

# THE GAP STATE HIGH SCHOOL



## Agreement and Participation Forms

*These agreements remain current for the period of the student's enrolment.  
Any changes to these agreements will require a written request to the Principal.*

- **Enrolment Agreement**
- **Student to complete this page: Getting to Know You**
- **One-to-one Technology Student Participation Agreement**
- **Voluntary Student Participation in Program of Chaplaincy Services**
- **Media Consent Form**
- **Third Party Online Services Consent for Parents/Guardians**
- **Code of Conduct and School Uniform Agreement**
- **Student Resource Scheme Agreement**
- **Consent to Use Leadership Training Centre**
- **Co-Curricular Music Applications**
- **Communication**
- **Parental Involvement Form**

If you have any questions about any of the forms, please speak to the interviewer for clarification.



# THE GAP STATE HIGH SCHOOL

## Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or guardians and the school staff about the education of students enrolled at The Gap State High School.

### **Responsibility of student to:**

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities;
- act at all times with respect and show tolerance towards other students and staff;
- work hard and comply with requests or directions from the teachers and Principal; and
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (eg. dangerous items such as knives);
- meet homework requirements and wear school's uniform;
- respect school property and the environment.

### **Responsibility of parents to:**

- ensure that your child wears the correct uniform;
- ensure your child attends school on every school day for the educational program in which they are enrolled;
- advise the school as soon as possible if your child is unable to attend school and reason/s why (eg. child is sick);
- attend open evenings for parents;
- let the school know if there are any problems that may affect your child's ability to learn;
- ensure your child completes homework regularly in keeping with the school's homework policy;
- treat school staff with respect and tolerance;
- support the authority and discipline 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 policy regarding access to school grounds before, during and after school hours;
- advise Principal if your child is in the care of the State or you are the carer of a child in out-of-home care;
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number;
- ensure the school is aware of any changes to your child's medical details.

### **Responsibility of school to:**

- design and implement engaging and flexible learning experiences for individuals and groups of students;
- inform parents and guardians regularly about how their child/children are progressing;
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy;
- create and maintain safe and supportive learning environments;
- support personal development and participation in society for students;
- foster positive and productive relationships with families and the community;
- inform students, parents and guardians about what the teachers aim to teach the students each term;
- teach effectively and to set the highest standards in work and behaviour;
- take reasonable steps to ensure the safety, happiness and self-confidence of all students;
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community;
- 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 of the school's insurance arrangements and accident 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;
- ensure that the parent is aware of the school's record-keeping policy, including the creation of a transfer note should the student enrol at another school;
- 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;
- notify parents of an unexplained absence of their child as soon as practicable on the day of the students' absence (allowing time for parents to respond prior to the end of the school day);
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy;
- consult parents on any major issues affecting students; and
- treat students and parents with respect and tolerance.



# THE GAP STATE HIGH SCHOOL

## Enrolment Agreement

I accept the rules and regulations of The Gap State High School as stated in the school policies that are available at <https://thegapshs.eq.edu.au/support-and-resources/forms-and-documents/documents>:

- ✓ Student Code of Conduct
- ✓ Making every day count
- ✓ Student Privilege Policy
- ✓ Homework Policy
- ✓ Junior School Assessment Policy
- ✓ Senior School Assessment Policy
- ✓ Senior Schooling Learning and Engagement Policy
- ✓ Uniform Policy
- ✓ Absences
- ✓ Student Resource Scheme
- ✓ Payment and Refund Policy
- ✓ Student usage of internet, intranet and extranet
- ✓ Complaints management
- ✓ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- ✓ Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- ✓ Parent / Guardian Consent form for *Leadership Training Centre*
- ✓ State School Media Consent Form
- ✓ On-to -One Technology Expectations and Agreement
- ✓ Student Resource Scheme Agreement
- ✓ Code of Conduct and School Uniform Agreement
- ✓ Third Party Online Services Consent

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 Legal Name:

Student Signature:

Date:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

*Note: Interviewer Name, Signature and Date to be filled in at scheduled enrolment interview.*

Interviewer Name:

