. Heart Problems	Yes/No	
2. Respiratory Problems	Yes/No	
3. Bed Wetting	Yes/No	
4. Recent serious illness or operation	Yes/No	
5. Drugs required (Please fill in details on the next page)	Yes/No	
6. Drug Reactions (e.g Penicillin, Allergy)	Yes/No	
7. Date of Tetanus	Yes/No	
8. Other information	Yes/No	
Emergency Contact: _____		
Telephone: _____ Address: _____		
Medicare and/or Medical Benefits Number: _____		

SWIMMING LESSON PERMISSION

Before each child is permitted to participate in any form of swimming lesson or activity, the parent or guardian must indicate their approval for the child to be involved and that the child's health is sound.

I wish my child to participate in the swimming activity and/or lesson being organised by the School of Distance Education – Charters Towers. My child suffers from no medical condition that precludes his/her involvement in this activity.

(Parent's Signature)

(Date)

MINI SCHOOL/INREACH CONDITIONS

By completing and returning this form, parents accept the conditions regarding camp organisation and access.

Conditions are:

- Parent access must be negotiated with the Inreach Coordinator
- General access visits cannot occur
- Where Inreach conditions are not followed, parents will be asked to assume full care and responsibility of the child outside of the Inreach area.

Refer to Policies: <http://education.qld.gov.au/strategic/epr/schools/scmpr002/index.html>

STUDENT PARTICIPATION IN PROGRAM OF CHAPLAINCY SERVICES

I give my permission for my child to participate on a voluntary basis in school activities supported by our chaplaincy services which may have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.

Yes No

RELIGIOUS INSTRUCTIONS

I give my permission for my child to participate in a Christian/non-denominational Religious Instruction class.

Yes No

Privacy notice

The Department of Education is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of, as applicable, s.426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cwlth).

The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Parent Signature _____

Date _____

INTERNET ACCESS AGREEMENT

Student Declaration:

I understand that the Department of Education and Training supplies internet access for our educational advancement i.e. our learning and not for our entertainment. It is my responsibility as a student of this school to make sure that I use the Internet and computers for learning purposes only.

While I have access to the Internet: (*Please tick*)

- I will use it only for educational purposes of research, assessment and class projects
- I will not look for anything that is illegal, dangerous or offensive
- 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 and quietly inform my teacher.

- I will not reveal logins, passwords, home addresses or phone numbers
- I will use the Internet communication tools in a respectful and safe way so as to not annoy, hurt or offend others.

- I understand that my work and conduct on the computers and the Internet are closely monitored by the school and the Department of Education. Any infringements will incur a consequence of loss of access.

Student:

Signed:

Date:

Parent Declaration

- I understand that the Internet can provide students with valuable learning experiences.
- I also understand that it gives access to information from around the world. Whilst, the education department has controls and restrictions on what students can and cannot access, there are, on occasion, times when an inappropriate piece of material gets through.
- I understand that students are well supervised and instructed on being Cyber Safe when using computers and the internet at school
- I believe my child understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to the consequences outlined in the Responsible Behaviour Plan. This may include loss of access for a period of time.

Parent/Guardian:

Signature:

Date:

Student name

Information and Communications Technology User Agreement

Guidelines for Information and Communications Technology (ICT) use at Charters Towers School of Distance Education

Information and Communications Technology (ICT) facilities and devices provide innovative and engaging opportunities for teaching and learning. ICT are provided at Charters Towers School of Distance Education for educational and research purposes. This User Agreement sets out the expectations for acceptable use of ICT for all students.

This agreement must be read in conjunction with the Department of Education (DoE) policies relating to acceptable use of ICT and Managing Electronic Identities.

Every student at Charters Towers School of Distance Education is provided with a copy of this ICT User Agreement for review, discussion and signing with their parent/caregiver. This User Agreement will remain in effect for the duration of the student's enrolment at Charters Towers School of Distance Education. In the event that any amendments or additions are required to be made to this agreement, you will be advised in writing.

Charters Towers School of Distance Education is committed to promoting and maintaining a culture of online behaviour that provides a safe, respectful and disciplined environment for students and staff. With the support of DoE, Charters Towers School of Distance Education employs systems to assist in managing and monitoring student access to ICT and avoiding and reducing access to harmful online content and materials.

While every reasonable effort is made by the school to ensure students' use of ICT is safe and positive, developing positive online behaviours and protecting against negative influence is an ongoing and collaborative task that requires the active involvement of parents and caregivers. It is encouraged and expected that parents and caregivers will discuss this User Agreement with their child.

