

CONFIRMATION OF ENROLMENT FORM

Completion of this Confirmation of Enrolment form and its return to the school acknowledges your acceptance of the Offer of Place, Enrolment Agreement and Financial Obligations.

Confirmation of Student Enrolment Details

School Name

St Martin's

School Suburb

Carina

Student's Legal Surname

Student's Legal First Name

Student's Preferred Surname

(to be used only with Principal's approval)

Student's Preferred First Name

(if different from Legal First name)

Student's Date of Birth

dd/mm/yyyy

BCE Student ID *(if known)*

Year Level

Enrolment Start Date

dd/mm/yyyy

Confirmation of Parent/Legal Guardian/Caregivers (1) Details

Legal Surname

Legal First Name

Other Given Names

Preferred Surname

(if different from Legal Surname)

Preferred First Name

(if different from Legal First name)

Title *(e.g. Mr/Ms/Dr)*

Gender

Male Female

Date of Birth

dd/mm/yyyy

Residential Address

(not a post office box)

Postal Address Same as Residential Address Different to Residential Address

Mobile Telephone Number (Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address

This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.

Confirmation of Parent/Legal Guardian/Caregivers (2) Details

Legal Surname

Legal First Name

Other Given Names

Preferred Surname
(if different from Legal Surname)

Preferred First Name
(if different from Legal First name)

Title *(Mr/Ms/Mrs/Dr)*

Gender Male Female

Date of Birth

Residential Address
(not a post office box)

Postal Address Same as Residential Address Different to Residential Address

Mobile Telephone Number (Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address

(Please provide a different email address to Parent/Legal Guardian/Caregiver 1)
This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.

Additional Contact Person Details

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

Legal Surname

Legal First Name

Other Given Names

Preferred Surname

(if different from Legal Surname)

Preferred First Name

(if different from Legal First name)

Title *(e.g. Mr/Ms/Dr)*

Gender

Male Female

Date of Birth

Residential Address

(not a post office box)

Postal Address

Same as Residential Address

Different to Residential Address

Mobile Telephone Number

(Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address

What is the relationship of this person to the student?

Does this person perform any of the following roles in regard to the student?

Emergency Contact

Yes *(indicate the priority be contacted e.g. 1st, 2nd, 3rd, 4th)*

No

Legal Guardian

If this person is not a birth or adoptive parent, then legal documentation must be attached.

Yes

No

Caregiver

A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

Yes

No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports

- Yes
 No

Newsletters

- Yes
 No

Invitations

- Yes
 No

Parent Portal Access

- Yes
 No

Does this person reside with the student?

- Yes
 No

Does this person require the assistance of an interpreter?

- Yes
 No

Acceptance of Enrolment Agreement

1. I/We as the person/s responsible for the student, commit to fully supporting the school in its mission to foster the student's growth in a Catholic Community. I/We will support the school's Mission Statement and will encourage the student with the living out of its core values.
2. I/We accept and support the Behaviour and Uniform Policies. These support student management and are important for the safety and welfare of students.
3. I/We accept and support all other school policies and procedures. These have been formulated for the effective management of the school and support of students.
4. I/We understand that the student will use computing resources connected to the internet and that they will be required to accept conditions of use of this resource.
5. I/We accept that the student will participate in external activities such as excursions, camps, and work programs as part of the educational program. I/We will support these activities by ensuring an appropriate response is provided to school communications in relation to these by the dates indicated in each request.
6. I/We consent to the school by its servants or agents seeking medical or dental advice on behalf of the student as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, the student requires medical or dental attention or treatment including, but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment. The consent is valid at all times while the student is in the custody of the school including, but not limited to, such times as the student is at school, is present at school camps or is attending or participating in a work experience program, outing, excursion or function.
7. I/We understand that the school will take all reasonable care in the event of the student suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such an event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student.

8. I/We (select one)

- certify that the student does not to my knowledge have any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.
- give notice that the student has the following illness or disability and/or takes medication which might interfere with or inhibit any medical or dental attention or treatment but certify that to my knowledge the student does not have any other illness or disability or take medication which might interfere with or inhibit any medical or dental attention or treatment:

9. I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of the student and understand that non-disclosure of relevant information will make the application, offer of enrolment and acceptance invalid.

