



CENTENARY STATE HIGH SCHOOL

Brisbane, Australia

*Quality Learning, Quality Futures*

CRICOS Provider 00608A DETE

[www.centenaryshs.eq.edu.au](http://www.centenaryshs.eq.edu.au)

Aspiration | Commitment | Community

# INFORMATION FOR PARENTS/CARERS



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# CENTENARY STATE HIGH SCHOOL UNIFORM CODE

*The student uniform code is currently under review and any changes will be communicated at the completion of the review.*

Centenary SHS is a 'full school uniform' school and the uniform code was developed in consultation with parents/carers, students and the wider community. The school community strongly values and supports the wearing of the school uniform and it is expected that all students at the school will wear the uniform correctly and with pride.

**The reasons for a School Uniform Code are:**

- Student safety – it identifies those students attending Centenary SHS, allowing us to quickly identify those persons in the school grounds who may not have good reasons for being there.
- A sense of pride – students develop a sense of pride in being associated with a school that has a reputation of excellence in the educational, sporting, cultural and social development of all students.
- Equity issues – it eliminates the 'fashion' competition between students and in doing so reduces the stress of 'keeping up' with the trends as well as reducing the costs for school clothing.
- Self-discipline – a uniform code applies to many occupations and social activities. Wearing a uniform to school reinforces the self-discipline which is required outside the school environment.

**The School Uniform**

FORMAL UNIFORM				
	Top	Bottom	Socks/stockings/tights	Shoes
<b>Years 7 - 9</b>	<ul style="list-style-type: none"> <li>• Plain blue blouse with embroidered school logo on pocket</li> <li>• Plain blue formal shirt with embroidered school logo on pocket</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue skirt with front pleats, side zip, elastic back and side zip pocket</li> <li>• Navy blue formal shorts</li> <li>• Navy blue tailored trousers</li> <li>• Plain black or navy belt (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Plain navy blue crew socks</li> <li>• Plain navy blue or black stockings/tights with feet</li> </ul>	<ul style="list-style-type: none"> <li>• Black leather, lace up shoes with a low heel</li> </ul>
<b>Years 10 - 12</b>	<ul style="list-style-type: none"> <li>• white formal blouse with embroidered school logo on pocket</li> <li>• White formal shirt with embroidered school logo on pocket</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue skirt with front pleats, side zip, elastic back and side zip pocket</li> <li>• Navy blue formal shorts</li> <li>• Navy blue tailored trousers</li> <li>• Plain black or navy belt (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Plain navy blue crew socks</li> <li>• Plain navy blue or black stockings/tights with feet</li> </ul>	<ul style="list-style-type: none"> <li>• Black leather, lace up shoes with a low heel</li> </ul>
SPORTS UNIFORM				
<b>Years 7 - 12</b>	<ul style="list-style-type: none"> <li>• Sports polo shirt with embroidered logo</li> </ul>	<ul style="list-style-type: none"> <li>• Sports rugby knit shorts with elastic waist and embroidered script</li> <li>• Official Centenary SHS tracksuit pants</li> </ul>	<ul style="list-style-type: none"> <li>• Plain white or navy blue socks</li> </ul>	<ul style="list-style-type: none"> <li>• Lace up athletic sports shoes</li> </ul>
<b>Arts programs (optional)</b>	<ul style="list-style-type: none"> <li>• Arts polo shirt embroidered with school arts logo</li> </ul>	<ul style="list-style-type: none"> <li>• Sports shorts</li> </ul>	<ul style="list-style-type: none"> <li>• Plain white or navy blue socks</li> </ul>	<ul style="list-style-type: none"> <li>• Lace up athletic shoes</li> </ul>

<b>Additional uniform items</b>	<ul style="list-style-type: none"> <li>• Religious or cultural head coverings must be navy blue or white</li> <li>• Centenary SHS jumper and/or jacket</li> <li>• Centenary SHS senior jersey (Year 12 students only)</li> <li>• Centenary SHS school tie (Year 12 students only)</li> <li>• Navy blue school scarf</li> <li>• Centenary SHS cap or bucket hat (available for purchase at the Uniform Shop)</li> </ul>
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Formal shoes			
Sports shoes			

### Wearing of the uniform

Students are required to wear correct uniform at all times including travelling to and from school and attendance at school excursions. Unless students are involved in practical subjects, the formal uniform is worn Monday, Tuesday, Thursday and Friday. Students in all year levels may wear their Sports or Arts uniform all day on Wednesday.

