

WA PUBLIC SCHOOL STUDENT ENROLMENT FORM

Please complete the Student Enrolment Form and return it to the school for confirmation of this student's enrolment. *Family details should include details of parents or carers residing at the same address as the student being enrolled.* Any details relating to parents not residing with the student may be included in the Parent/responsible person details section of this form.

When you enrol your child at this school, the following must be provided:

- | | |
|------------------------------------|--------------------------|
| Birth certificate | <input type="checkbox"/> |
| Identity documents (if applicable) | <input type="checkbox"/> |
| Immunisation certificate | <input type="checkbox"/> |
| Court order (if applicable) | <input type="checkbox"/> |
| Proof of address | <input type="checkbox"/> |
| Medical / Disability documents | <input type="checkbox"/> |

Student Surname: _____
First Name: _____
Enrolling in Year: _____

If your child was not born in Australia, you must provide:

- Evidence of the date of entry into Australia;
- Passport or travel documents; and
- Current visa and previous visas (if applicable).

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education and Training International (if holding an International full fee student visa, sub class 571); or
- Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if the student holds a bridging visa).

Information to be provided

Where an item is marked with an asterisk (*) the information must be provided.

This information is required by the Western Australian Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the Enrolment Form, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who has significant and complex support needs the principal will negotiate to delay the first day of attendance with the parent/carer if the necessary teaching and learning adjustment are not currently available at the school;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

It is compulsory to advise of change of details in relation to student's name, usual place of residence and/or name and usual place of residence of Parent/Responsible person.

Security and Confidentiality

The information provided in Enrolment Forms is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

Assistance with completing this form

If you require assistance completing this form, including translation services, please contact your school.

Student Details

* Surname: _____ * Legal Surname: _____
(if applicable)

* 1st Name: _____ * 2nd Name: _____

Preferred Name: _____

* Date of Birth: ____/____/____ Sex: ☐ Male ☐ Female ☐ Indeterminate/Intersex

* Residential Address: _____

Postcode: _____

Student Mobile: _____

Names of brothers and sisters attending this school:

Primary Contact (This person will be the first emergency contact)

PARENT ☐ GUARDIAN ☐ CARER ☐ OTHER ☐ (Please tick one)

Title: _____ *First Name: _____ *Surname: _____

Please indicate relationship to the student: _____

*Postal Address (if different from student residential address): _____

Home Phone: _____ *Mobile No: _____

Occupation/Workplace: _____ *Work Phone: _____

Email Address: _____

Student lives with you: ☐ YES ☐ NO

Responsible for paying contributions and charges? ☐ YES ☐ NO

If no, who is responsible?

Main language: English ☐ Other/s

What is the highest year of primary or secondary school you have completed?

Year 12 or equivalent ☐
Year 11 or equivalent ☐
Year 10 or equivalent ☐
Year 9 or equivalent or below ☐

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is the level of the highest qualification you have completed?

Bachelor degree or above ☐
Advanced diploma/Diploma ☐
Certificate I to IV (including trade certificate) ☐
No non-school qualification ☐

What is your occupation group? (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided on page 4.

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.

If you have not been in paid work in the last 12 months, enter '8' above.

Second Contact

PARENT ☐ GUARDIAN ☐ CARER ☐ OTHER ☐ (Please tick one)

Title: _____ *First Name: _____ *Surname: _____

Please indicate relationship to the student: _____

*Postal Address (if different from student residential address): _____

Home Phone: _____ *Mobile No: _____

Occupation/Workplace: _____ *Work Phone: _____

Email Address: _____

Student lives with you: ☐ YES ☐ NO

Responsible for paying contributions and charges? ☐ YES ☐ NO

If no, who is responsible: _____

Main language: English ☐ Other/s _____

IF THE CONTACT IS A PARENT OR GUARDIAN, PLEASE COMPLETE BELOW:

What is the highest year of primary or secondary school you have completed?

Year 12 or equivalent ☐

Year 11 or equivalent ☐

Year 10 or equivalent ☐

Year 9 or equivalent or below ☐

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is the level of the highest qualification you have completed?

Bachelor degree or above ☐

Advanced diploma/Diploma ☐

Certificate I to IV (including trade certificate) ☐

No non-school qualification ☐

What is your occupation group? ☐ (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided on page 4.

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.

If you have not been in paid work in the last 12 months, enter '8' above.