Interviewer Signature:

Date:

## Student to complete this page: Getting to Know You

At TGSHS, we value a strengths-based approach to learning. Please complete the character strengths survey to determine your top strengths (note: contextualise question and place value on strengths). <https://www.viacharacter.org/Survey/Account/Register>

1. How do you use these strengths in your learning and interactions in your current school community?
2. What opportunities or strategies do you need to implement to help you?
3. When things become too challenging and failure seems apparent, what action do you take?
4. What are your hobbies/interests?
5. Have you held any leadership positions? These could be either at school or elsewhere.
6. Have you participated in any representative activities/teams? eg Optiminds, Met North sport.
7. Have you been involved in any community service activities?
8. What can we do to help you make the most of High School?
9. How do you like to learn listen, read, reflect?
10. What are the concerns you have about attending High School?
11. What activities do you enjoy doing at school? Include any activities from class or out of class.
12. What are you looking forward to about High School?
13. Do you like to read? What sort of books do you enjoy reading?



## THE GAP STATE HIGH SCHOOL

### One-to-One Laptop Expectations and Agreement

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#### General Use

1. I understand that I will bring a BYO or CYO Laptop to school each day that meets the school expectations and minimum requirements (see website)
2. I will ensure the Laptop is charged at the beginning of each school day and I will leave the Laptop charger at home.
3. I will ensure my Laptop is kept in my school bag on my trip to/from school.
4. I will adhere to any school recommended Restrictions eg No use of iMessage, FaceTime or Social Media
5. I will ensure my Laptop always is in an appropriate protective case and/or in a school locker when appropriate.
6. I will keep food and drinks away from the Laptop at school.
7. I will immediately report any accidents or breakages to my parents and teachers.
8. I will ensure my Admin passwords on my Laptop are known to another family member if needed.

#### Content

1. I will use the Laptop only to support my school learning program whilst at The Gap State High School.
2. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the Laptop for a period of time.
3. I am responsible to ensure my school related files are backed up on OneDrive.
4. My Laptop must have licensed anti-virus and security software installed (BYOD requirement; CYOD included)
5. All additional software installed such as Office must be licensed. (free to State School students)

#### Safety and Security

1. Whilst at school, I will only connect my Laptop to Education Queensland's Managed Internet Service. I am not permitted to access 3G/4G private hotspots for Internet at school nor can I install a VPN to bypass School proxy servers.
2. Whilst at school, I will only go to websites at school that support my learning activities.
3. I will only use my school email account for email related to my learning.
4. I will be cybersafe, cybersmart and demonstrate etiquette when using the Internet.
5. I will only take photos/videos, on my Laptop, when instructed by my teacher with permission from all participants.
6. I will use my Laptop lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
7. For security reasons, I am not to share account names and passwords with anyone unless requested by The Gap State High School when servicing my Laptop.
8. I am responsible for the security and use of my Laptop while at The Gap State High School.
  - a. For Workplace Health and Safety reasons we are not allowed to permit student charging of Laptops at school.

The Head of Information Services and the Principal reserve the right to deny student access to the school network for any breaches of the School ICT Acceptable Use Policy.

I understand if the above conditions are not followed, I will not be granted the authorisation to use my Laptop at The Gap State High School for a minimum period (up to one week). I understand that if I regularly breach the Student Participation Agreement, the authorisation to use my Laptop at school will be removed for a longer period of time.

#### CYOD/BYOD Agreement Permission (All year Levels)

I agree to abide by the School ICT Acceptable Use Policy.

Student Name:

Student Signature:

Curriculum Readiness	Management
<ul style="list-style-type: none"> <li>▪ iPads and Android tablets are not fit for purpose</li> <li>▪ Supports teachers with a consistent platform for pedagogy</li> <li>▪ Higher powered, efficient Laptops for our network</li> <li>▪ Adobe &amp; Office 365 software - standardised and available to students free of charge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved Laptop management as a “school Laptop”</li> <li>▪ Privately sourced and managed Laptops are varied and non-standard</li> <li>▪ VPNs, unlicensed software and games/apps</li> <li>▪ classroom supervision software</li> <li>▪ network support requirements for printing, connections, deployment, support, configuration</li> </ul>

iPads and Android tablets are not fit for purpose Supports teachers with a consistent platform for pedagogy Higher powered efficient Laptops for our network Adobe Office 365 software standardised and available to students free of charge.

