

New laws to protect children

The Queensland Government recently strengthened laws to protect children from the risk of sexual abuse by targeting behaviour that ignores or hides the sexual abuse of children.

As a student who is 18 or older, what does this mean for you?



Under section 229BC of the *Criminal Code Act 1899*, it is a criminal offence when any adult in Queensland fails to report to the Queensland Police Service (Police) a reasonable belief that a child sexual offence is being, or has been, committed against a child by another adult.

This means that as an adult, you must report to the Police if you reasonably believe (or should reasonably believe) that a child is being, or has been, the victim of sexual abuse, unless you have a reasonable excuse.

The maximum penalty for *failing to report* is 3 years imprisonment.

Who is an *adult*?

Anyone 18 or older is considered an adult.

Who is a *child*?

Anyone under 16 years, or a person under 18 with an impairment of the mind, is considered a child.

What is a *reasonable belief*?

A *reasonable belief* is a belief that a reasonable person would form in the same position with the same information. For example, a reasonable belief could be formed when a child tells you they have been sexually abused or if the child shows signs of sexual abuse.

What is a *reasonable excuse*?

A *reasonable excuse* may include if you:

- have already reported the offence to the Police or you know another person has or will report it.
- receive information that the victim, who is now an adult, does not want the offence reported.
- believe reporting the offence would endanger you or another person (other than the alleged offender).

This is not an exhaustive list and there may be other scenarios when you have a reasonable excuse not to report.

How do you make a report?

To report an offence, contact PoliceLink on 131 444 or report [through the online form](#). If it is an emergency, call Triple Zero (000).



Example Scenario 1

Your partner, who is also 18, confides in you they were sexually abused by an adult neighbour when they were 7. Your partner tells you they do not want to make a complaint to the Police. What should you do?

As your partner is now an adult and they have told you that they do not want to report the offence, you do not have to report the offence as you have a reasonable excuse not to report.

Example Scenario 2

Your sister's friend, who is 14, tells you that at a recent party, an 18-year-old took them into a bedroom and got them to pose for a nude photograph. What should you do?

You must report this information to the Police even if your sister's friend tells you not to.

The 18-year-old may have committed an offence of making child exploitation material or indecent treatment of a child.

Who can you talk to for advice and support?

You can talk to a trusted adult such as your teacher or school guidance officer for advice and support.



Consent for guidance services – 2026

This form is to be completed when the student named in the form has been referred to the school's guidance officer or senior guidance officer and is likely to continue seeing the guidance officer for assessment or ongoing support. This consent form should be completed by the student or their parent/carer after they have read the *Attachment: Guide for students and parents/carers (Attachment)*. Written consent is not required for guidance services such as career counselling and subject selection advice as these form part of the support offered to all students in secondary schools.

Privacy Notice

Personal information is collected on this form for the purpose of obtaining consent for guidance services for the student named in this form and, where relevant, for sharing information about the student with professionals and/or agencies outside the school who are involved with supporting the student. This information will be stored securely and may only be accessed by authorised school staff. The information will not otherwise be used or disclosed unless the student and/or their parent provide consent, or the use or disclosure is authorised by law.

Role of the Guidance Officer

Guidance officers provide counselling, psychoeducational assessment and individual student support. They also advise students, teachers and parents/carers about educational, behavioural, career development, mental health and personal issues. Guidance officers use a range of methods to collect information from students, parents/carers and school staff. These include, but are not limited to, informal and semi-structured interviews, observations, questionnaires and psychoeducational assessments. Information collected as a result of working with the guidance officer may, in certain circumstances, be shared with relevant Department of Education personnel, who are involved in supporting the student's educational program (for example, speech language pathologist).

Student details

Name		DOB		Age	
School		EQID		Year level/Class	

Parent/carer details

Name/s					
Home phone		Mobile		Email	

Information sharing with external support personnel/agencies

A guidance officer will develop a more comprehensive understanding of a student's needs if they can request, receive and share information with a professional or agency who is already providing, or who has in the past provided a service or support to a student, for example, a psychologist, doctor or occupational therapist. Consent is required for the guidance officer to request, receive and share such information.

Please list any specialist personnel or agencies outside the school that have supported, or are currently supporting the student. We will seek your written consent before contacting them using the [Consent form to share student personal information with third parties \(DOCX, 420KB\)](#)

Agency/Professional	Contact person	Contact details



Consent – Psychoeducational assessment

Guidance officers carry out psychoeducational assessments to determine a student's individual support needs at school. These assessments might relate to their cognitive, academic, behavioural, social and emotional functioning, or their mental health and well-being. Sometimes a guidance officer will carry out more than one assessment for a student in order to develop a comprehensive understanding of the student's needs. The results of these tests will be shared with the student, their parent/carer and with other school staff involved in the education and support of the student (for example, class teacher, speech language pathologist). Additional information about types of psychoeducational assessments commonly used by guidance officers is contained in the attachment to this form. Guidance officers will provide further detail to students and parents about the particular tests they will administer with the student named in this form.

