**ENROLMENT AGREEMENTS**

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| **STUDENTS DETAILS:** | |
| **Student’s LEGAL Family Name:** |  |
| **Student’s LEGAL Given Name:** |  |
| **Entry Year Level:** |  |

**PLEASE COMPLETE THE ENCLOSED AGREEMENTS IN THIS ENROLMENT PACK:**

**Student Enrolment Agreement**

The enrolment agreement sets out the responsibilities of the student, parent/carers and the school staff in regard to the education of students enrolled at Serviceton South State School. Further information is available in the “School Responsible Behaviour Plan” which is located on our school website.

**ICT Computer Use Agreement**

All students are provided access to the school’s network in accordance with the Computer Use Agreement. This agreement outlines the responsibilities of all stakeholders in accessing digital resources connected to the school

**State School Consent Form (Media Permission)**

This Consent Form authorises the school to use the individual’s personal information and copyright material. This may include school newsletters, magazines, websites (including social media websites) and other school publications. If you do not want your student to participate please indicate in the ‘limitations on consent’ section and provide details and signature on the reverse of form.

**Online Services**

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside the Department of Education network. This agreement outlines these programs and asks for your permission for your child to partake in these activities.

# Student Enrolment Agreement

**Enrolment Agreement – Serviceton South State School**

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at **Serviceton South State School**

***Responsibility of student to:***

* 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
* Work hard and comply with requests or directions from the teacher and principal
* Abide by school rules/expectations as outlined in the school’s Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
* Meet homework requirements and wear school’s uniform
* Respect the school property.

***Responsibility of parents to:***

* Ensure your child attends school on every school day for the educational program in which they are enrolled
* Advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
* Attend open meetings for parents
* Let the school know if there are any problems that may affect your child’s ability to learn
* Ensure your child completes homework regularly in keeping with the school’s homework policy
* Treat all school staff with respect
* Support the authority of school 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
* Abide by school’s instructions regarding access to school grounds before, during and after school hours
* Advise principal if your child is in out-of-home care
* Keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
* Ensure the school is aware of any changes to your child's medical details.

***Responsibility of school staff to:***

* Design and implement engaging and flexible learning experiences for individuals and groups of students
* 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 for students
* Foster positive and productive relationships with families and the community
* Inform students, parents and carers about what the teachers aim to teach the students each term
* Teach effectively and to set high standards in work and behaviour
* Clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students and the Student Dress Code policy
* Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
* Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
* Set, mark and monitor homework regularly in keeping with the school’s homework policy
* Contact parents and carers as soon as possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
* Notify parents of an unexplained absence of their child as soon as practicable on the day of the student’s absence (allowing time for parents to respond prior to the end of the school day)
* Deal with complaints in an open, fair and transparent manner in accordance with departmental policy,
* Treat students and parents with respect.

□ Responsible Behaviour Plan for Students {must be provided to parent}

□ Student Dress Code

□ Homework Policy

□ School charges and voluntary contributions

□ [Advice for state schools on acceptable use of ICT facilities and devices](http://ppr.det.qld.gov.au/corp/ict/management/Procedure%20Attachments/use-of-ict-systems/advice-for-state-schools-acceptable-use.docx)

□ Absences

□ School excursions

□ Complaints management

□ [Religious instruction policy statement](https://education.qld.gov.au/parents-and-carers/school-information/school-operations/principals-religious-instructions/policy-statement)

□ [Chaplaincy and student welfare services policy statement](https://education.qld.gov.au/initiativesstrategies/Documents/chaplaincy-policy-statement.doc)

□ Department insurance arrangements and accident cover for students

□ [Obtaining and managing student and individual consent](http://ppr.det.qld.gov.au/corp/commmark/Pages/Obtaining-and-managing-student-and-individual-consent.aspx)

□ School instructions for school access

I acknowledge:

That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

That information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me.

**Signaaature**

……………………….. ……………………………

Parent/Carer Signature: On behalf of Serviceton South State School

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| **ICT ACCEPTABLE USE POLICY** |

*This document defines the Responsible Use Policy for student use of the* ***Serviceton South*** *State School Computer Systems. Its main purpose is to encourage the mature and responsible use of the facilities available to the students through the provision of clear usage guidelines*.

*Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program*.

*The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices*.

***Serviceton South State School deems the following to be responsible use and behaviour by a student:***

It is expected that students will behave in a courteous, considerate and respectful manner at all times when using school computers. It is expected that students will use school computers and network infrastructure for:

* Assigned class work and assignments set by teachers;
* Developing appropriate literacy, communication and information skills;
* Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
* Conducting general research for school activities and projects;
* Communicating or collaborating with other students, teachers, parents or experts in relation to school work;
* Accessing online references such as dictionaries, encyclopaedias, etc.
* Researching and learning through the Department’s e-learning environment.

***Serviceton South State School deems the following to be unacceptable use and behaviour by a student:***

It is unacceptable for students to:

* Use the IT resources in an unlawful manner
* Download, distribute or publish offensive messages or pictures;
* Cyberbully, insult, harass or attack others or use obscene or abusive language;
* Deliberately waste printing and Internet resources;
* Deliberately damage any electronic devices, printers or the network equipment;
* Commit plagiarism or violate copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music)
* Use unsupervised internet chat;
* Send chain letters or Spam e-mail (junk mail)
* Access 3G/4G networks on school premises (disable this feature prior to coming to school)
* Knowingly download viruses or any other programs capable of breaching the Department’s networks security.

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| **ICT ACCEPTABLE USE AGREEMENT** |

The following is to be READ and COMPLETED PARENT/LEGAL GUARDIAN:

**Signaaature**

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| **PARENT OR GUARDIAN** | | | |
| I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a 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 upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.  I believe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand 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. This may include loss of access and usage of the school's ICT facilities and devices for some time.  ***I agree to support the school in the implementation of this policy***. | | | |
| Parent/Carer Signature |  | Date |  |

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.

Serviceton South State School wishes to utilise the third party web based service provider/s listed below to aid students learning. Not all classes will use all the listed software. Your child’s teacher will inform you about the programs they intend to use. 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 some are private companies that are hosted onshore in Australia or 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 privacy laws.

Please refer to the Introduction to Online Services Consent Form in this enrolment pack for further information.