



**COMPULSORY PERMISSION  
DOCUMENTS**

**Upper Coomera State College - ENROLMENT AGREEMENT**

**Welcome to the College**

Upper Coomera State College staff, students & families work together as a team, building relationships working towards the provision of learning pathways for life. We, on any one school day are a community of people who come together for the purpose of learning, friendship and enjoyment. Respect for each other, self, our college and the community are important for maintaining our emphasis on relationships and people.

We share with our students the college vision which highlights values and morals, including respect, responsibility, compassion, fairness and perseverance. Our students have empathy for all cultures and appreciate that everyone is deserving of respect in our society.

The good standing of Upper Coomera State College continues to depend on students and parents supporting the College's Responsible Behaviour Plan. This agreement confirms that this support will be forthcoming and establishes clear expectations and limits for behaviour that is unacceptable. It sets out the responsibilities of the student, parents and carers and school staff about the education of the students enrolled at the college. The College's Responsible Behaviour Plan gives further details. A copy of this plan is available now, on the school web and as a brochure. The P & C association of Upper Coomera State College has endorsed this enrolment agreement.

**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 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 enters the school each morning in full school uniform, as per the Prep - 12 Dress Code Policy
- ensure your child attends school on every school day for the educational program in which they are enrolled
- 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
- inform school of student absences and reasons for absences in a timely manner
- treat 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 student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

**Responsibility of school staff to:**

- 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 and carers 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 the school's expectations regarding the Responsible Behaviour Plan for Students and the school's 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 is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.
  - Responsible Behaviour Plan for Students
  - Student Dress Code
  - Homework Policy
  - School Charges and voluntary contributions
  - School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
  - Absences
  - School Excursions
  - Complaints management
  - Parent Notice for Religious Instruction in School Hours
  - Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
  - Department insurance arrangements and accident cover for students
  - Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
  - Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
  - 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.

Student Name:

Student Signature:

Date:

.....

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.....

Parent/Carer Name:

Parent/Carer Signature:

Date:

.....

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## **Information & Communication Technology Responsible Use Policy**

This document defines the Responsible Use Policy for student use of the Upper Coomera State College 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. Students authorised to use the school's computer system also have internet and e-mail access.

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

### **The Queensland Department of Education, Training and Employment deems the following to be responsible use and behaviour by a student:**

- 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.

### **The Queensland Department of Education, Training and Employment deems the following to be irresponsible use and behaviour by a student:**

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- access 3G/4G networks during lesson time
- knowingly download viruses or any other programs capable of breaching the Department's network security.

In addition to this Upper Coomera State College states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Users are required to register their personally owned device/s with the college, prior to connecting to the school network and to create a password to protect their account. This password should be difficult enough so as not to be guessed by other users and under no circumstances are passwords to be divulged to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to the college's Technical Support.
- Students will provide their device and/or USB for inspection for compliance with school and legal requirements when requested. It is the students' responsibility to ensure that their device complies with the College's ICT Responsible Use Policy and BYOx guidelines.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Upper Coomera State College.
- No obscene, inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.



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- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- Any inappropriate material must be removed from personally owned devices before bringing the devices to school and such material will not be shared with other students.
- Other consequences may be deemed necessary as determined by the college's Responsible Behaviour Plan for Students.
- Families are responsible for providing their own individual insurance on privately owned electronic devices brought to school.

**The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:**

- We have read and understood the Upper Coomera State College *ICT Responsible Use Policy* and the *UCSC Bring Your Own Device Handbook*.
- We agree to abide by the above rules.
- We are aware that any breaches may result in my/my child's immediate removal from the system for a specified period as per the school's Responsible Behaviour Plan for Students and in relation to the severity of the offence.

**Student's Name:** ..... **Year:** ..... **ID No.** .....

**(PLEASE PRINT)**

**Student's Signature:** ..... **Date:** / /

**Parent's/Guardian's Name:** .....

**(PLEASE PRINT)**

**Parent's/Guardian's Email:** .....

**Parent's/Guardian's Signature:** ..... **Date:** / /

**TYPE OF DEVICE:** \_\_\_\_\_

**1st Offence:**  
 Student EQ account suspended for 2 school days  
 Interview with eLearning HOD/Deputy Principal. Parents contacted  
 Re-sign *ICT Responsible Use Policy*  
 Offence noted on student's OneSchool record.