Signature of Parent/Legal Guardian/Caregiver

Full Legal Name

Relationship to Student

Date Signed

d d / m m / y y y y

Signature of Parent/Legal Guardian/Caregiver

Full Legal Name

Relationship to Student

Date Signed

d d / m m / y y y y

Acceptance of Financial Obligation

School fees and charges are set and published by the school each year. A Financial Agreement is to be entered into as part of the Confirmation of Enrolment process. Statements are sent to the nominated Account Holder(s).

By choosing and accepting **one** of the financial arrangement options below, the account holders:

- agree to be account holder(s) and accept financial responsibility for the school fees, levies and charges incurred for the enrolment of STUDENT'S LEGAL NAME
- agree that this arrangement is to be in place from d d / m m / y y y y and will apply to the fees, levies and charges incurred from this date until the conclusion of his/her enrolment at the school/college or until a new financial arrangement is made in writing
- undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each account holder to approach the school to discuss payment options should difficulties arise meeting this obligation
- understand that as an account holder, additional details or changes to details such as addresses and contact numbers, are to be provided via the Additional Contact Person contact form
- understand that as a new account holder, the BCE Information Collection Notice must be signed.
- account holders `acknowledge the BCE Credit Reporting Statement which is available on the BCE Public Website `Privacy`.

Financial Arrangement Options (Please select one of the following **three** options)

<input type="checkbox"/> Option 1: JOINT AND SEVERAL FINANCIAL RESPONSIBILITY <i>(Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible) Where two parties, e.g. a mother <u>and</u> father, assume joint financial responsibility for 100% of the account</i>		% of Fees, Levies and Charges
Account Holder 1 Full Name:		100%
Acceptance:	Account Holder 1 Signature	
Date Signed:	<u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>	
Account Holder 2 Full Name:		
Acceptance:	Account Holder 2 Signature	
Date Signed:	<u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>	
<input type="checkbox"/> Option 2: SOLE FINANCIAL RESPONSIBILITY <i>(100% responsibility is allocated to one person who is nominated as the Account Holder). Where only one party, e.g. a mother <u>or</u> a father, assumes financial responsibility for 100% of the account</i>		% of Fees, Levies and Charges
Account Holder Full Name:		100%
Acceptance:	Account Holder Signature	
Date Signed:	<u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>	
<input type="checkbox"/> Option 3: SPLIT FINANCIAL RESPONSIBILITY <i>(Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder). Where multiple parties are financially responsible for a portion of the account, e.g. mother - 50% <u>and</u> father - 40% <u>and</u> a grandmother - 10%.</i>		% of Fees, Levies and Charges
Account Holder 1 Full Name:		_____ %
Acceptance:	Account Holder 1 Signature	
Date Signed:	<u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>	
Account Holder 2 Full Name:		_____ %
Acceptance:	Account Holder 2 Signature	
Date Signed:	<u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>	
Account Holder 3 Full Name:		_____ %
Acceptance:	Account Holder 3 Signature	
Date Signed:	<u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>	
Account Holder 4 Full Name:		_____ %
Acceptance:	Account Holder 4 Signature	
Date Signed:	<u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>	
Total (must equal 100%)		100 %



Code of Conduct

for parents and visitors to our community

Code of Conduct

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This Code of Conduct applies to all¹ parents and visitors who interact with² Brisbane Catholic Education workplaces, inclusive of physical, verbal and online interactions.

As a parent or visitor, we encourage you to be part of the³ school community. We know children's learning and wellbeing outcomes improve through the active and supportive role of their parents, carers and families and we want you to enjoy being a partner in your child's schooling journey.

As a community, we are all expected to engage with staff, parents, students and others in the community in a respectful way – valuing the rights of the individual, preventing embarrassment and fear, resolving problems in a prompt and confidential way and treating others as we would wish to be treated.

Our Vision: *'We are a faith-filled learning community creating a better future.'*

Our community supports BCE's vision through our daily interactions, service and leadership for Catholic education in the Archdiocese of Brisbane.

Artwork: A collaborative mural by Year 3 students, St Augustine's Parish Primary School, Currumbin Waters.

Credit for front cover photo: Stock photo by sturti / E+ Collection via Getty images. Used under licence.

1 The term 'parent' refers to parents, legal guardians, carers, and people who exercise parental responsibility for a child.

2 The term 'BCE workplace' refers to a place where a person needs to be or to go to for work purposes, including the use of technology and equipment to conduct work. This could include BCE schools, offices, other locations managed by BCE, other locations where BCE activities are co-ordinated, and the use of any equipment or online platform to conduct work e.g., online, email, phone, social media, and other devices.

