



## 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 schoolwork, 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.

### **Key School Policies and Information:**

1. [Student Code of Conduct -  
https://uppercoomerasc.eq.edu.au/SupportAndResources/FormsAndDocuments/UCSC Student Code of Conduct 2025 \(signed\)](https://uppercoomerasc.eq.edu.au/SupportAndResources/FormsAndDocuments/UCSC Student Code of Conduct 2025 (signed))
2. [Student Dress Code -  
https://uppercoomerasc.eq.edu.au/SupportAndResources/FormsAndDocuments/UCSC Student Code of Conduct 2025 \(signed\)](https://uppercoomerasc.eq.edu.au/SupportAndResources/FormsAndDocuments/UCSC Student Code of Conduct 2025 (signed))
3. [Homework Policy –  
https://uppercoomerasc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Policies and procedures/Homework Policy P-12.pdf](https://uppercoomerasc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Policies and procedures/Homework Policy P-12.pdf)
4. [Student Resource Scheme -  
https://uppercoomerasc.eq.edu.au/supportandresources/formsanddocuments/2025 UCSC Student Resource Scheme fee.pdf](https://uppercoomerasc.eq.edu.au/supportandresources/formsanddocuments/2025 UCSC Student Resource Scheme fee.pdf)
5. [School Network Usage and Access Statement – Requirement of Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems -  
https://uppercoomerasc.eq.edu.au/supportandresources/formsanddocuments/documents/byod/byod 2026/2026-BYOD-Program.pdf](https://uppercoomerasc.eq.edu.au/supportandresources/formsanddocuments/documents/byod/byod 2026/2026-BYOD-Program.pdf)
6. [Absences - https://uppercoomerasc.eq.edu.au/supportandresources/formsanddocuments/documents/policies and procedures/attendance-policy.pdf](https://uppercoomerasc.eq.edu.au/supportandresources/formsanddocuments/documents/policies and procedures/attendance-policy.pdf)
7. School Excursions
8. Complaints Management
9. Parent Notice for Religious Instruction During School Hours
10. Parent/Guardian Consent for Voluntary Student Participation in Chaplaincy Services
11. Department Insurance Arrangements and Student Accident Cover
12. Managing Consent for Use of Student/Volunteer Copyright Materials and/or Recording, Use or Disclosure of Student Personal Information
13. Appropriate Use of Mobile Phones and Other Electronic Devices by Students
14. School Access Instructions

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:

.....

Parent/Carer Name:

.....

Parent/Carer Signature:

.....

Date:

.....

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

## **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, encyclopedias, 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.



## State School Consent Form

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

- 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.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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	_____ Date

<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	





## Introduction to the State School Consent Form (attached) for Upper Coomera State College

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

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

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

Your child's student materials:

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

## Purpose of the consent

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

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

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

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

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



## **Voluntary**

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

## **Consent may be limited or withdrawn**

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

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

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

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

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

## **Media sources used**

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

- School website: <https://uppercoomerasc.eq.edu.au/>
- Facebook: <https://www.facebook.com/uppercoomerasc>
- YouTube: <https://www.youtube.com/channel/UCZRRgNhey85znva4HVCDpQw>
- Instagram: [https://www.instagram.com/upper\\_coomera\\_state\\_college/](https://www.instagram.com/upper_coomera_state_college/)
- Twitter: NIL
- LinkedIn: <https://au.linkedin.com/company/upper-coomera-state-college>
- Other: School Billboards
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.
- Digital platforms such as Education Perfect, Microsoft and Maths Space, etc.

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

## **Duration**

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

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

## **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact our office [enquiries@uppercoomerasc.eq.edu.au](mailto:enquiries@uppercoomerasc.eq.edu.au).

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

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

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name .....

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

\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: MSP Photography promotional photoshoot imagery consent provided beyond graduation/enrolment of student.

### 5 LIMITATION OF CONSENT

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

## 6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

Signature or mark of student (if applicable) .....

Date .....

### **SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

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