If students study Dance, Drama and/or HPE, they require Sports or Arts uniform for practical lessons. The following guidelines apply:

- Students who have a practical HPE/Performing Arts lesson in Lessons 1 or 2 may wear their Sports/Arts uniform to school but they must change into their formal uniform at AM break.
- Students who have a practical HPE/Performing Arts lesson in Lessons 3 or 4 must wear their formal uniform to school, change into their Sports/Arts uniform at AM or PM break and may travel home in their Sports/Arts uniform.
- Students who are unable to comply with the school uniform code at any time must report to a Deputy Principal by 8:30am with a note from a parent/carer
- Team uniforms (e.g. Instrumental Music, Dance singlets and pants, Backstage uniforms, Sports singlets or shirts, Football training shirts, Mater Health uniform or jerseys) can be worn when students are participating in the particular activity for which the team uniform is intended **but** students must wear full sports or full formal uniform to and from school.

## **Presentation**

Students should be neat and well presented at all times. Hair should be of a natural colour, neat, tidy and pulled back to comply with Workplace Health and Safety requirements. Hairstyles should be appropriate for a working environment.

## **Jewellery**

Jewellery must align with current Workplace Health and Safety requirements. The following jewellery is permitted:

- two pairs of small and plain earrings
- clear ear spacers
- a watch
- one small, flat plain ring
- additional piercings must be concealed with-flesh coloured adhesives or small clear retainers

## **The wearing of 'non-uniform' where approved**

Students are allowed to wear non-uniform clothing only for those activities which have received school administration approval, including:

- school approved camps
- school approved non-uniform days

Parents/carers will be advised of dress requirements for school camps. Additional non-uniform events are advertised in the school calendar.

## **On non-uniform days, students must**

- be neat and wear well-presented clothing that would be deemed appropriate and that meets Workplace Health and Safety Guidelines and Sun Safety Guidelines
- if students choose to wear the school uniform on these days, full uniform must be worn

## **Make-up**

- make-up should be minimal
- nails should be of a neutral colour
- artificial nails must be of a minimal length

## **Non-compliance with the Uniform Code**

Non-compliance by students with the uniform code may result in consequences being applied. This may include AM and after-school detentions. Repeated non-compliance with uniform consequences may incur further disciplinary outcomes in accordance with the school's Student Code of Conduct.

## STUDENT RESOURCE SCHEME - FAQ

### What is a Student Resource Scheme (SRS)?

A SRS is a service provided by the school to assist parents/carers with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes. These resources enhance the student's engagement with the curriculum.

A SRS provides a convenient option that offers good value to participants and ensures participating students have access to the same standard of resources. Parents/carers will need to provide these resources themselves if they choose not to participate in the SRS.

### What does the Queensland Government fund in schools?

Under the *Education (General Provisions) Act 2006* (Qld) (Section 50(2)), 'instruction' (e.g. teaching), 'facilities' (e.g. buildings) and 'administration' (school operation costs) are met by the State at no cost to students. State funding for schools does not extend to individual student resources such as textbooks, equipment for personal use and items used/consumed by the student in the classroom.

### What is included in the SRS?

Each school designs a SRS based on the resources needed for each student to engage in the curriculum. Items included in the SRS are published on the school's website. There are three scheme categories:

- curriculum resources, e.g. textbooks, student diaries, in-class consumables
- personal computing devices e.g. laptops or iPads
- other educational programs e.g. instrumental music, choir, excellence programs, Vocational Education and Training (VET) programs (where a school is a Registered Training Organisation)

### What is excluded from the SRS?

There are guidelines for schools on what is **not** allowed to be included, for example: excursions, competitions, first aid supplies, safety equipment, internet costs or any resource needed for assessment. In addition, all resources included in a SRS must be able to be purchased by a parent/carer choosing not to participate in the scheme.

### How much do I need to pay to participate in the SRS?

Each school, in consultation with their P&C Association, determines the resources that will be included in the SRS, and the fees that will be charged for those resources. The fees are based upon the value of the items in the scheme, this includes items that are:

- owned (generally equal to the cost for the school to purchase)
- used in class (as an average cost of resourcing the class)
- hired to the students (based upon the expected life of the item)

Fees may vary between schools, year levels, or for individual students. The Government provides an allowance to assist parents/carers of secondary school aged students with the cost of providing resources to support their student's education. This allowance, called the Textbook and Resource Allowance (TRA), is paid directly to the school and will be deducted from the SRS fee for participating parents/carers.