Other Contact(s) Details

Title: _____ First Name: _____ Surname: _____

Please indicate relationship to the student: _____

Postal Address (if different from student residential address): _____

Home Phone: _____ *Mobile No: _____

Occupation/Workplace: _____ *Work Phone: _____

Email Address: _____

Please advise the school if there are any other contacts you would like recorded.

Parental Occupation Groups:

(Relates to questions in Parent/Responsible Person 1 and Parent/Responsible Person 2 sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation, government administration & defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
<p>Senior executive/ manager/ department head in industry, commerce, media or other large organisation</p> <p>Public service manager(section head or above), regional director, health/education/police/ fire services administrator</p> <p>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p>Defence Forces Commissioned Officer</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/ claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p>Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <p>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p>Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.

Confidential Information

*Is this student in the care of a Department for Child Protection and Family Support (CPFS) Chief Executive Officer? ☐ YES ☐ NO

If YES, please specify the name of the CPFS Case Manager and their contact phone number.

Name: _____ Phone Number: _____

*Is this student subject to any court orders in respect of their care, welfare and development?
☐ YES ☐ NO **If YES, please specify and attach supporting documentation.**

*Is this student subject to Access Restriction? ☐ YES ☐ NO
If YES, please attach supporting documentation.

Student Details - Additional Information

Religion: _____ Is the student to be withdrawn from religious instruction? ☐ YES ☐ NO

Is the student of Aboriginal or Torres Strait Islander origin? ☐ NO
☐ YES, Aboriginal
☐ YES, Torres Strait Islander

Does the student mainly speak English at home? ☐ YES ☐ NO

Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

☐ No, English only

☐ Yes, other – please specify _____

In which country was the student born? _____

* Citizenship: _____

* Permanent Resident: ☐ YES ☐ NO

* Temporary Resident: ☐ YES ☐ NO

* Visa Expiry Date: _____

* Visa Expiry Date: _____

* Visa Sub-class No. _____

* Visa Sub-class No. _____

* Date entered Australia: ____/____/____

* Date entered Australia: ____/____/____

In Receipt of Allowance: ☐ Secondary Assistance ☐ Youth Allowance
☐ Assistance for Isolated Children (AIC) ☐ Abstudy

*Previous School: _____ or

*If previously enrolled in Home Education, specify the Education District: _____

Movement Reason (if applicable)

AGREEMENT FOR THE USE OF SCHOOL PROPERTY

- A. This Agreement is between the School, Student and Parent or Carer that sign the Agreement, and for the Property and Use defined by Schedule 1 of the Agreement.
- B. The Property remains in the ownership of the School at all times. The Student is entrusted with the Use of the Property at the complete discretion of the School.
- C. In signing this Agreement, the Student and Parent or Carer understand that they are bound by this Agreement.

PART 1 – RESPONSIBILITIES

Student

1. The Student and Parent or Carer must sign the Agreement before borrowing the Property described in Schedule 1.
2. The School will record the date the Property was provided to the Student as the Lending Date specified in Schedule 1.
3. The Student is provided the Property for their Use in their education program.
4. The Student must bring the Property in a fully operational state to School every day.
5. The Student is responsible at all times for the safe storage and care of the Property, including while at the School, and must do their utmost to protect the Property that includes taking steps to avoid any damage or theft.
6. When using the Property, including accessing School information or other resources, the Student must adhere to any policies, guidelines or conditions of use referred to in Schedule 1 as Conditions of Use.
7. The Student must return the Property on the date specified in Schedule 1 as the Return Date or the end of each term, whichever is sooner.
8. A new Agreement will be required for the Student to use the Property after the Return Date.
9. The Student may Forfeit the Use of the Property and access to related facilities and services if they fail to Use the Property in accordance with this Agreement.

Parents and Carers

10. Parents and Carers are required to take responsibility for ensuring the Student understands the obligations of this Agreement and proper Use of the Property.
11. Parents and Carers are required to monitor the Student's use of the Property at home, including access to any media or information services.
12. Parents and Carers are notified that the School's insurance does not cover the Property for use at home.

School Staff

13. School Staff will provide instruction to the Student on the appropriate use of the Property, including access to information and systems required for their educational program.

School

14. The School is providing the Property to the Student to undertake the educational program of the School.
15. The School will enforce proper Use of the Property and community standards in relations to the Use of the Property.