**2nd Offence:**  
 Student EQ account suspended for 3 school days  
 Interview with eLearning HOD/Deputy and Parents  
 Re-sign *ICT Responsible Use Policy*  
 Offence noted on student's OneSchool record.

**3rd Offence:**  
 Student EQ account suspended indefinitely  
 Interview with eLearning HOD, Deputy Principal and Parents  
 Resign *ICT Responsible Use Policy*  
 Offence noted on student's OneSchool record  
 Cancellation of student's connectivity to college network

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### Extra-Curricular Programs – Participation Eligibility

In order to participate in extra-curricular programs offered at Upper Coomera State College it is a requirement that students maintain a minimum standard of behaviour, and engagement with the school's program of instruction.

In signing this contract, I commit, as a student of Upper Coomera State College that the following standards will be met in order for me to be eligible to participate in any extra-curricular program (including sport) that is offered by Upper Coomera State College:

- Classroom and playground behaviour is acceptable and in accordance with expectations of the Upper Coomera State College Responsible Behaviour Plan for Students
- All assessment is completed and submitted on, or by the due date as stated on the relevant task sheet
- All subject requirements are met (including classwork and homework as required by individual teachers)

Additionally, before a student can be considered for participation in an optional school activity, a parent/guardian who has joined the Student Resource Scheme is expected to have:

- Fully paid the Student Resource Scheme participation fee, or
- Paid the Student Resource Scheme participation fee up to and including the term in which the school activity takes place, or
- Made regular on-going payments towards the Student Resource Scheme annual participation fee as previously arranged with the Principal, or
- Been exempted by the Principal from paying all or part of the Student Resource Scheme participation fee.

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Student Name (please print)

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Parent/Guardian Name (please print)

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Student Signature

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Parent/Guardian Signature

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Date

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Date



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**Please indicate consent and/or understanding of all  
Permission categories listed below**

### PUBLIC LIABILITY INSURANCE

As a parent of a UCSC student I understand that the Department of Education, Training and the Arts does not have personal Accident Insurance cover for individual 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 or care giver.

\_\_\_\_\_  
Signature of Parent / Caregiver

Date: / /

### STUDENT IDENTIFICATION CARD

I do / do not [please circle] give permission for information relating to my child's name, year level and date of birth to be released to the company responsible for the production of the student identification cards.

\_\_\_\_\_  
Signature of Parent / Caregiver

Date: / /

### CONSENT TO PARTICIPATE IN P&C FUNDRAISING

I give consent, on behalf of the child identified on the attached enrolment form, for my child to:

- ❖ Receive raffle tickets in relation to fundraising for Upper Coomera State College;
- ❖ Participate in fundraising activities

\_\_\_\_\_  
Signature of Parent / Caregiver

Date: / /

### INFORMATION FOR NEW ZEALAND FAMILIES

If you arrived in Australia from New Zealand (on a New Zealand passport) **after 26 February 2001** then you are not automatically a Permanent Resident of Australia. You are a Special Category Visa Holder which means you can lawfully live and work in Australia. To become a Permanent Resident you now must make an application to the Department of Immigration Australia (DIAC) and meet one of the necessary Visa criteria.

To qualify for a student loan or allowance (HECS) in Australia to attend University or TAFE, you must be a Citizen of Australia which Special Category Visa Holders are not. To become a Citizen of Australia you must first be a Permanent Resident of Australia.

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## State School Consent

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<b>OPTIONS FOR PARTICIPATION IN CHAPLAINCY PROGRAM <u>YRS 7 – 12 ONLY</u></b>	
Voluntary Student Activities <b>without</b> Religious, Spiritual and/or Ethical Content	Voluntary Student Activities <b>with</b> Religious, Spiritual and/or Ethical Content
Activities are available to students on a voluntary basis if a parent or guardian has given consent in writing. Parents/guardians will be advised through the college newsletter on the college website or individual consent may be obtained for more specific programs with religious, spiritual and/or ethical content. Please refer to information sheet included in enrolment pack.	
<b>Please tick one of the boxes below:</b> <input type="checkbox"/> I give my consent for my child/ren to participate <input type="checkbox"/> I do not give my consent for my child/ren to participate	<b>Please tick one of the boxes below:</b> <input type="checkbox"/> I give my consent for my child/ren to participate <input type="checkbox"/> I do not give my consent for my child/ren to participate
<input type="checkbox"/> I understand if I agree for my child/ren to participate in the chaplaincy program, their information will be passed on to the school chaplain.	