### Why does my student's school have multiple SRS?

Schools can provide a SRS to help parents/carers to provide educational resources for the general curriculum, personal computing devices and/or other educational programs such as excellence programs. Schools will provide parents/carers with a different participation agreement form and information on fees and included resources for each type of SRS.

### **What do I need to do if I want to participate in the SRS?**

A form called the Participation Agreement Form (or PAF) will be provided to parents/carers to complete at enrolment for each SRS relevant to the student's enrolment.

### **Do I need to sign the SRS participation agreement form each year?**

No, the participation agreement form allows parents/carers to participate in the SRS for the whole of their student's enrolment at the school. Parents/carers only need to complete a new participation agreement form if they change their mind about participating in the SRS in any year.

### **I have signed up to participate but how do I know what it will cost each year?**

Each year the school will give parents/carers a list of resources included in the SRS and invoice parents/carers for the fee.

### **What do I need to do if I choose not to participate in the SRS?**

Parents/carers should complete the participation agreement form and select that they do not wish to participate. Parents/carers will then need to provide the resources for their student based on the list provided by the school. The school will include a list of costs for any school produced workbooks or resources that a parent/carer is unable to buy elsewhere.

### **Can I change my mind about participating in the SRS?**

Yes, by completing a new participation agreement form, and returning it to the school.

If a parent/carer joined the SRS at the time of enrolment and now wishes to change their mind and not participate, then a completed PAF will need to be returned to the school before the annual invoice is due.

### **Can I choose what items I want to buy and only pay for those items in the SRS?**

No, the SRS works because of the school's bulk buying power and the hiring of resources across multiple years. Because of this, the SRS does not work as a part participation model. Parents/carers who are not participating in the SRS are still able to separately purchase the resources that are produced by the school as parents/carers are unable to buy these elsewhere.

### **Will I get the SRS participation fee back if my student leaves the school during the year?**

When a student leaves during the year, the school will work out:

- what SRS fees have been paid in advance
- any Textbook and Resource Allowance (see definition below) the parent/carer may be eligible for

However, the school may also take away any fees associated with damaged or non-returned SRS resources. The school will then either, pay the parent/carer a refund or send an invoice for the amount due.

### **If I join the school part-way through the year do I have to pay the full SRS fee?**

As a SRS fee is based on participation for a full school year, the school will work out a fee that is calculated based on the amount of time left in the school year.

### **If I can't afford the SRS fees, what options are available?**

If parents/carers are experiencing financial hardship they should contact the school at [admin@centenaryshs.eq.edu.au](mailto:admin@centenaryshs.eq.edu.au)



## Where can I gain more information?

For Procedural information on the Textbook and Resource Allowance (TRA) visit:

<https://ppr.qed.qld.gov.au/attachment/textbook-and-resource-allowance-tra-procedure.pdf>

For payment rates and schedules for the Textbook and Resource Allowance (TRA), visit:

<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>

For the Student Resource Scheme (SRS) Procedure visit:

<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure>

## What are my payment options?

Payments can be made over the counter by cash or EFTPOS (Debit Card, MasterCard or Visa), BPOINT or QParents. The BPOINT and QParents options allow parents/carers the convenience of making payments from home and alleviates the need to pay over the counter transactions in person.

### ***BPOINT Option***

BPOINT is an online payment system and is the preferred payment method for the Department. This option is accessed through an internet weblink [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete) which appears on all invoices and statements. This link can also be located through our website. You will need the Customer Reference Number (CRN) which is printed on the bottom of your invoice/statement before payment can be processed. When accessing the BPOINT weblink on individual invoices all relevant information will prepopulate. Parents/carers will only be required to enter their credit or debit card details.

*INTERACTIVE VOICE RESPONSE (IVR)* BPOINT is also available by dialling the 1300 number provided on individual invoices. Alternatively, you can contact the school and a staff member will transfer you to the IVR system. This option will only accept credit cards.

*ELECTRONIC DIRECT DEBIT REGISTRATION (eDDR)* BPOINT is the approved payment plan option. To set up a payment plan, parents/carers will be required to contact the school.

For more information on BPOINT please refer to the school's [website](#).

### ***Phone or Counter Payment Options***

Payments can be made at the school office, Monday to Friday between 8:00am and 4:00pm. Payment options include credit and debit cards (EFTPOS), cheque and cash. Money orders are also accepted.

For payments over the phone, call the school on (07) 3373 4555, Monday to Friday between 8:00am and 4:00pm and we will transfer you to the IVR BPOINT 1300 dedicated phone number. Only VISA or MasterCard can be used for this process. From 2018, schools are no longer able to accept credit card payments over the phone.