3 The term 'school community' or 'community' refers to staff, students, parish, parents, local business and community organisations and visitors to BCE workplaces.

Code of Conduct

for parents and visitors to our community



Elements of engagement	Parents and visitors demonstrate the elements of engagement by
Respectful communication and actions	<ul style="list-style-type: none"> ✓ Acting in accordance with the Catholic ethos and core values of the Catholic Church, treating all persons with dignity, courtesy and respect ✓ Respectful interactions free from aggression, intimidation, threats or threatening gestures, violence or physical proximity ✓ Respectful spoken and written communications (including online) free from the use of obscenities, derogatory or rude comments ✓ Sharing only appropriate content online or on social media, respecting privacy and confidentiality ✓ Respecting staff time by considering the length and frequency of emails sent to teachers and by acknowledging staff will respond to appropriate communications within a reasonable timeframe
Supporting collaboration	<ul style="list-style-type: none"> ✓ Following staff directions in upholding and complying with applicable State and Federal laws ✓ Following BCE policy, procedures and/or reasonable instruction from staff under all BCE co-ordinated settings ✓ Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct and BCE's Student, Parent and Guardian Complaints Management policy ✓ Accurately disclosing all information required by the school in its enrolment process and committing to further update information as required or requested, as a student progresses through school ✓ Actioning staff requests or recommendations in response to student needs ✓ Taking responsibility for their child to attend school regularly, arrive and depart school safely and on time and are prepared to maximise their learning
Caring for our people and learning and working environments	<ul style="list-style-type: none"> ✓ Ensuring persons participating in school activities, are free from the influence of alcohol, illicit substances and medications that might impair responsible behaviour (except for the responsible consumption of alcohol at school social functions if the individual is not formally volunteering or working at the event) ✓ Ensuring that presentation and personal appearance is appropriate for the school community ✓ Ensuring the integrity of confidential, private and sensitive information is maintained and understanding that the school cannot share confidential information ✓ Fostering a school community free from physical, verbal, psychological violence or threat of violence, discrimination, bullying and harassment ✓ Avoiding damage to school facilities or property

Code of Conduct

for parents and visitors to our community



As a parent or visitor...

If you have any concerns, we encourage you to engage in discussion with your child's teacher, prior to escalation. If it becomes a difficult issue, BCE's Student, Parent and Guardian Complaints Management policy and procedure is available on our website (<https://www.bne.catholic.edu.au/students-parents/Pages/Student-Parent-and-Guardian-Complaints-Management-policy.aspx>). These processes reflect that resolution of complaints is best achieved through mutually respectful behaviour. If you are in dispute with your school you are expected to review, understand and comply with the expectations of these documents and the obligations agreed to in the conditions of enrolment.

Breaches of the Code

Enrolment in a Brisbane Catholic Education school carries an expectation to support the school, its staff and its policies and processes. In circumstances where some families are unable to meet this expectation, we will endeavour to work constructively to resolve the issues. However, a serious or persistent failure to act in accordance with this Code of Conduct, our policies, and the conditions of enrolment, can result in consequences including:

- The principal, manager or delegate may discuss any alleged breaches of the Code with the individual
- The principal, manager or delegate may escalate alleged breaches to Brisbane Catholic Education Office for management
- Notifying appropriate external authorities
- Prosecution, in the event of illegal, defamatory, or discriminatory content breaches
- The restriction of access to a school and/or another BCE workplace
- Enacting the School Safety Provisions of the *Education (General Provisions) Act 2006 (Old)*
- Recommendation to the Executive Director to cancel enrolment.

Acknowledgement

Persons accept this Code of Conduct when accepting an offer of enrolment at a BCE school.

BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE

This notice explains how the school handles the personal information of students and parents or guardians (together, **you**). The school is conducted by Brisbane Catholic Education (**BCE**) and the BCE Office (**BCEO**). References to the School (and we, our) include BCE and the BCEO.

How and why does the School Collect Personal Information?

1. The school collects personal information about you before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations. The types of personal information collected includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the provision of schooling to students enrolled at BCE schools, exercise BCE's duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of BCE Schools.
3. BCE has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws, as well as each School's duty of care to students.
4. A student's enrolment may be delayed or prevented if BCE cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide BCE with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to BCE and why. They should also be informed that they can access that information if they wish and of the contents of this notice generally.