I consent to the guidance officer undertaking psychoeducational assessments, which may include assessments of cognitive functioning, academic functioning, behavioural, social and emotional functioning and mental health and wellbeing.

Name		Relationship to student	
Signature		Date	

Consent – Transfer and storage of psychological assessment information offshore

Some psychoeducational assessments carried out by guidance officers are processed using online systems administered by a third-party provider whose internet servers are located overseas. Before you provide consent here, please ensure you have read and understood the information set out in Part C of the attachment to this form about the transfer and storage of information overseas for the purpose of carrying out these psychoeducational assessments. The attachment also provides further information regarding the type of student information that will be stored offshore.

I consent to limited personal information about the student named in this form being transferred and stored offshore, when necessary, for the completion of a psychoeducational assessment.

Name		Relationship to student	
Signature		Date	

Consent – Counselling (behavioural, emotional, mental health)

Counselling is provided to individuals or small groups for the purpose of supporting students in relation to personal, social and/or emotional issues, which may or may not be related to the student's education. A student who commences counselling with a guidance officer is able to stop at any time. Information a student shares with the guidance officer during counselling is generally kept confidential but may be used and/or disclosed with the consent of the student, or if the disclosure is authorised or required by law. More information about how and when disclosure of personal information may occur is included in the attachment.

I consent to the guidance officer providing support in the form of individual and/or small group counselling.

Name		Relationship to student	
Signature		Date	

Additional information related to consent for guidance services

--

Attachment – Guide for students and parents/carers

Part A – Consent

As employees of the Department of Education (the Department), guidance officers are committed to protecting student personal information in line with their obligations under the *Education (General Provisions) Act 2006* ('EGPA') and the *Information Privacy Act 2009* (IPA). Seeking the consent of a student and/or their parent to record, use or disclose that student's personal information for the purpose of guidance services is one way that guidance officers comply with these obligations, and ensures students and their parents are informed about what happens with the student's information.

Consent can only be given by someone who has the legal capacity to give it. Capacity is determined not just by age, but by a person's maturity and ability to understand consequences of providing consent. Students, particularly in secondary schools, will often be asked to give their consent to receive guidance services, however, in some instances a school will require the student's parent to give their consent. For example, when a guidance officer would like to carry out a psychoeducational assessment, they must seek the consent of the student's parent. Consent for students who are enrolled in primary schools to receive guidance services is always obtained from the parent.

Consent must be voluntary, informed, specific and current. Providing consent is not compulsory, however access to some guidance services may be limited if it is not provided. Guidance officers can explain this issue in greater detail to students and parents affected by this issue.

Consent provided in this form will remain valid for the time needed to complete the services agreed to for this student but not longer than 12 months. Consent may be revoked at any other time by notifying the guidance officer in writing.

Part B – Collection, storage and sharing of personal information

Generally, any information a student shares with a guidance officer will only be recorded, used or disclosed in line with the purpose for which it was provided. For example, psychoeducational assessments are carried out to determine a student's support needs so the school can provide an individually targeted education program. Therefore, in addition to the student's parents, the results of a psychoeducational assessment may be disclosed to school staff who are involved in meeting the student's support needs.

If a student sees a guidance officer for counselling, they may disclose information about their personal affairs unrelated to their education. A guidance officer will keep this information confidential unless they believe it is necessary for the safety and wellbeing of the student to share the information with someone else. The guidance officer will usually seek the consent of the student first, but in some circumstances they can disclose information a student has shared if the law authorises the disclosure. For example, a guidance officer would be obliged to disclose information for the purposes of child protection under the EGPA and the *Child Protection Act 1999*.

Authorised staff (such as a school psychologist or social worker) are able to access information the guidance officer stores about the student on the department's online student management system (OneSchool). School staff (other than the guidance officer) who have access to the information would only access the information if necessary to support the student's wellbeing and mental health needs, or if otherwise required or authorised by law.

It is not uncommon for a guidance officer to exchange information with external professionals who are also involved in supporting the student, for example, a psychologist, doctor or occupational therapist. This enables a guidance officer to develop a more comprehensive understanding of a student's needs. Student/Parent consent is required before the guidance officer will request, receive and share information with a professional or agency who is already providing, or who has in the past provided a service or support to a student. The student or their parent will be asked to sign the *Consent form to share student personal student information with third parties*. The form specifies what information the guidance officer can collect from and/or disclose to each nominated external professional. The form will be used to demonstrate to the relevant external professional that the student/parent's consent has been given.