#### **What’s involved:**

- Parents commit to a payment plan in July – October for the start of school in the following year.
- School buys on parent’s behalf; parents pay including GST and an annual ICT Support Plan (\$150)
- School sets up, deploys, supports with required software and management
- Parents own the Laptop and take at End of Life (3 or 4 years) or when leaving the school
- Laptop will be restored to factory settings prior to leaving
- Laptop works immediately on the network for all students and classes
- Parents arriving during the year have the option to join scheme
- Equity program continues with school managed laptops
- If families are forced to replace an existing Laptop (e.g. failures/damage) we invite you join the scheme earlier

#### **Key Dates:**

- Expression of Interest - July 2024
- Full Payment – October 2024
- Deployment and receipt of laptop, bag, charger ready to use – week 2 -3, 2025

#### **FAQs:**

##### **Why is it highly recommended to buy through the school?**

- Through CYOD, the school aims to have a standard Laptop setup for all students. CYOD enables a better and consistent student experience.

##### **What happens if a student arrives and/or leaves part way through the school year?**

- Families are encouraged to join CYOD although BYOD is still an option.
- Parents will take the Laptop which will be restored to factory settings.
- Any remaining warranty/ADP will be transferred to the parent (may incur a small fee from the manufacturer).

##### **Will there be a level of security control?**

- Full security controls & content filtering at school and home with an option to block social networking sites at home.

##### **What about families experiencing financial difficulties?**

- The school has an existing financial assistance program which families can apply for.

**If you wish to participate in the CYOD program, please visit the school website for information and to place your order.**



**THE GAP STATE HIGH SCHOOL**

**Voluntary Student Participation in Program of Chaplaincy Services**

**Parental/Guardian Consent for Voluntary Student Participation in Chaplaincy Program at The Gap Sate High School.**

Parent/Guardian Name/s:	
Student Name (in full):	

This school community provides a chaplaincy program endorsed by the school’s Parents’ and Citizens’ Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school which are **free of religious, spiritual and/or ethical content**. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

<b>Example Voluntary Student Activities without Religious, Spiritual and/or Ethical Content</b>
<ul style="list-style-type: none"> <li>▪ <i>One-to-one pastoral care for emotional support and character development.</i></li> <li>▪ <i>GROW program for students requiring support in their schooling.</i></li> <li>▪ <i>APPs programs including leadership and character development aspects of course. Students explore their understanding of self with the overarching question, “Who am I?” in the context of common beliefs and values which exist in our community.</i></li> <li>▪ <i>Fundraisers and community / social welfare projects.</i></li> <li>▪ <i>Mentoring programs for young people.</i></li> <li>▪ <i>Outdoor education programs, including school camping programs.</i></li> <li>▪ <i>Assistance with school sporting events / activities.</i></li> <li>▪ <i>Support with whole of school events such as Outreach Week, Open Day, Career’s Evening etc.</i></li> <li>▪ <i>Support for students in Leadership roles.</i></li> </ul>

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities.

Information about the school’s chaplaincy program is on the school’s website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

<b>Example Voluntary Student Activities with Religious, Spiritual and/or Ethical Content</b>
<ul style="list-style-type: none"> <li>▪ <i>Lunch time Spirituality groups</i></li> <li>▪ <i>One-to-one meeting with chaplain for religious and spiritual support</i></li> </ul>
<p><b>Please tick one of the boxes below:</b></p>   <p>for my child/ren to participate in these activities that contain religious, spiritual and/or ethical content.</p>

I understand that, where I agree that my child/ren can participate in the chaplaincy program, this information will be passed on to the school chaplain.

