

Prospective mature age student Criminal history check consent form

Privacy Notice

The Department of Education (DoE) is collecting the information on this form in accordance with s.155B and Chapter 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA), for the purposes of obtaining your consent to carry out a criminal history check and for assessing your application for enrolment as a mature age student at a mature age state school. The information will only be used and dealt with in accordance with Chapters 8 and 8A and s.426 of the EGPA.

Personal information collected with the form will be disclosed by DoE to the Queensland Police Service in order to carry out a **national criminal history check**. If applicable, the Queensland Police Service will liaise with the police services of other Australian States and Territories in carrying out this check. Personal information collected with this form may also be disclosed to third parties with your consent or as permitted or required under a law. The personal information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please contact your school in the first instance. Note: any criminal history information obtained from the Queensland Police Service as a result of the criminal history check will be dealt with in accordance with ss.175H, 175I and s.426 of the EGPA.

An application for the enrolment of persons over the age of 18 years as a mature age student at a mature age state school must include the applicant's consent for the school principal to obtain the applicant's criminal history and must be accompanied by the criminal history check fee of \$27.50 under s.155B of the *Education (General Provisions) Act 2006* (Qld).

Please note that you are **not** considered a mature age student if:

- you turn 18 years of age while at a Queensland or interstate school and are a continuing student; or
- you were previously enrolled in a state or non-state school in Queensland or interstate (and on the last day of enrolment there you were under 18 years of age) and the period between your last day of attendance at the previous school and your proposed first day of attendance at the school indicated on your enrolment form is not more than 12 months (which may need to be verified with previous school); or
- you hold a current student visa (certified copy of visa is required).

PART A SCHOOL DETAILS (MUST BE COMPLETED BY THE SCHOOL)

Name of school:	
School contact person:	Position:
Phone:	School's mature age student inbox email address:
Name of principal:	

PART B APPLICANT DETAILS (MUST BE COMPLETED BY THE APPLICANT)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Other (please specify):	
Given name:	Middle name/s (indicate if not applicable):
Family name:	

All former names (e.g. maiden name, aliases, change of name – attach a separate list if space is insufficient):

Former given name:	Former middle name/s:	Former family name:
Former given name:	Former middle name/s:	Former family name:



Correspondence will be sent to you at the postal address nominated. Any changes to your details should be provided to the school

Current residential address:	Suburb:	Postcode:
Postal address (if different to residential address):	Suburb:	Postcode:
Date of Birth: / /		
Place of Birth: Town/City:	State:	Country:
Telephone home:	Mobile:	Other:

PART C APPLICANT DECLARATION (MUST BE COMPLETED AND SIGNED BY THE APPLICANT)

- (1) I declare that the details provided by me in this consent form are true and correct.
- (2) I understand that under Chapters 8 and 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA) part of the enrolment process is that a criminal history check will be undertaken to determine my suitability to attend a mature age state school as a mature age student. This includes giving my consent for the school's principal to obtain my criminal history (in Queensland and elsewhere) from the Commissioner of the Queensland Police Service.
- (3) I understand that the criminal history check process will include a check being made of the records of the Queensland Police Service and other police services in Australia for details, if any, of convictions (including findings of guilt and acceptance of pleas of guilty, whether or not convictions were recorded) and of any charges that may have been laid against me, no matter where or when. If any relevant record is identified, additional information relating to that record may be sought from the Queensland Police Service to enable a complete assessment.
- (4) I understand that, under s.175K of the EGPA, I have an obligation to disclose any change in my criminal history to the principal and that this obligation will continue to apply if I am granted enrolment at the school (Mature age student criminal history change notice form is available online or from the principal).
- (5) I understand that I can withdraw my application for enrolment at any time prior to a decision being made about my enrolment application, by notifying the principal. I also understand that if I withdraw my enrolment application the criminal history check will not proceed.
- (6) I am aware that the criminal history check process may take more than eight weeks to complete.
- (7) **Criminal history check fee:**
 - I have paid \$27.50 to the school; or
 - The school has agreed to pay the \$27.50 fee on my behalf.
- (8) **Proof of identity:**

The applicant must provide documentation, which proves his or her true identity. Please provide the principal with one of the following forms of identification (copies of the original document will be made at the school or certified copies will be accepted. Photo identification with date of birth is preferable):

 - your current driver's licence
 - your current Adult Proof of Age Card (18+ card)
 - your current passport including photograph and signature page.