PART 2 – REPLACEMENT & COMPENSATION

16. The Student must immediately report any damage, loss or malfunction of the Property to the School.
17. The Student will not be automatically issued a replacement for the Property. The replacement of the Property is at the complete discretion of the School.
18. If the School determines the Property damage, loss or malfunction was caused by a deliberate or reckless act or a lack of care by the Student, the Property may not be replaced.
19. If the School determines the damage, loss or malfunction was caused by a deliberate or reckless act or a lack of care by the Student, the School may:
 - a. seek compensation from the Parent or Carer for an amount up to the replacement value of the Property; or
 - b. require the Parent or Carer to replace the Property with a substitute Property suitable to the School.
20. If the School Property is damaged during use at home, the School may:
 - a. seek compensation from the Parent or Carer for an amount up to the replacement value of the Property; or
 - b. require the Parent or Carer to replace the Property with a substitute Property suitable to the School.

PART 3 – DEFINITIONS

21. A reference to 'Property' is a reference to any part, component or attachment of the Property.
22. A reference to the 'Student' includes his or her Parent or Carer.
23. A reference to the 'School' includes any member of the School Staff that is authorised to deal with the Property, it's Use, or the Student
24. A reference to 'home' includes any place away from the School, in and out of school hours, unless the Property is offsite as part of a School excursion.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

AGREEMENT FOR THE USE OF SCHOOL PROPERTY

Schedule 1

School	Eaton Community College
Property (description)	Apple MacBook Air 13-inch and charger
Use	For use to assist with education programs at school and at home.
Conditions of Use (policy, guidelines or processes referred to in or attached to this Agreement)	Existing guidelines of: 1) ECC Student Computer Network User Agreement. 2) 1:1 Macbook Code of Conduct. Available on the College Website.
Lending Date	As distributed in terms 1,2,3 & 4 annually.
Return Date	Last day of school annually, or as requested by the school.

Eaton Community College provide a take home MacBook Air to all students to use while they are enrolled at Eaton Community College for education use. We aim to allocate students a MacBook as soon as possible once they commence at the College.

MacBook Expectations:

- Students must ensure the MacBook has the protective cover on at all times.
- Students must adhere to the Eaton Community College Computer Network User Agreement at all times. This includes use of the MacBook out of school hours. The Agreement is available on our website.
- Students are expected to have their MacBook at school every day fully charged.
- The MacBook must be surrendered to the school staff immediately and without question when requested.
- You may not use Eaton Community College's services to harass, bully or intimidate others or create, host or transmit offensive or obscene material.
- Students may not place stickers or use marking pens to write on the MacBook.
- Misuse of the MacBook will result in the equipment being removed from the student.
- MacBook's and chargers are to be returned when students leave the school. MacBooks not returned will be considered stolen and the matter referred to the Police for recovery.
- MacBook's are to be kept away from food and drink, both at school and at home.
- Solvents are not to be used to clean the MacBook.
- Students must ensure the Macbook is securely stored at school and home.
- Students should back up data on an external hard drive every day.
- Students are not to install illegal software, change settings or disassemble the Macbook.
- Students must report any issues, damage or faults immediately to IT.
- The MacBook is covered by a manufacturer's warranty and by Risk Cover, the WA Government's insurer while on college grounds only.
- If the MacBook is stolen, accidentally damaged (liquid spills, run over or crushed) or destroyed (electrical surges, short circuits) students and parents will be responsible for notifying Eaton Community College immediately.

Students are also expected to abide by the following network access rules:

- 1) A user may not share user IDs or transfer them to other users or divulge their passwords to other users.
- 2) A user may not use another's password
- 3) You may not use Eaton Community College's services to gain unauthorised access to Eaton Community College facilities, services or resources or the facilities, services and resources of any connected networks or system.
- 4) It is not acceptable to use Eaton Community College's services for any malicious purpose.
- 5) Impersonating another user or otherwise falsifying one's username in email, social media, computing resources, chat or with any other computing resources is prohibited.
- 6) Attempts, whether successful or not, to gain access to any other system or users' private data without express consent of the user, are prohibited.
- 7) You may not use Eaton Community College's services to engage in activities which would damage the integrity of computer based information.
- 8) You may not use Eaton Community College's services to gain passwords, encryption codes, or attempt to alter or destroy data belonging to Eaton Community College or any other user on any other network. This includes storing illegally obtained information of any sort.
- 9) You may not use Social Media Platforms on the Eaton Community College's network.