**Parent/Guardian Signature:**

**Date:**



## THE GAP STATE HIGH SCHOOL

### State School Media Consent Form Information

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#### **Introduction to the State School Consent Form for The Gap State High School**

- 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* 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 GAP STATE HIGH SCHOOL

## State School Media Consent Form Information

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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://thegapshs.eq.edu.au>
- Facebook: <https://www.facebook.com/tgshs/>
- YouTube: <https://www.youtube.com/channel/UCoAGI0ZuxKglk7JlnBzTDcQ>
- Instagram: <https://www.instagram.com/thegapshs/>
- Twitter: <https://twitter.com/thegapshs>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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: Administration Office The Gap State High School 07 3511 3888 [admin@thegapshs.eq.edu.au](mailto:admin@thegapshs.eq.edu.au)

The Administration Office should be contacted if you have any questions regarding consent.



## State School Media 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):

School Yearbook (Spectrum)	Full Name	First Name	No Name	Other Name
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Online Content (Newsletter, Website, Facebook, Instagram)

Full Name	First Name	No Name	Other Name
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Print Materials

Full Name	First Name	No Name	Other Name
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*\*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.*

### 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;
  - 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:

**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 to facilitate registration and use of third party web based software identified on the form. 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.

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.

## **7** 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.

## **8** 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.

## **9** 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.



**THE GAP STATE HIGH SCHOOL**

## **Third Party Online Services Consent for Parents/Guardians**

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Dear Parent/Guardian,

Due to recent legislative changes regarding Third Party Online Services we have had to update our Third Party Online Services Consent for Parents/Carers procedure. You will receive a **QPARENTS** digital survey via email around commencement. This will summarise the process, lists the services we currently use or intend to use in and ask for your consent or otherwise. The list is quite comprehensive and it is unlikely any one student uses all of them in any one year depending on elective enrolments in particular subjects. It is vital we get back your signed consent to enable these services to be successfully used.

This consent then lasts for the duration of the phase of learning (Junior (7-9) or Senior (10-12)). Any additional services requested will be asked for consent via a separate form or survey.

Our school has successfully used a number of Third Party websites and platforms as part of our digitally integrated teaching and learning practices for several years now.

Some are used by all students frequently: our learning management system (Stile), Digital Textbook suppliers, publishers and platforms (ReadCloud, Pearson, Nelson, Jacaranda, Oxford, Cambridge), Student Pulse Survey and Clickview.

Others are more subject specific: e.g. Grok Academy for Digital Technologies, MyFuture for Year 10 Apps Students and the ASX Sharemarket game for Business classes, TinkerCad for Industrial Technologies.

All platforms and websites evaluated and chosen by the school have undertaken Departmental Risk Reviews. The platforms used are risk reviewed to comply with Queensland Government Data security legislation which are some of the strictest in Australia.

The school is diligent in not sending identifiable student data beyond the most minimal requirements: Usually we use just first name, surname (or initial), school email address and year level; sometimes classes and teacher names. There is no site that we send date of birth information to. Also, the platforms have to comply with Queensland Government data security regulations and privacy guidelines.

Thanks very much for your understanding and attention to this legislated requirement.

Please look out for the **QPARENTS** Consent Request at the start of the school year or soon after Enrolment.



# THE GAP STATE HIGH SCHOOL

## Code of Conduct and School Uniform Agreement

I/we agree to read and follow The Gap State High School *Responsible Behaviour Plan for Students* (see Information Pack) and abide by the Uniform Policy and Dress Standards as shown below. (Any updates are on the school website)

I/we agree to accept and abide by the *Student Code of Conduct for Students* during the full period of enrolment.

I/we agree to comply with the correct wearing of the school uniform during the full period of enrolment.