MUST BE COMPLETED BY THE APPLICANT IN THE PRESENCE OF PRINCIPAL OR DELEGATE:

Applicant's full name:	
Applicant's signature:	Date:

TO BE COMPLETED BY PRINCIPAL OR DELEGATE:

I have witnessed the applicant's signature and seen proof of identity as specified in Part C. I have attached clear copies of proof of identity to this form.

Name:	Position:
Signature:	Date:
Approval for criminal history check fee payable by the school:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED – payment from applicant has been obtained	



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 – 2023

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 ongoing assessment or support.

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). A student's, and/or their parent's consent is required for the provision of guidance services indicated in this form. 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. Please see the attachment to this form for more information about consent.

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			
<p>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 psychoeducational assessments, including a list of tests 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.</p> <p>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.</p>			
Name		Relationship to student	
Signature		Date	/ /
Consent - Transfer and storage of psychological assessment information offshore			
<p>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.</p> <p>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.</p>			
Name		Relationship to student	
Signature		Date	/ /
Consent – Counselling (behavioural, emotional, mental health)			
<p>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.</p> <p>I consent to the Guidance Officer providing support in the form of individual and/or small group counselling.</p>			
Name		Relationship to student	
Signature		Date	/ /
Additional information related to Consent for Guidance Services			

Attachment – Information Related to Guidance Officer Services

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 – Information sharing and exchange

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*.

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 <http://ppr.det.qld.gov.au/corp/ict/management/Pages/current-procedures.aspx>).

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 – List of psychoeducational tests often used by Guidance Officers

This list names the psychoeducational tests used by the Department's 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.

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.

- Wechsler Intelligence Scale for Children- Fifth Edition, Australian Standardised Ed. (WISC-V A&NZ) (2016)
- Wechsler Preschool and Primary Scale of Intelligence - Fourth Edition, Australian and New Zealand Standardised Edition (WPPSI-IV A&NZ) (2014)
- Stanford-Binet Fifth Edition (SB5) (2005) *To be used as an additional assessment tool in 2023*
- Stanford-Binet Intelligence Scales for Early Childhood (Early SB5) (2005) *To be used as an additional assessment tool in 2023*
- Raven's Educational – Standard Progressive Matrices and Mill Hill Vocabulary Scales (2008)
- Woodcock-Johnson – Fourth Edition (WJ IV) Test of Cognitive Ability, Australasian Adaptation (2017)
- Universal Nonverbal Intelligence Test – Second Edition (UNIT 2) (2016)

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.

- Wechsler Individual Achievement Test – Third Edition (WIAT-III) (2016)
- Woodcock Johnson – Fourth Edition (WJ IV) Tests of Achievement, Australian Adaptation (2017)

Mental Health and Behaviour

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

- Achenbach System of Empirically Based Assessment (ASEBA) School Ages 6-18 (2003)
- Conners Early Childhood (Conners EC) (2009)
- Conners 3rd Edition (Conners 3) (2008)
- Conners Comprehensive Behaviour Rating Scales (CBRS) (2007)
- Autism Spectrum Rating Scale (ASRS) (2010)

Adaptive Behaviour

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

- Adaptive Behaviour Assessment System - Third Edition (ABAS-3) (2015)
- Vineland Adaptive Behaviour Scales - Third Edition (Vineland-3) (2016)

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.

- Behaviour Rating Inventory of Executive Function - Second Edition (BRIEF2) (2015)
- Comprehensive Executive Function Inventory (CEFI) (2013)

Child Development and Memory

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

- Battelle Developmental Inventory – Third Edition 2020 (BDI-3)
- Brigance Early Childhood Screen (2013) and Inventory of Early Development -Third Edition (IED III) (2014)
- Developmental Profile 4 (DP-4) (2020)

Vocabulary and Oral Language

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

- Expressive Vocabulary Test - Third Edition (EVT-3) 2018
- Peabody Picture Vocabulary Test – Fifth Edition (PPVT-5) 2018
- Woodcock Johnson – Fourth Edition (WJ IV) Tests of Oral Language, Australasian Adaptation (2017)



Version: 20 October 2021

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
- 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

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