<b>OPTIONS FOR PARTICIPATION IN RELIGIOUS INSTRUCTION <u>P-6 ONLY</u></b>	
Religion	
The religious instruction offered at Upper Coomera State College is delivered by approved instructors through the UCSC Co-Operative Religious Instruction Programme.	
An alternative program is offered in a separate location for those students who do not attend religious instruction. Please advise <u>in writing</u> if you do not wish your child to participate in the UCSC Religious Instruction Programme by completing the withdrawal option below.	

<b>Non-member of faith group/s providing Religious Instruction</b>	
Student Name: .....	Year Level: .....
Although not a member of the participating faith group/s, I wish my child to attend the religious instruction programme offered at UCSC	
_____ Signature of Parent/Guardian	_____ Date

<b>Withdrawal from Religious Instruction</b>	
Student Name: .....	Year Level: .....
I do not wish my child to attend any of the programs provided by faith group/s at the school.	
_____ Signature	_____

<b><u>OFFICE USE ONLY</u></b>	<b>REPORTS SIGHTED</b> <input type="checkbox"/>	<b>REPORTS NOT SIGHTED</b> <input type="checkbox"/>
	<b>PREVIOUS SCHOOL CONTACTED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	

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**1. PARTICULARS – PARENT / CARER TO COMPLETE****Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)** Full name  First name only  No name  Other:**2. PARTICULARS – SCHOOLS TO COMPLETE****Description of what is to be created, used, retained or reproduced:**

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

 Individual's image  Individual's recording  Individual's copyright material

Description of copyright material, image, recording or other personal information:

 sound recording  artistic work  written work  film  name  photograph / image

other:

**Where will this information be used (e.g. on the website, newsletter or brochure etc).** newsletter (uploaded to the web)  printed promotional material  advertising  website displays  competitions  year books / annuals  local media

other: Facebook

**What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):**

Duration of Enrolment at Upper Coomera State College

**Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):** School websites: [www.uppercoomerasc.eq.edu.au](http://www.uppercoomerasc.eq.edu.au)

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

 School Facebook page: [www.facebook.com/uppercoomerasc](http://www.facebook.com/uppercoomerasc)

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

 School YouTube Channel:

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

 School Twitter Profile: N/A

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

 Other:

Provide a short description, and the website address, of the other website/s: UCSC newsletter, brochures, posters and any other medium by which the school makes representation to the public.

**3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE**

The Individual or Signatory wishes to limit the consent in the following way:





**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.

**4. DETAILS**

<b>Name of Individual</b>	<b>Address of Individual</b>
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**Name of School** (at which the Individual is enrolled, employed or volunteers)

<b>Signature of the Individual</b> (if over 18 years of age, or if under 18 years of age <b>and</b> capable of understanding and giving this consent)	<b>Date</b>  / /
<b>Signature of the parent or guardian</b> (required if the Individual is under 18 years)	<b>Date</b>  / /

<b>Name of signing parent or guardian</b>	<b>Address of signing parent or guardian</b>
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**5. CONSENT GIVEN**

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)\* grant consent to the Department of Education (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

\*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

**6. PURPOSE**

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

**7. DURATION**

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the

**to use, record or disclose copyright material, image, recording, name or personal information**

consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

**8. DEFINITIONS**

- 'Use' includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites,in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

**9. NOTE**

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

**10. INFORMATION****What is this consent for?**

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

**Websites**

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

**What is copyright material?**

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

**This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment** (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

**What is personal information?**

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

**What happens to the Consent Form once it is completed and signed?**

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

**What if I give my consent and later change my mind?**

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

**Privacy**

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except 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, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.