**Student Signature:**

**Date:**

**Parent/Guardian Signature:**

**Date:**

Item	Available from Uniform Shop	Item Description	How / When worn
<b>FOR ALL STUDENTS</b>			
<b>Formal Day Shoes</b>	No	Black leather lace-up college school shoes of plain conventional design. See body of policy for details and examples.	To be worn with formal day uniform. Shoes must be in good order and polished. Laces are to be tied tightly with a bow at the top. All laces, stitching, detailing and hardware on shoes must be black. Shoes must have a non-porous solid leather upper and a black non-slip rubber sole with a block heel.
<b>Hat/Cap</b>	Yes	School/house bucket hat with school logo OR Black cap with "G" logo	School G cap or School/house bucket hat must be worn at all times for outside activities. Brim of bucket hat is not to be turned up.  School cap must be worn with brim sitting over face, not turned to the side or back of head.
<b>Sports Shirt</b>	Yes	Short sleeved bottle green and white polo neck shirt with screen printed school emblem.	To be worn over sports shorts. Shirt is not to be tucked in.
<b>Sports Shorts</b>	Yes	Bottle green shorts with screen printed school emblem	To be worn with waistband on the waist. Waistband is to be worn flat and must not be turned or rolled over.
<b>Sports Shoes</b>	No	Supportive lace up trainers/joggers with non-marking sole and good arch and heel support.	To be worn with laces tied tightly with a bow at the top. The back of the shoe must be firm and support and encase the heel of the wearer. Shoes to be in good condition.
<b>Sports socks</b>	No	Plain white/black cotton stretch socks.	To be worn below knee length.
<b>WINTER OPTIONS (ALL STUDENTS)</b>			
<b>School jumper (pullover)</b>	Yes	Bottle green V-neck with wool/nylon 'soft feel'	Sleeves are not to be pulled over the hands. Jumper must not be worn below hip level (i.e. not to be worn pulled down over the buttocks).
<b>Zipper jacket</b>	Yes	Bottle green with school logo on left chest.	May be worn with formal or sports uniform. To be zippered up or removed for safety in any practical activities.
<b>Track pants</b>	Yes	Bottle green lined Taslon with zip at ankle and zip pocket	May be worn with sports uniform <u>only</u> . Must be worn with waistband at the waist.



# Uniform Requirements (cont.)

FORMAL DAY UNIFORM – OPTION 1 (BOYS)			
Item	Available from Uniform Shop?	Item Description	How / When worn
Shirt - Junior (years 7-9)	Yes	White shirt with bottle green trim and school logo.	Must be worn with grey tailored college shorts/trousers. Belts are optional when short sleeve shirts are untucked. Shirt can be worn out or tucked into shorts/trousers with collar turned down.
Short sleeve Shirt - Senior (years 10-12)	Yes	Short sleeved white shirt with embroidered school logo on pocket	Must be worn with grey tailored college shorts. Shirt may be worn untucked over shorts or worn tucked into trousers, with collar turned down. Ties are optional all year round.
Long sleeve Shirt - Senior (years 10-12)	Yes	Long sleeved white shirt with embroidered school logo on pocket	Must be worn with college trousers. Shirt must be worn tucked into trousers, with collar turned down. Ties are required all year round.
<b>APPROPRIATE YEAR LEVEL SHIRT MUST BE WORN WITH:</b>			
Shorts	Yes	Dark grey tailored college shorts with pleat front.	To be worn at waist, secured with belt if shirt is tucked in. Must be worn with ¾ dark grey golf hose. Note: King Gee Cotton Drill type shorts are not acceptable
<b>OR</b>			
Trousers	Yes	Dark grey tailored college trousers with pleat front.	To be worn at waist, secured with belt. Trousers are to be worn covering the top of the heel at the back of shoe, but above the sole of the shoe. Must be worn with short dark grey socks. Note: King Gee Cotton Drill type trousers are not acceptable
<b>AND</b>			
Belt	Yes	Plain black or dark grey leather (or leather-look) college belt with plain slim line buckle.	Must be worn with trousers at waist and worn with shorts if shirt is tucked in. No studs or decorative metal buckles are permitted. Fabric, woven or plaited belts are not acceptable.
Tie (for senior school)	Yes	School tie for Years 10 and 11, Senior tie for Year 12	Must be worn with long-sleeved shirts all year and for all formal occasions, events or activities (including school photos) as directed by the Principal. Wearing of the school tie with the short sleeve shirt is optional all year.
Socks	Yes	¾ dark grey golf hose with green and white striped tops to be worn with shorts. Dark grey socks to be worn with trousers.	¾ socks worn with shorts are to be worn pulled up to just below knee or down, with tops turned down so green and white stripe sits in middle of turned down area.