To Whom Does the School Disclose Information

6. BCE may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - personnel within BCEO;
 - other BCE schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student, (see also para 13 below);
 - government departments (including for policy and funding purposes);
 - the School's Archdiocese and the parish and other related church agencies/entities.
 - medical practitioners;
 - people providing educational, support and health services to the school, including specialist visiting teachers and consultants, specialist advisors, sports coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising (see para 12 below);
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - the third-party providers of our information management and storage systems (for the purpose of the providers providing services to the school in connection with the systems);
 - people providing other information technology services to the school (see also para 9 below);
 - people providing administrative and financial services to the school.
 - third parties to allow the school to exercise a duty of care;
 - anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws; and
 - to entities for other purposes as set out in BCE's Privacy Statement or that you authorise BCE to disclose information to.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. School activities and news (including student achievements) are frequently published in the school's journals, newsletters and magazines, on our app BCE Connect, on our intranet and school social media accounts or otherwise shared with the school community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The school will obtain permissions annually if we would like to include photographs or videos of

students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

9. BCE schools use centralised information management and storage systems (Systems). These Systems are provided by our preferred third-party service providers. Personal information is stored with and accessible by third party service providers for the purpose of providing services to the BCE Schools in connection with the Systems.
10. Schools may include a student's contact details in a class list and school directory.

Overseas Storage and/or Disclosure

11. BCE Schools may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the School's Privacy Statement.

Fundraising

12. BCE Schools may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Enrolment Applications within BCE

13. If you make an enrolment application to another School within BCE, personal information provided during the application stage may be collected from, or shared with, the other School. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student at the new School. It may include:
 - name, contact details (including next of kin), date of birth, gender, language background, previous School and religion;
 - parents' names and contact details, education, occupation and language background;
 - results, records, notes, and reports (if relevant to the student's continuing education).

Transferring schools within BCE

14. If you make an enrolment application (and have been accepted) to transfer from your School to another BCE school, BCE and your School may disclose certain personal and sensitive information to the new school to facilitate the transfer of the student, to look after the student's education, social, spiritual and medical well-being (and that of other students at the new school) and to enable the new School to exercise its duty of care. The disclosure is not for any purpose relating to the new School's decision as to the student's suitability for enrolment. The sensitive information that we disclose may include:
 - health information (such as details of disability and/or allergies, learning supports, medical reports, counselling reports and names of doctors), health fund or Medicare information;
 - Information about referrals to government welfare agencies, notes of criminal activity or concerning behaviour (such as weapons, drugs, bullying or harassment);
 - Court orders and domestic violence orders.

Disclosure to the new School will be on a secure basis and limited to only those personnel at the new School who need to have access to the information.

If any information we hold about you has become out of date or inaccurate, please advise us so that we can update it accordingly before it is transferred to the new school.

Your Rights and How to Make a Complaint

15. The BCE Privacy Statement, accessible at www.bne.catholic.edu.au, sets out how you can:
 - seek access to and correction of your personal information which the school holds; and
 - make a privacy complaint and how we will handle the complaint.

If seeking to access and/or correct your personal information, please note that there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to a student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

Our privacy position

16. BCE is bound by the *Privacy Act 1988* and the thirteen (13) Australian Privacy Principles. The BCE Privacy Statement detailing BCE’s practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school’s website or the BCE website www.bne.catholic.edu.au. To the extent that BCE collects, uses, and discloses credit information (relating to its billing practices), BCE’s Credit Reporting Statement will also apply. The Credit Reporting Statement is available at www.bne.catholic.edu.au. A hard copy of either Statement can be provided on request.

Your consent

17. If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student. Please sign where indicated below to confirm that BCE is authorised to collect, use, and disclose the personal and sensitive information as described above.

Name of school

Signature of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver

Full Legal Name

Full Legal Name

Relationship to Student

Relationship to Student

Date Signed

Date Signed

CONFIRMATION OF ENROLMENT FORM CHECKLIST

Please ensure the following documents are signed and attached before final submission to the school.
All documents need to be returned to finalise enrolment

Documents required:

Completed

- Confirmation of Enrolment Form
 - *Acceptance of Enrolment Agreement*
 - *Acceptance of Financial Obligation*
- BCE Information Collection Notice *(if applicable)*
- Media Consent *(if applicable)*
- Student Device and Internet Resource Consent form *(if applicable)*
- Individual School Consent forms *(if applicable)*
- Individual School Policy documents *(if applicable)*
- Enrolment Deposit *(if applicable)*
- Parent Code of Conduct

St Martin's School, CARINA

ACCEPTABLE USE OF DEVICES AND DIGITAL RESOURCES CONSENT FORM

This consent form must be signed and returned prior to students being granted access to the Internet and school devices/ resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Devices and Digital Resources Statement* with the student and answer any questions that they may have. Any queries in relation to this material should be directed to **Peter Pashen**.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Devices and Digital Resources Statement* and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for them to access the technology resources, including email and the internet. I understand it is my responsibility to supervise any student device use and internet access other than at the school.