Part C – Use of web-based service providers: transfer and storage of information offshore

The use of web-based resources in schools is rising steadily. The Department makes decisions about using safe and secure technology to meet the needs of its students, in line with robust department and whole-of-government procedures designed to ensure the protection of student personal information (see the Department's *Information Assets and Record Keeping*, *Information Privacy and Right to Information* and *Information Security* procedures at <https://ppr.qed.qld.gov.au/category/technology-and-information-management>).

At times the Department will utilise services delivered by third-party web-based providers, some of whom may transfer and store data on servers located outside of Australia. When this happens the Department will inform students and

parents about what happens to their personal information and seek consent of the person whose information is to be transferred, or their parent, in line with section 33(a) of the IPA.

Pearson

In relation to guidance services, guidance officers carry out certain psychoeducational assessments of students using Q-global, a web-based platform owned by NCS Pearson, Inc. ('Pearson'). In the course of an assessment, information collected by the guidance officer will be entered into the Q-global system, including some personal information about the student. To help safeguard student identities, only limited personal information is used for each assessment undertaken on Q-global, including no more than the student's EQID, year level, date of birth, primary language and gender. The guidance officer's name and the date of testing are also entered into the system.

Q-global processes the assessment information, analyses the data and generates reports for interpretation and use by the guidance officer. During this process Q-global transfers the information and stores it in secure cloud-based servers located in Canada. When data is transferred it is encrypted and remains encrypted during storage. Administrative, physical and technical safeguards have been implemented to protect personal information and ensure only authorised staff have access to the encrypted data.

Personal data transmitted to and stored in Pearson's cloud-based servers, will not be disclosed, made available or used for purposes other than the purpose intended by the application, unless with the explicit consent of the individual, or as required by all relevant and prevailing laws. The Department has confirmed with Pearson that the operation of Q-global is compliant with the Information Privacy Principles in the IPA, ensuring that the standard of protection provided for personal information is consistent with the Department's own and will be maintained in all dealing with student personal information.

If parental consent to transfer student information overseas for the purpose of a psychoeducational assessment is not provided, the guidance officer will not use Q-global. If a student or their parent would like to know more about how the student's information will be managed in the administration of a psychoeducational test, they are encouraged to speak with their guidance officer. The results of each psychoeducational test will be shared with the student, their parent, and school staff who are involved in supporting the student's educational program.

Part D – Types of psychoeducational tests often used by guidance officers

When a guidance officer has determined which test they will carry out for a student, they will provide more detailed information to the student and their parents about the purpose of the test, what is involved in the assessment and what information will be generated. The types of tests guidance officers often use are:

Cognitive tests

These assessments, sometimes referred to as intelligence tests, are used to better understand a student's learning capability by identifying a profile of their strengths and weaknesses.

Achievement tests

Assessments of academic abilities, sometimes referred to as tests of achievement, assess the student in areas related to school learning such as reading, mathematics, spelling and written expression.

Mental Health and Behaviour

These assessments provide information about a student's behavioural and emotional functioning, social competencies and attention difficulties.

Adaptive Behaviour

These assessments provide information on the student's functional skills necessary for daily living.

Executive Function

Assessments of executive functioning identify the student's abilities across a range of mental tasks such as planning, organising, working memory, flexible thinking and self-control.

Child Development and Memory

Assessments of a student's developmental level and memory skills assist in determining appropriate interventions and educational adjustments.

Vocabulary and Oral Language

Assessments of vocabulary provide information about how many spoken words a student may understand and/or use.



Version 6.13: 16 November 2023

Introduction to the State School Consent Form (attached) for Heatley Secondary College

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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



Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: www.heatleysc.eq.edu.au
- Facebook: <https://www.facebook.com/HeatleySecondaryCollege/> ; <https://www.facebook.com/HeatleyALC/> ; <https://www.facebook.com/HeatleyTCTC/>
- YouTube: <https://www.youtube.com/channel/UC7hFUMnh6X8TTUTfgzf-k-A>
- Instagram: <https://www.instagram.com/heatleysecondarycollege/>
- Twitter: n/a
- LinkedIn: n/a
- Other: n/a
- Local newspaper
- School newsletter <https://heatleysc.schoolzineplus.com/>
- 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 the Business Manager, by phone 07 4726 8333 or email admin@heatleysc.eq.edu.au .

The Business Manager should be contacted if you have any questions regarding consent.



State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

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

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

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: n/a

5 LIMITATION OF CONSENT

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

6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

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

Date

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

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





HEATLEY SECONDARY COLLEGE

ICT RESPONSIBLE USE AGREEMENT - 2026

PURPOSE STATEMENT

- This policy covers the use of college owned hardware, peripherals and software, internet and email use, the publishing of images as well as personal mobile devices used by students.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- This policy needs to be read in conjunction with the Student Code of Conduct.