### ***QPARENTS Payment Options***

QParents is a web-based application which provides a more convenient, easy way for parents/carers of Queensland state school students to interact with their student's school. Parents/carers will have secure, online access to their student's information including invoices, payment options and payment history. For more information about QParents please read below, visit our website at [www.centenaryshs.eq.edu.au](http://www.centenaryshs.eq.edu.au) or contact [admin@centenaryshs.eq.edu.au](mailto:admin@centenaryshs.eq.edu.au).



## QPARENTS - FACT SHEET

### What is QParents?

QParents is a user-friendly portal accessible via app or web browser, providing parents/carers with secure online access to information about their student's schooling.

### How will QParents assist me?

QParents enables you to access and manage information about your student online.

### What information is available in QParents?

You can access information about:

- attendance details
- timetables and upcoming events
- report cards and assessments
- invoices and payment history

### What are the benefits of using QParents?

You will benefit from:

- greater transparency with online access to your student's information
- ease of viewing and updating your student's details including address and medical conditions
- anytime, anywhere access on a smart phone, tablet or computer
- access to the latest information in one centralised place
- improved administration efficiencies and reduced printing and mail outs

### Which schools use QParents?

QParents is an optional resource available to any Queensland state school. Depending on the needs of their community, schools may choose to use QParents.

Contact your student's school to find out if they are registered to use QParents.

### How do I register for QParents?

Your student's school will send you a letter or email inviting you to register for QParents. You will then be able to register via the secure QParents website: [qpARENTS.qld.edu.au](http://qpARENTS.qld.edu.au) using the unique invitation code contained in the letter or email.

You will require each student's unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact your student's school for assistance.

The school will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent/carer or family member, known as a 'Delegated Viewer'.

For more information on registering and verifying your identity, see the QParents registration fact sheet.

### What personal information is stored about me in QParents?

The following details are securely stored on your QParents account:

- your full name
- your email address
- your mobile phone number (if provided)

- basic details of any delegated viewers you have invited
- the types of documents you provided during registration (but not the actual documents)
- details of any payments you have made (but not credit card details)

### **Where is my personal information stored?**

The Department of Education has contracted Microsoft to host the QParents app. Your personal information is stored in Microsoft's secure data centre in Australia. All personal information is protected using the latest encryption techniques, rendering this information unreadable to unauthorised people. For more information, see the Microsoft Azure Trust Centre.

### **Will you use my data for advertising purposes?**

No. Queensland Government agencies are not permitted to disclose your information for marketing, advertising or other purposes.

### **Where has my student's information been sourced from?**

Information about your student in QParents has been collected through school processes such as enrolment and/or recorded by teachers and school staff in the school's IT system called OneSchool.

### **How current is the information in QParents?**

Information will be available in QParents as soon as it has been recorded or updated in OneSchool.

Any information updated by you in QParents (e.g. reasons for absences, your student's details or medical conditions) will be available immediately for the school to review and confirm the update in OneSchool.

### **What happens if I don't want my student's information in QParents?**

Where there is more than one parent/carer of a student, either party may opt to have a QParents account. In these circumstances, your student's information will be available to the other parent/carer. If all parties do not want their student's information in QParents, you should contact your student's school.