Online behaviours can impact upon a student's right to learn, teachers' ability to teach and the ability of the school to provide a safe, supportive learning environment. Where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Responsible Behaviour Management Plan.

Charters Towers School of Distance Education invites parents and caregivers to contact school staff to discuss any questions about cybersafety or this user agreement.

Principles of ICT use

1. Online behaviours require the same attention to etiquette, courtesy and accountability as any other behaviour. I understand that online behaviours and content are capable of being shared online and reposted to a large audience.
2. The use of ICT is a privilege and misuse may result in my access being restricted, suspended or subject to increased monitoring and supervision.
3. Despite departmental systems to manage access to information on the internet; illegal, dangerous or offensive content may be accessed or accidentally displayed.
4. Online behaviour can form the basis for criminal offences. The school may need to report serious instances of inappropriate online behaviour or content to police.
5. Behaviour that is in violation of this acceptable User Agreement may form the basis for the school to take disciplinary action against me.
6. Charters Towers School of Distance Education restricts the use of personal ICT devices on school grounds. Personal ICT devices are used at their owners' risk. No liability will be accepted by the school or Department in the event of loss, theft or damage to any device, unless it can be established that the loss, theft or damage resulted from the Department's negligence.
7. In the event that the use of a personal ICT device is required for educational purposes, it is the responsibility of the student, with their parent/caregiver, to negotiate with the school for special permission to use the private ICT device during school hours and/or on the school network.

Agreement for acceptable use

- I will use only my designated personal account to access the school ICT and network.
- I will protect my account information, including username and passwords, and will not share this information with any other person.
- If I become aware that another student’s account details are being shared, I will advise a teacher or responsible staff member as soon as possible.
- If I find any online content that is offensive, abusive or that I know is against the school’s responsible behaviour management plan, I will report this to a teacher as soon as possible.
- I will not save copy or distribute any offensive or inappropriate material content to any other person.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school’s ICT inside or outside of school hours. I will strive to ensure that my online behaviour complies with this user agreement at all times.
- I understand that school staff, with the support of the Department, will always exercise their duty of care, but avoiding or reducing access to harmful content also requires that I am responsible in my use of the ICT network and obey acceptable use policies and teacher directions.
- I understand that the school and the Department monitor access to and usage of the ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.
- By signing this document, I acknowledge that I accept the principles and guidelines contained within it and understand my responsibilities in using ICT while enrolled at Charters Towers School of Distance Education.

Student signature	Date
Parent / Guardian signature	Date

Appendix

Appropriate use of social media

1. Charters Towers School of Distance Education embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.
2. When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided use can lead to negative outcomes for the user and others.
3. Charters Towers School of Distance Education is committed to promoting the responsible and positive use of social media sites and apps.
4. No student of Charters Towers School of Distance Education will face disciplinary action for simply having an account on Facebook or other social media site.
5. It is unacceptable for students to bully, harass or victimise another person whether within Charters Towers School of Distance Education’s grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of Charters Towers School of Distance Education — whether those behaviours occur during or outside school hours.
6. This policy reflects the importance of students at Charters Towers School of Distance Education engaging in appropriate online behaviour.

Role of social media

- The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.
- Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.
- Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.
- Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.
- The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.
- Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

Appropriate use of social media

- Students of Charters Towers School of Distance Education are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:
 - ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information is not shared.
 - thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.
 - remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.
 - never provoking, or engaging with another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.
- If inappropriate online behaviour impacts on the good order and management of Charters Towers School of Distance Education the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.
- Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.
- Charters Towers School of Distance Education will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

Laws and consequences of inappropriate online behaviour and cyberbullying

- Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the *Criminal Code Act 1995* (Cth) and the *Criminal Code Act 1899* (Q1d) contain relevant provisions applicable to cyberbullying.
- The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is 'using a carriage service to menace, harass or cause offence to another person'.
- The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:
 - Unlawful stalking
 - Computer hacking and misuse
 - Possession of child exploitation material
 - Involving a child in making child exploitation material
 - Making child exploitation material
 - Distribution of child exploitation material
 - Criminal defamation
- There are significant penalties for these offences.
- Charters Towers School of Distance Education strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Charters Towers School of Distance Education expects its students to engage in positive online behaviours.

Distance Ed



Online Services Consent Form

Student Name:

Year Level Enrolling at this School:

Date Enrolment is to Commence:

Please return this application with the necessary student related charges.