AUTHORISATION AND CONTROLS

The principal reserves the right to restrict student access to the College's ICT services, facilities and devices if access and usage requirements are not met or are breached. The Department of Education monitors access to and use of its network, including email and internet usage in determining compliance with state and departmental policy.

RESPONSIBILITIES FOR USING THE SCHOOL'S ICT FACILITIES AND DEVICES

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the College's ICT network.
- Parents/Carers are responsible for ensuring students understand acceptable and unacceptable behaviour requirements of the College's ICT access and usage including appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The College will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the College's ICT network is secured with a user name and password. The password must be kept private by the student and not divulged to other individuals (e.g., a student should not share their username and password with fellow students).
- Additionally, students should not divulge personal information (e.g., name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the College.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

RESPONSIBILITIES FOR USING A PERSONAL LAPTOP ON THE DEPARTMENT'S NETWORK

- Students may use a personally-owned laptop on the Department's Network.
- There is a separate form for this and needs to be completed both by the student and parent.

UNACCEPTABLE/INAPPROPRIATE USE/BEHAVIOUR BY A STUDENT

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, abusive, inflammatory, racist, discriminatory or derogatory language or comments to bully, intimidate, harass, stalk or threaten others
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-device cameras inappropriately, such as in change rooms/toilets or to record inappropriate behaviours
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g., forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments.

STUDENT USE OF MOBILE DEVICES

All Queensland state school students must keep their mobile phones switched off and 'away for the day' during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

'Away for the day' supports Heatley SC to maintain a strong focus on educational achievement, and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased social interaction and physical activity
- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.



HEATLEY SECONDARY COLLEGE

ICT RESPONSIBLE USE AGREEMENT - 2026

MOBILE DEVICE PROCEDURE

1. Mobile devices must be switched off at the first bell at 8.55am and placed in school bags. They must remain off and be 'Away for the Day' in school bags until the bell rings at 3pm to finish the school day. Medical exemptions may be applied with supporting documentation from a Medical Practitioner.
2. If a student has a mobile device in their possession staff will confiscate the device.
3. The device will then be placed in a zip lock bag with a confiscation slip labelled with students name, Year level and Den class.
4. Staff confiscating the device will deliver the device to the Administration Block Student Counter for student collection at 3pm.
5. Confiscated devices will be stored in the Administration Block with student details recorded in the Mobile Device Confiscation register.
6. Students will sign the register upon collection of their device.
7. Student refusal to hand over the phone will result in a referral to Administration Block to see a Deputy Principal for defiance.
8. A SMS will be sent to parents informing of mobile device breach and subsequent confiscation.
9. Parents will be contacted via phone when a mobile device is confiscated for the second (2nd) time.
10. If confiscated for a third(3rd) time parents/carers will be required to collect the device in person from the College Administration Block.

MOBILE DEVICE AND PAYWAVE RESTRICTIONS

Mobile devices cannot be used to payWave for purchases at the College canteen. The 'Away for the Day' procedure applies at all times from 8.55am – 3.00pm and students will require a physical debit/credit card in order to access payWave at the canteen.



HEATLEY SECONDARY COLLEGE

ICT RESPONSIBLE USE AGREEMENT - 2026

Student Declaration:

I understand that the College's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the College's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my college account.

I understand that I cannot use my personal mobile device at any time between 8.55am – 3.00pm and the device will be confiscated if I do not abide by the Department of Education "Away for the Day" Policy.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/carers if I am at home. If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home, I will tell my parents/carers.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the College's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviour is capable of impacting on the good order and management of the College whether I am using ICT devices (College or personal) inside or outside of school hours. I understand that if the College decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this policy and I agree to abide by it.

Student's Name _____ Year _____

Signature _____ Date _____

Parent/Carer Declaration:

I understand that the College provides my child with access to the College's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the College cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the College's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT services, facilities and devices. Furthermore, I will advise the College if any inappropriate material is received by my child that may have come from the College or from other students.

I understand that the College is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device. I understand that the College may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the College does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the College in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the College's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the College's ICT services, facilities and devices (including the internet) under the College rules. I understand where inappropriate online behaviours negatively affect the good order and management of the College, the College may commence disciplinary actions in line with this user agreement. This may include loss of access and usage of the College's ICT services, facilities and devices for some time.

I have read and understood this policy and agree to abide by it.

Parent/Carer's Name _____

Signature _____ Date _____

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the College network
- appropriate usage of personal mobile devices within the College network.

The information will only be accessed by authorised College employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on



HEATLEY SECONDARY COLLEGE

ICT RESPONSIBLE USE AGREEMENT - 2026

this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.