I understand that access is granted to students subject to the restrictions contained in the *Acceptable Use of Devices and Digital Resources Statement* and that if breached, consequences may follow.

I acknowledge that some material available on the internet may be objectionable and that in addition to the *Acceptable Use of Devices and Digital Resources Statement*, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.

I understand that Brisbane Catholic Education (BCE) and/or the school may remotely access school-owned student devices for management purposes. Devices are managed by BCE's supported Mobile Device Management software.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

Whilst, BCE takes all reasonable steps, in some cases, there may be an unauthorised disclosure of student personal information by third parties (for example, in case of a data breach of information held by the third party) which the school and/or BCE cannot control.

(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Statement, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it. Refer to - www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx)

Parent Acceptance

NAME: _____

DATE: _____

SIGNATURE: _____

Student Acceptance

I agree to comply with all requirements as set out in the *Acceptable Use of Devices and Digital Resources Statement* and all other relevant laws and restrictions in my access to the various technology resources through the Brisbane Catholic Education (BCE) network.

NAME: _____

HOME GROUP/PC CLASS: _____

SIGNATURE: _____

DATE: _____

St Martin's School, CARINA

ACCEPTABLE USE OF DEVICES AND DIGITAL RESOURCES STATEMENT

Devices and digital resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Martin's Carina have established significant digital resources to support these activities. This includes technology provided on school grounds and school owned technology that may be taken off the school grounds with permission from the school. **St Martin's Carina** has specific [guidelines relating to the use of technology](#).

This document has been developed to inform users of their rights and responsibilities when using devices and digital resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all **St Martin's Carina** technology resources whether they are accessed through devices owned by the school or through privately owned devices.

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this document.

Responsibilities of Users

Permitted use of technology resources

1. Students must only access **St Martin's Carina** technology resources for schoolwork. **Students must not:**
 - a. buy or sell items or services over the internet.
 - b. access or enter online communication outside of school authorised platforms.
 - c. access, post or send inappropriate digital content. This includes but is not limited to; content that is illegal, dangerous, obscene, offensive or could be considered bullying or harassment.
 - d. amend documents created by another person without the author's consent.
 - e. download, install or use unauthorised computer applications.
 - f. deliberately install viruses or other malware.
 - g. gain unauthorised access to any system or information by any means.
 - h. use technology to attack or compromise another system or network.

Confidentiality and Cybersafety

2. Students should be aware that material they post online (including social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community. Once information is on the internet it may not be possible to remove it. Students must be aware of their digital footprint and the lasting impact that it can have to their lives and that of others.
3. For the safety of students, personal information about themselves or others should not be published publicly. For example, students should not post their own or anyone else's address, telephone number or other personal details online. Students should not distribute someone else's personal information without informed consent from the individual or their guardian.
4. Students should be aware that persons on the internet might not be who they say they are. Students must not arrange to meet persons who they have met online.
5. **St Martin's Carina** may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

6. Students should be aware that 'Cloud' based tools and services are used for data storage and learning opportunities. Some of these services may store data on servers located outside Australia.

Cyberbullying and defamation

7. Students are prohibited from using digital or online tools to communicate or publish derogatory, impolite, or unkind remarks about others, or to send threatening, harassing, or offensive messages. Improper use of digital platforms and resources may result in defamation and be referred to legal authorities.

Security

8. Students must regularly check for and complete updates on their devices to ensure they remain secure.
9. Students must use a secure password or passphrase and keep their username and password information private. The password should be changed regularly in line with the Australian Curriculum and should be difficult for other people to guess. Students should take steps to ensure their device is inaccessible to others when unattended, e.g., lock screen.
10. Students must not use another person's name and password to access resources.
11. Students must report a suspected breach of security to the school.