School of Distance Education
Brisk Street
Charters Towers
Telephone: 07 4754 6888
Fax: 07 4754 6800
Email: ctsde@charterstowersde.eq.edu.au

2022 V6

Introduction to the Online Services Consent Form for Charters Towers School of Distance Education

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

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 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 **our Parent Enrolment Officer on ctsde@charterstowerssde.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

a) **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-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

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.

Service name:	Clickview	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.clickview.com.au				
Purpose of use:	ClickView is the leading video content resource for primary schools, secondary schools and tertiary settings.				
Terms of use:	https://www.clickview.com.au/clickview-online-terms				
Privacy policy:	https://www.clickview.com.au/privacy-policy				
Service name:	Celebration Events and Media	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	Nil				
Purpose of use:	Promote student achievement at the end of year Celebration Day ceremony (Powerpoint, speeches, programme).				
Terms of use:	Nil				
Privacy policy:	Nil				
Service name:	Australian Council for Educational Research (ACER)	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.acer.edu.au/assessment				
Purpose of use:	Provision of on-line testing and diagnostic analysis				
Terms of use:	https://oars.acer.edu.au/registration/school				
Privacy policy:	http://www.acer.edu.au/privacy				
Service name:	Infinity	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://chartowesde.concordinfiniti.com				
Purpose of use:	Library				
Terms of use:	https://chartowesde.concordinfiniti.com/terms				
Privacy policy:	https://chartowesde.concordinfiniti.com/privacypolicy				
Service name:	Soundwaves	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.fireflyeducation.com.au/soundwaves				
Purpose of use:	The Sound Waves phonemic approach uses a sound-to-letter strategy which acknowledges that sounds can be represented more than one way in written form. This synthetic phonics approach focuses first on the basic units of sound in our language – phonemes. It then explores the letters that represent these sounds and how they can be put together to form written words.				
Terms of use:	http://www.fireflyeducation.com.au/about/terms				
Privacy policy:	http://www.fireflyeducation.com.au/about/privacy				
Service name:	Edrolo	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://edrolo.com.au				
Purpose of use:	Curriculum-aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics featuring video lessons, practice exams, online activities, study notes, quizzes and solution videos.				
Terms of use:	http://edrolo.com.au/terms/				
Privacy policy:	https://edrolo.com.au/privacy				

Service name:	IXL	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://au.ixl.com				
Purpose of use:	The purpose of this website is to allow students to learn and practice mathematics and English skills via modules. Modules are in accordance with Australia national mathematics and English curriculum. Teachers are able to run reports and track progress of class and students.				
Terms of use:	https://au.ixl.com/tos				
Privacy policy:	https://au.ixl.com/privacypolicy				
Service name:	MathsOnline	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.mathsonline.com.au				
Purpose of use:	MathsOnline is a maths tutoring platform with video tutorials, online questions, worksheets and assessments managed through a teacher dashboard for task assignment, class groupings and individual learning.				
Terms of use:	http://www.mathsonline.com.au/terms-conditions				
Privacy policy:	http://www.mathsonline.com.au/privacy-policy				
Service name:	CANVAS - TEIA	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://teia.instructure.com				
Purpose of use:	This site provides resources related to senior vocational education and subject courses that may be accessed through CANVAS.				
Terms of use:	https://info.canvas.net/terms-of-use				
Privacy policy:	https://instructure.com/policies/privacy				
Service name:	Literacy Planet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.literacyplanet.com/au				
Purpose of use:	This site is an online literacy application with assessment, diagnostic and reporting capabilities which allows teachers to assign curriculum-aligned interactive games and activities to students based on their needs.				
Terms of use:	https://www.literacyplanet.com/au/about/privacy-policy/schools-terms				
Privacy policy:	https://www.literacyplanet.com/au/about/privacy-policy				
Service name:	Decodable Readers Australia	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://draonline.com.au				
Purpose of use:	The purpose of this website is to provide access to prepared reading material designed to enable the learning process.				
Terms of use:	https://draonline.com.au/terms-and-conditions/				
Privacy policy:	https://draonline.com.au/privacy-policy/				