# Uniform Requirements (cont.)

FORMAL DAY UNIFORM – OPTION 2 (GIRLS)			
Item	Available from Uniform Shop?	Item Description	How / When worn
Shirt – Junior (years 7-9)	Yes	White blouse with peaked hem at front; bottle green trim on sleeves and school logo on pocket.	Blouse is to be worn over school skirt. Blouse should sit just below waist covering top of skirt.
Shirt – Senior (years 10-12)	Yes	White blouse with peaked hem at front and embroidered school logo on pocket	Blouse is to be worn over school skirt. Blouse should sit just below waist covering top of skirt. All buttons of the shirt must be buttoned whether worn with or without the school tie.
<b>APPROPRIATE YEAR LEVEL SHIRT MUST BE WORN WITH:</b>			
Skirt	Yes	Bottle green school skirt with pleating and side zip.	To be worn at or below the knee with waistband sitting on the waist. Waist band is to be worn flat and must not be turned or rolled over.
<b>OR</b>			
Skort	Yes	Bottle green culottes with front box pleat and side zip pocket.	To be worn at or below the knee with waistband sitting on the waist. Waist band is to be worn flat and must not be turned over.
<b>OR</b>			
Shorts	Yes	Dark grey with slanted side pocket, adjustable waist band and cuffed hem.	To be worn just above the knee with waistband sitting on the waist. Note: King Gee Cotton Drill type shorts are not acceptable
<b>OR</b>			
Trousers	Yes	Dark grey with slanted side pocket, adjustable waist band and straight leg.	To be worn at waist. Trousers are to be worn covering the top of the heel at the back of shoe, but above the sole of the shoe. Must be worn with short dark grey socks. Note: King Gee Cotton Drill type trousers are not acceptable
<b>AND</b>			
Tie (for senior school)	Yes	School tie for Years 10 and 11, Senior tie for Year 12	Must be worn with long-sleeved shirts all year and for all formal occasions, events or activities (including school photos) as directed by the Principal. Wearing of the school tie with the short sleeve shirt is optional all year. Tie must be knotted at the level of the top button on the senior shirt.
Socks	No	Short plain/black white cotton socks to be worn with skirt, skort or shorts. Short dark grey socks to be worn with trousers.	White/black socks are to be worn pulled up or folded over neatly. Anklet socks are not acceptable.
Tights (winter)	No	Plain black tights of conventional design (minimum 40 Denier).	Tights may be worn in winter under the skirt, skort or trousers in place of socks, but are not to be worn with shorts. Tights must be in good order with no holes. Tights must be plain black with no textures, patterns or embroidery.

# Appendix A

## Guidelines for Non-Uniform (Free Dress) Days

The Principal may give permission for non-uniform days to be held on occasions during the school year. On non-uniform days, the school's requirements for personal presentation and appearance, as set out in the Uniform Policy, still apply.

Students are expected to wear clothing that is appropriate, having regard to WHS requirements, sun-safety, school activities to be undertaken, and recognising that they are still representing the school.

Appropriate clothing is defined as the following:

- closed in shoes must be worn by all students – **no rubber thongs or similar**
- students must wear leather school shoes for lessons in labs, workshops and kitchens (shoes can be changed before these classes)
- no singlet tops
- no plunging necklines
- no short shorts
- no apparel containing offensive, suggestive or inappropriate wording, pictures or caricatures
- no midriff tops
- normal school rules apply regarding jewellery, make-up, nail polish, piercings, body-art etc.

The final decision regarding what amounts to appropriate clothing rests with the Principal.

**Student Signature:**

**Date:**

**Parent/Guardian Signature:**

**Date:**



## THE GAP STATE HIGH SCHOOL Student Resource Scheme Agreement (SRS)

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### Information, Terms and Conditions are located in the Parent Reference Guide

The SRS has been implemented in this school to ensure that all students have the necessary resources to support their educational requirements. It is also intended as a convenience to parents/caregivers to provide a more economical option to purchasing resources for study across the curriculum each year.