Copyright

12. The use of material from the internet may be a breach of copyright or other intellectual property rights. Students must not use **St Martin's Carina** technology resources to copy, download, store or transmit any such material that may include music, images, videos or any other form of media.

Consequences following a breach of this Acceptable Use Statement

1. A breach of this statement will be taken seriously and may result in disciplinary action.
2. Any known breaches of these Acceptable Use conditions must be reported by **St Martin's Carina** to Brisbane Catholic Education's Legal Counsel and/or Head of IT.
3. Examples of possible consequences can be found in the school's [Student Behaviour Support Plan](#).
4. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
5. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Enrolment Confirmation Media and Student Materials Consent Form

Introduction

This consent form sets out how Brisbane Catholic Education (**BCE**) and its administered schools (**BCE Schools**) use your child's personal information and student materials.

You have the option to:

- provide consent to the use and publication of your child's personal information and student materials; or
- not provide consent.

Please read, complete and return this form.

Purpose of the consent

BCE and BCE Schools collect digital, photographic and multimedia images of students and materials created by students during their enrolment for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements, including through publishing examples of student materials; and
- promotion of an individual school, and/or BCE, and/or our associated entities.

Personal information

Personal information covered by this consent form which may be used, published or disclosed by BCE or a BCE School (subject to consent) includes:

- student name;
- image or likeness (by way of photograph, digital recording or video footage);
- voice/video recording; and
- year level or age.

Student materials

BCE and BCE Schools may also use, communicate and publish (subject to consent) materials created by students (whether individually or in a group) during their enrolment, including:

- written works;
- artworks;
- images and photographs;
- sound and video recordings;
- software and code;
- lyrics;
- prayers;
- music scores; and
- dramatic works.

All intellectual property rights in materials created by a student will be owned by the student. However, BCE and the BCE Schools wish to obtain a licence to use, communicate and publish such student materials to the public and internally.

School photos

Annually, external photographers take formal class photos and individual student photos at BCE Schools. This consent form does not seek consent for your child to be photographed in formal class photos or individual student photos.

Individual student photos will be taken of your child by the relevant BCE School's external photographers and used by BCE and the BCE School for student identification. The relevant BCE School will provide you with separate information about the formal class photos and the school will seek your consent for your child to be photographed in the formal class photos.

Privacy Act

The Privacy Act 1988 (Cth) and the BCE Privacy policy regulates how BCE and the BCE Schools collect, use and disclose the personal information of students and other individuals. BCE's Privacy policy can be accessed on each BCE School's website or at:

<https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

Voluntary

Consent is voluntary and your child's education will not be limited if consent is withheld.

Consent may be withdrawn

Consent may be withdrawn by you at any time by contacting the relevant BCE School and completing a new consent form.

This consent form will be placed on the student's file or record and retained by the relevant BCE School on behalf of BCE. If requested, a copy of this consent form will be made available to the student and/or the student's parents/legal guardians. You may, at any time, withdraw the consent you provide by contacting the relevant BCE School and completing a new consent form. BCE will also seek to remind you to review and update (if necessary) the existing consent on an annual basis.

If consent is withdrawn, no new use will be made of the student's personal information or student materials. Due to the nature of the internet and other public forums (especially social media), BCE cannot guarantee that all personal information and student materials published prior to revocation of consent will be able to be removed from the internet or other public forums. BCE will use its best endeavours to remove, delete and restrict from use all personal information and student materials within its direct control as publisher in relation to which consent has been revoked.

Media sources and publication

BCE and the BCE Schools may use and publish students' personal information and student materials in various formats, including:

- online media;
- social media;
- print media;
- newspapers;
- videos;
- public displays and presentations;
- television;
- school newsletters;
- radio;
- internal communications;
- electronic communications; and
- in any edited form.

Duration

The consent you provide will last for the duration of the student's enrolment at a BCE School and for a reasonable time period after the student's enrolment ends at a BCE School.

Who to contact

Should you require any further information in relation to this consent form, please contact your BCE School Principal or Brisbane Catholic Education Office directly at:

Phone: (07) 3033 7000

Address: 2A Burke Street, Woolloongabba Qld 4102 Australia

CONSENT FORM: Media and Student Materials

1. STUDENT DETAILS

Student's legal name		Student's date of birth	
BCE School			

2. CONSENT FOR MEDIA AND STUDENT MATERIALS

Please choose either 'Yes' or 'No' from the consent options below with regards to Media and Student materials.