Service name:	TEIA	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.learnrepository.net				
Purpose of use:	Provision of learning content into the school's eLearning/online courses.				
Terms of use:	http://www.learnrepository.net/terms				
Privacy policy:	http://www.learnrepository.net/privacy				
Service name:	BKSB	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.bksb.co.uk/products/bksblive-2/				
Purpose of use:	Provision of learning content into the school's online courses.				
Terms of use:	http://www.bksb.co.uk/terms-and-conditions-2				
Privacy policy:	http://www.bksb.co.uk/privacy-policy-2/				
Service name:	PM Benchmark (PM eCollection)	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://app.pmecollection.com.au				
Purpose of use:	The purpose of this website is to provide access to prepared reading material designed to enable the learning process.				
Terms of use:	https://cengage.com.au/corporate-home/help/using - this-site/terms-and-conditions				
Privacy policy:	https://cengage.com.au/privacy				
Service name:	Wushka	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://wushka.com.au				
Purpose of use:	The purpose of this website is to provide access to prepared reading material designed to enable the learning process.				
Terms of use:	https://wushka.com.au/school-terms-and-conditions				
Privacy policy:	https://wushka.com.au/privacy				
Service name:	Kahoot!	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://Kahoot.com				
Purpose of use:	Kahoot! is a game based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.				
Terms of use:	https://kahoot.com/terms-and-conditions/				
Privacy policy:	https://kahoot.com/privacy-policy/				
Service name:	Career Tools	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://careertools.com.au				
Purpose of use:	Career Tools provides customised career information websites for schools. An optional student career planning and communication portal provides students with activities to develop career plans and create resumes, letters and ePortfolios to share online.				
Terms of use:	https://careertools.com.au/privacy-policy				
Privacy policy:	https://careertools.com.au/privacy-policy				

Service name:	Education Perfect	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://educationperfect.com				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	https://www.educationperfect.com/wp-content/uploads/2021/12/Education-Perfect-Terms-of-Use-16_12_2021.pdf				
Privacy policy:	https://www.educationperfect.com/legal/				
Service name:	Quizlet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://quizlet.com				
Purpose of use:	Quizlet is an online learning tool that allows users to create quizzes, flash cards and games.				
Terms of use:	https://quizlet.com/en-gb/tos				
Privacy policy:	https://quizlet.com/privacy				
Service name:	Think Mentals	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.fireflyeducation.com.au/series/thinkmentals				
Purpose of use:	The purpose of this website is to teach mental computation skills with ease.				
Terms of use:	https://www.fireflyeducation.com.au/company/terms				
Privacy policy:	https://www.fireflyeducation.com.au/company/privacy				
Service name:	Maths Invaders	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.mathsinvaders.com/				
Purpose of use:	The purpose of this website is to build comprehensive maths processing power, maths fact fluency and automaticity.				
Terms of use:	https://www.mathsinvaders.com/terms-of-use				
Privacy policy:	https://www.mathsinvaders.com/privacy-policy				
Service name:	Turnitin	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.turnitin.com/				
Purpose of use:	An assignment submission service with inbuilt tools designed to track submissions, detect plagiarism and deliver formative and summative assessment feedback.				
Terms of use:	https://help.turnitin.com/Privacy and Security/Privacy and Security.htm				
Privacy policy:	https://help.turnitin.com/Privacy and Security/Privacy and Security.htm				

6. 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*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**
 - B) when the person giving consent is an independent student under the age of 18.
- ➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- *The identified information will be used in accordance with the Online Services Consent Form*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: _____

FOR STUDENTS IN YEAR 10 - 12

NOTIFICATION OF EXAM SUPERVISOR

Student Details

Name _____

Subjects to be examined _____

Year Level _____

Supervisor Details

Name _____

Occupation _____

Phone Number _____

Fax Number _____

Email Address _____

Postal Address _____

Exams will be sent to this address _____

The exam supervisor may not be related to the student or reside with the student.

Students have to organise for a suitable person to supervise these tasks. For most students, arranging for a local school (primary or secondary) is the simplest solution. The nominated exam supervisor must:

- Not be related to student.
- Be able to understand supervision requirements as outlined on the assessment instruction page to maintain academic integrity.
- Be able to receive assessment via mail and mail assessment back to the teacher in reply paid envelope, and email a scanned copy of the exam to the teacher. (Home tutor can also post the sealed envelope)
- Be able to supervise student whilst they are doing assessment.

Nominated exam supervisor :

- Can be a family friend who might be working in any occupation or profession.
- Someone who is retired and can supervise.
- Local library
- Local High School or Primary School.
- Doctors clinic or fire station

All supervised tasks must be completed in the one sitting. Students may not complete part of a task one day and return to finish the task the next day. Students from Charters Towers **must** sit exams here at the school.

Please return the completed form to your class teacher as soon as possible