### **Where can I find help using QParents?**

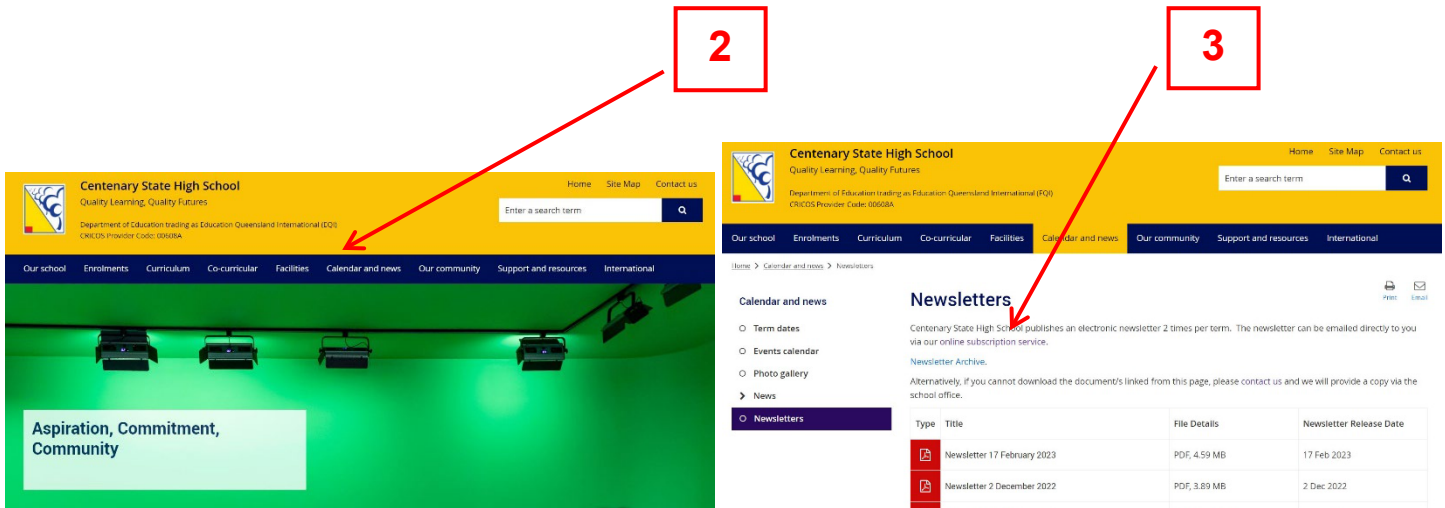
If you need assistance using QParents, you can:

- check the help page at [qparents.qld.edu.au/#/help](https://qparents.qld.edu.au/#/help)
- call 13 QGOV (13 74 68)
- use the 'Give us your feedback' option in QParents
- contact your student's school

# SUBSCRIBE TO SCHOOL NEWSLETTER

Parent/carer Instructions on how to subscribe to our school e-newsletter:

1. Go to our school website: <http://centenaryshs.eq.edu.au>
2. Go to the “Calendar and news” tab, then click on the “Newsletters” dropdown tab
3. Click on “Online Subscription Service”.



or go directly to the link below:

<https://centenaryshs.schoolzineplus.com/subscribe>

Complete and submit the form.

The image shows a screenshot of the 'Subscribe to Newsletter' form. The form has a header with the Centenary Chronicle logo. The form fields are: First Name \*, Last Name \*, Email Address \*, Mobile Phone, Subscriber Type (dropdown menu), and Enter Word Verification in box below\* (with a word verification box containing 'p x h e g a'). A 'Submit' button is at the bottom.

**Help reduce our school's carbon footprint**

**Did you know?**

- ⇒ 1 A3 ream (500 sheets) uses 12% of a tree.
- ⇒ 1 A3 ream = approximately 10.8kg of CO<sub>2</sub> in the atmosphere.
- ⇒ 1 tree makes 16.67 reams of copy paper or 8,333 sheets.
- ⇒ 3 sheets of A4 paper = 1L of water



**To unsubscribe to this email service press the unsubscribe link at the bottom of your current newsletter email.**

# PERSONALLY OWNED MOBILE DEVICE CHARTER

## BYOD overview

Bring Your Own Device (BYOD) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students or staff use their personally-owned mobile devices to access the department's information and communication (ICT) network.

These mobile devices include but are not limited to laptops, tablet devices, and smart phones. Access to the department's ICT network is provided only if the mobile device meets the department's security requirements which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device. Please refer to [Advice for State Schools on Acceptable use of ICT Facilities and Devices](#).

Students and staff are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.

We have chosen to support the implementation of a BYOD model because:

- BYOD recognises the demand for seamless movement between school, work, and home
- our BYOD program assists students to improve their learning outcomes in a contemporary educational setting
- assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers

Centenary State High School is not responsible for any damage to personal devices brought to school. Students and parents/carers assume all responsibility for damage to personal electronic devices. It is highly recommended that all suitable insurance cover is provided, such as accidental damage insurance.

## Device selection

Before acquiring a device to use at school, the parent/carers and student should be aware of the school's specification of appropriate device type, operating system requirements and software. These specifications relate to the suitability of the device to enabling class activities, meeting student needs and promoting safe and secure access to the department's network. Parents/carers should seek the latest advice from the school's website for the recommended device specifications.

The school's BYOD program may support printing, filtered internet access, and file access and storage through the department's network while at school. However, the school's BYOD program does not include extensive technical support beyond basic diagnosis of device software/hardware issues and recommendation of course of action (e.g. warranty claim, uninstallation of software, etc.).

## Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

## General precautions

- food or drink should never be placed near the device
- plugs, cords and cables should be inserted and removed carefully
- devices should be carried within their protective case where appropriate
- carrying devices with the screen open should be avoided
- ensure the battery is fully charged each day
- turn the device off before placing it in its bag

## Protecting the screen

- test
- avoid poking at the screen — even a touch screen only requires a light touch
- don't place pressure on the lid of the device when it is closed
- avoid placing anything on the keyboard before closing the lid
- avoid placing anything in the carry case that could press against the cover
- only clean the screen with a clean, soft, dry cloth or an anti-static cloth
- don't clean the screen with a household cleaning product

## Data security and back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive.

Students may also make use of their OneDrive cloud storage facility provided to them by the school in order to make additional backups and to ensure documents and files are available both at school and at home

Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

## Acceptable personal device use

Upon enrolment in a Queensland Government school, parental/carer permission is sought to give the students access to the internet, based upon the policy contained within the Department's [Use of ICT Systems](#).

This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the Centenary State High School Student Code of Conduct available on the school website.

While on the school network, students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorised programs and intentionally download unauthorised software, graphics or music
- intentionally damage or disable computers, computer systems, school or government networks
- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose. Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use

## Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to 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).

The password should be changed regularly, as well as when prompted by the department or when known by another user.

Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason.

Students should log off at the end of each session to ensure no one else can use their account or device.

Students should also set a password for access to their BYOD device and keep it private.

Parents/carers may also choose to maintain a password on a personally-owned device for access to the device in the event their student forgets their password or if access is required for technical support. Some devices may support the use of parental controls with such use being the responsibility of the parent/carer.

## Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents/carers are requested to ensure that their student understands this responsibility and expectation. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

## Cyber safety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher and parent/carer as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other online content, containing:

Parents/carers and students are encouraged to read the eSafety guide for parents/carers at <https://www.esafety.gov.au/parents>. Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising)
- a message sent to them in confidence

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation

## Web filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the school outlined on the school website (<https://centenaryshs.eq.edu.au/our-school/rules-and-policies>). To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- spam inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/carers are encouraged to install a local filtering application on the student's device for when they are connected in locations other than school. Parents/carers are responsible for appropriate internet use by students outside the school.

Parents/carers and students are also encouraged to visit the eSafety website at <https://www.esafety.gov.au/> for resources and practical advice to help young people safely enjoy the online world.

## Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

## Software

Schools may recommend software applications in order to meet the curriculum needs of particular subjects. Parents/carers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school.



This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.

### **Monitoring and reporting**

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

### **Misuse and breaches of acceptable usage**

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

# STATE SCHOOL CONSENT FORM

## Introduction to the State School Consent Form for Centenary State High School

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

- what information we record
- how we will use student materials created during your student'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 student's materials:

- are created by your student 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 student'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 student'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 student's personal information or student materials subject to your consent.

- School website: <https://centenaryshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/CentenaryStateHighSchool>
- YouTube: <https://www.youtube.com/channel/UChIKAWeQI3j6gw7xfZxPIbA>
- Twitter: <https://twitter.com/CentenarySHS>
- 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 Centenary State High School on (07) 3373 4555 or at [admin@centenaryshs.eq.edu.au](mailto:admin@centenaryshs.eq.edu.au).

## THIRD PARTY WEBSITE CONSENT

### Overview

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers.

Centenary State High School wishes to utilise a range of third-party web-based service providers to aid students learning. For your student to use the services the teacher will need to register them as a user.

**You will be asked to complete the Online Services Consent Form where you nominate which (of any) services you consent your student to be registered for.**

Upon enrolment, this form will be sent via email to the address listed as the primary contact for your student. It has the subject: *Online Service Consent Form and Information - Centenary State High School*. It contains instructions for accessing and completing the form.

Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- student name
- student ID
- age
- year group
- class teacher
- student email

**Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.**

Before you complete the online consent form, it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the form referring to each website's terms and conditions and/or privacy policy. Please read these and ensure that you understand the implications of using this service before giving your consent.

If you have any queries around the storage of student's information, please feel free to contact [admin@centenaryshs.eq.edu.au](mailto:admin@centenaryshs.eq.edu.au).

**EXAMPLE – Third party web-based service providers:**

### GROK Learning

**Data Hosting:** Onshore

**URL:** <https://groklearning.com/>

**Purpose of use:** The purpose of this website is to provide fun and challenging problems for students to solve through the use of code

**Terms of use:** <https://groklearning.com/policies/terms/>

**Privacy policy:** <https://groklearning.com/policies/privacy/>

**Please answer:**

- I give consent  I do not give consent