<p style="text-align: center;">Yes</p> <p style="text-align: center;">·</p> <p style="text-align: center;">School preferred consent</p>	<p><u>I provide consent</u> and authorise BCE and the BCE School to:</p> <ul style="list-style-type: none"> • use, publish and disclose the student's personal information; and • use, communicate and publish the student materials, within the BCE School community and other public forums, including as described in the information sheet attached to this consent form. <p>I acknowledge that such uses by BCE and the BCE School may include, but are not limited to:</p> <ul style="list-style-type: none"> • showcasing student participation at school and in school events; • celebrating student achievements, including through publishing examples of student materials; and • promotion of an individual school, and/or BCE, and/or our associated entities <p>through various formats, including online media, social media, print media, newspapers, videos, public displays and presentations, television, school newsletters, radio, internal communications, electronic communications and in any edited form.</p>
<p style="text-align: center;">No</p> <p style="text-align: center;">·</p>	<p><u>I do not provide consent</u> for BCE or the BCE School to:</p> <ul style="list-style-type: none"> • use, publish and disclose the student's personal information; or • use, communicate and publish the student materials. <p>I acknowledge that the student will not be photographed, videoed or recorded in any circumstance, other than for:</p> <ul style="list-style-type: none"> • individual student photos*; or • formal class photos in circumstances where a separate consent has been obtained, <p>and that any materials created by the student during enrolment will only be used with the prior written consent of the student's parent/legal guardian or the student (if appropriate).</p> <p>*PLEASE NOTE: Individual student photos are a mandatory requirement for BCE Schools. Even if you do not provide consent with regards to Media and Student materials, the student will still be photographed for student identification purposes.</p>

3. AGREEMENT AND AUTHORISATION

Note: The student's parents/legal guardians should complete and sign this consent form, along with the student themselves if the student is legally an adult (18 years of age or over). Regardless of the type of consent provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner.

I am providing consent as (please tick **one**):

- The parent/legal guardian of the student
- The student identified on this form (18 years of age or over)

I have read and understood the above terms of providing consent to the use of the student's personal information and student materials. By signing the below, I authorise BCE, the BCE Schools and their approved contractors to use or disclose the student's personal information and student materials under the terms of consent provided (or not provided) above, and I understand that:

- any materials created by BCE Schools featuring the student's personal information or student materials under the terms of this consent are owned by BCE;
- BCE and the BCE Schools are granted a non-exclusive, transferable, perpetual, global, licence to exercise all intellectual property rights in the student materials for any purpose, and this licence includes the right to sublicense to third parties;
- by granting a licence to BCE and BCE Schools to use the student material, I warrant that to the best of my knowledge, the student material is the original work of the student;
- BCE or the BCE Schools will endeavour to acknowledge the student as the author of the student materials, but I agree that BCE or the BCE Schools may not always acknowledge the author on every occasion; and
- I can withdraw my consent at any time by contacting my BCE School Principal.

Date	
Signature of student's parent/legal guardian	
Legal name/s of parent/legal guardian	
Signature of student (if appropriate)	
Legal name of student	

Privacy collection statement

BCE and BCE Schools are committed to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (**Privacy Act**). The purpose of this statement is to advise you that we may collect, use and disclose the personal information provided by you/the student on this form. This collection is for the purpose of obtaining consent to the use and disclosure of the student's personal information and student materials. The information will be used and disclosed by authorised BCE and BCE School employees for the purposes outlined on this form. Student personal information collected on this form may also be used or disclosed to third parties (such as our related entities and affiliated organisations, our workers and service providers) where authorised or required by law.

BCE Schools may use online or 'cloud' service providers to store personal information and to provide services to the BCE School that involve the use of personal information, such as services relating to email and document management and storage. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about BCE Schools' use of online or 'cloud' service providers is contained in our privacy policy.

It is up to you to update your/the student's personal information. If you are unable to update your/the student's personal information held by us yourself, you must notify us of the changes as soon as reasonably practicable. If you wish to access or correct any of the student personal information on this form or discuss how it has been dealt with, please contact your BCE School Principal or Brisbane Catholic Education Office directly at:

Phone: (07) 3033 7000

Address: 2A Burke Street, Woolloongabba Qld 4102 Australia

More detailed information about the way we use, disclose and secure the student's personal information, how you can access and correct that information, and how you can make a complaint about a breach of the Australian Privacy Principles can be found in our privacy policy on the BCE website, available here: <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>