The SRS operates at this school under the policy and guidelines of Education Queensland. The Gap State High School Parents' and Citizens' Association supports and ratifies the SRS. Parents wishing to take advantage of the resources and services provided by the scheme pay an annual fee and any elective fees (i.e. Instrumental Music) and sign an agreement to comply with the conditions of the scheme.

If parents/caregivers opt into the SRS scheme, participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation and agreement form.

### For parents in dispute over the payment of their child's school activity fees

- The school should send an invoice for each fee-based activity to both parents (note this is an invoice for the entire amount – schools should not enter into part payment or 50/50 invoicing arrangements)
- It is a matter for the parents to determine who pays the invoiced fees. If there is a payment arrangement between the parents that has not been adhered to, that is a matter for the parents to resolve between themselves.

### AGREEMENT

- We have read and understand the conditions applicable to the SRS within this school available on our [website](#).
- We agree for our student(s) to participate in this scheme whilst enrolled within The Gap State High School.
- We fully accept the terms and conditions of this scheme as approved and endorsed by The Gap State High School Parents' and Citizens' Association each year.

**Student Name:**

**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**

*SRS documentation will be emailed out annually and is available on The Gap State High School's [website](#).*

*Documentation Includes;  
Participation Form SRS Information  
Sheet SRS Elective/additional program  
fee Frequently asked questions  
Student resource list by year level*



**THE GAP STATE HIGH SCHOOL**  
**Consent to Use Leadership Training Centre (LTC)**

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**Participant Name:**

**Name of Next of KIN:**

**Date of Birth:**

**Phone Number:**

**Medicare Number:**

**Medicare Expiry date:**

**Phone Number:**

The Leadership Training Centre has 24 activities designed to develop leadership qualities. The activities involve climbing, abseiling and caving. The activities involve participants working at heights up to 10 metres above the floor. The cave activity involves students entering a cave like structure that is pitch black and involves restricted movement and access. Participants are safeguarded by ropes and belay devices operated by other participants. The activities are designed to expose participants to perceived and real risks. Participants are trained and supervised by specialist, qualified staff. Parents and participants need to understand that in the event of mishap, serious injury could occur.

The Centre operates on a “Challenge by Choice” principle. If participants do not wish to partake of a particular challenge they will not be compelled to do so.

Participants are expected to abide by the safety directions issued by LTC Staff. Participants must acknowledge that they are currently free from medication or drugs that might affect their degree of alertness and or reaction time.

The LTC Staff are authorised to obtain such medical attention and transport to medical attention as may be deemed necessary. I understand that I will be responsible for any costs incurred.

Any special considerations for the above participant are to be listed ie. medical issues, physical and psychological limitations.

**For participants under 18 years –**

Name of person giving consent:

Relationship to participant:

Signature of person giving consent:

Date:

**Limiting Considerations:**



## Co-Curricular Music Applications Instrumental Music Program and Vocal Music Program

**Student's Name:**

**Year Level** (for the year you are enrolling into eg: Year 7, 8 or 9):

**Primary/High School attended before The Gap SHS:**

Name of instrumental teacher at your previous school:

The Instrumental program relates to **Orchestral or Band Instruments only** and runs according to the Department of Education Instrumental Music Policy.

Students **must have previous instrumental experience** playing an Orchestral or Band instrument.

Is the student interested in continuing with Instrumental Music?    Yes

**We do not provide specialist lessons or have ensembles for piano and guitar players.**

Complete the table below if you wish to continue in the Instrumental Music Program in Year 7.

<b>Instrument Played</b>	<b>Length of time played and currency</b> eg 3 years 2017 – 2020	<b>Standard Achieved</b> (if known) eg AMEB Grade 3 - distinction	<b>Does the student have a private music teacher?</b>

Is the student interested in joining one of the vocal ensembles (choir)?    Yes

complete the table below if you wish to continue in the Vocal Program in Year 7.

<b>Choir</b>	<b>Length of time</b> eg 3 years 2017 – 2020	<b>Standard Achieved</b> (if known) eg AMEB Grade 3 - distinction	<b>Does the student have a private vocal teacher?</b>



# THE GAP STATE HIGH SCHOOL

## Communication

### Contact regarding individual matters

Parents are encouraged to contact teachers or the school directly if they have any special concerns which may affect their son or daughter at school. Staff emails are available on the [website](#) or phone the school office on 3511 3888 to be directed to the relevant member of the Administration, Head of Department, Growth HODs, the Year Level Coordinator, Classroom teacher or Support Staff including the Guidance Officer, Chaplain or School Nurse.

Because our school is a very busy organization, it is not always possible to have immediate contact with teachers. This is why we have a range of support staff in our school to assist. ALL initial contact with teachers should flow through the school office (07 3511 3888) or [admin@thegapshs.eq.edu.au](mailto:admin@thegapshs.eq.edu.au). Please do not walk into the school to find a teacher (or student) our school signs require you to go to the school office. Our Office Staff, Teachers or Support Staff will respond to your needs or questions as soon as possible.

Important home contact directly from school may occur via:

- Phone contact to home or parent's workplace
- Teacher or Administration notes in the Student Planner and Diary
- Letter sent home with the student or via Australia Post
- Emails

### Contact regarding whole school community matters

Regular newsletters are important to our Home/School communication.

**School Newsletter** The School publishes a fortnightly newsletter which is emailed home every second Friday to provide information about upcoming and latest events. This is our most important way of linking home and school. **Parents must [subscribe to this as it is an external database](#).**

**Spectrum** Our annual school magazine "Spectrum" is given to each student at the end of the year. NB If no media consent is given this means students will not be able to appear in this publication.

**SMS** In certain circumstances we may use a SMS service to advise parents of school matters.

**QParents** **This is one of the best ways for parents to keep informed.** Parents can report absentees, access consent and permission forms, report cards, assessment planners, timetables and class times. [www://qparents.qld.edu.au](http://www://qparents.qld.edu.au) if you need assistance phone 3511 3888 for support.

**Facebook and Instagram**

### Reporting

#### Year 7 – 10

	Term1	Term 2	Term 3	Term 4
Level of Achievement		✓		✓
Behaviour	✓	✓		✓
Effort	✓	✓		✓
Parent Teacher Interviews		✓	✓	

#### Year 11 - 12

	Term1	Term 2	Term 3	Term 4
Level of Achievement	✓ Year 12 only	✓ Year 11 only	✓	
Behaviour	✓	✓ Year 11 only	✓	
Effort	✓	✓ Year 11 only	✓	
Parent Teacher Interviews		✓ Year 11 only	✓	

All reports are available on QParents

### Newsletter subscription

Newsletters are provided through our newsletter provider INewsletter. This is an external database & requires external permissions. Should you wish to receive the Newsletter please self-register through the school website by following this link;

[Subscribe to School Newsletter](#)



# THE GAP STATE HIGH SCHOOL

## Parental Involvement Form

The Gap State High School strongly encourages parent/guardians to be involved in the school. It is highly beneficial to students and the school (and often benefits the parent/guardians directly also). Please give serious thought to becoming actively involved in any of the following ways.

Parent/Guardian Name:

Student's Name:

Address:

Email Address:

Phone:

**Some areas of the school you might like to be involved in (tick the boxes):**

Tuckshop

International Student's Homestay

Uniform Shop

Billeting of students (such as Japanese, music students and sporting groups)

Working Bees

Hall Canteen

SSWAG (Student & Staff Wellbeing Action Group)

SHAPE (Parents of students involved in Sport, Health and Physical Education) Committee

Mentoring - providing support for students in fields such as Business, IT and /or Hospitality

POPARTS (Parents of Performing Art Students) Committee

I/We have the following skills/hobbies/knowledge which the school may find useful:

I am sorry, but I am not able to assist at this time.