I, as parent/guardian, acknowledge that I have read and will support my child to abide by the MacBook expectations and network access rules. I understand that the MacBook remains the property of Eaton Community College. Where damage is considered negligent, at the school's absolute discretion, I agree to meet the cost of repair.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

We seek to support every student to develop intellectually, emotionally, physically and culturally. This is about ensuring that they are ready for today's world and the future. Our role is to encourage our students to be intellectually active and self-directed, guided to work together as partners, teachers and students. We respect each student by providing a wealth of opportunities to foster their strengths in becoming life-long learners, embracing their full potential.

The core values at ECC are we Encourage, Challenge and Care for our students. As a Positive behaviour school we all embrace our behaviour expectations in the aim to improve our school community. To support the school's endeavours to provide high quality education we ask all students to commit to conducting themselves in an appropriate manner to ensure they get the best from their education. At Eaton Community College our Code of Conduct Expectations are based around the understanding that students have the right to learn and teachers have the right to teach.

Behaviour

Eaton Community College school wide behaviour expectations are:

R I S E ... because

"We are **RESPECTFUL**"

"We are **INCLUSIVE**"

"We **STRIVE**"

"For **EXCELLENCE**"

At Eaton Community College we focus on teaching students' behaviours that compliment effective learning through the educative approach and contemporary behaviour improvement processes known as Positive Behaviour Learning.

Attendance

Students are expected to maintain regular attendance – 90% or above, which is 5 days per term.

All absences must be explained by a parent/guardian and a medical certificate must be provided if an absence is greater than 3 days. Unexplained absences will be followed up by the school.

DOES ATTENDANCE REALLY MATTER?

1 or 3 days a week doesn't seem like much but...

If your child misses	That equals	Which is	And over 13 years of schooling that is
Half a day per week	20 days per year	1 month per school year	Almost 1.5 school years
1 day per week	40 days per year	2 months per school year	Almost 2.5 school years
2 days per week	80 days per year	4 months per school year	Over 5 school years
3 days per week	120 days per year	Over half a school year	Almost 8 school years

If you want your child to be
successful at school then

YES, ATTENDANCE DOES MATTER!
EVERY DAY COUNTS

On school grounds

To ensure the safety of all students there is an expectation that as soon as a student arrives at school they will remain on school grounds throughout the day. Students are expected to attend all of their scheduled classes.

Uniform Policy

A dress code allows all students to be equal; there is no demand on any student to keep up with the fashions or to show membership of a particular group. As members of this community, it is necessary to have a sense of belonging and identity. The way in which we support our dress code tells others in the wider community how we feel about ourselves and the College we belong to. It also allows staff to ensure security of students in their care through an effective means of identification both within and external to the College grounds.

Illegal Substances or items

Students will not bring illegal items or substances onto school premises.

Maintaining a Good Working Environment

It is the expectation at Eaton Community College that students will take pride in the school environment and conduct themselves in a manner to ensure the learning environment is kept to a high standard of presentation. It is expected that students:

- Will not indulge in boisterous and unruly behaviour;
- Will not abuse, harass, threaten or assault others;
- Will dispose of rubbish in an appropriate manner;
- Will not deface or damage any part of the school buildings, property or resources; and
- Will demonstrate care for the gardens and plants

Mobile Phones – Off and Away

The Student Mobile Phones in Public Schools policy bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day.

This includes smart watches and listening accessories, such as headphones and earbuds. Students must have their mobile phone turned off and out of sight during the school day.

STUDENT AGREEMENT

I agree to abide by the Eaton Community College code of conduct and I have read, understood and accepted them as they are outlined above.

I will strive to be a positive role model for the school community and abide by the principle that all students have the right to learn without disruption.

Student Signature _____ Parent/Guardian Signature _____ Date _____

Office Use Only

Staff Member Signature _____ Date _____

Publication Consent

At Eaton Community College we promote the great work and achievement of our students and staff. This may involve the publication of students' photos, names and/or work on:

Media

- Audio visual productions
- Newspapers and Television
- School Website
- Facebook / Instagram
- Other internet media pages and promotional material

Yearbook

- College Yearbook (ECCHO)

We are sensitive to the fact that some parents / caregivers may not wish for their child's work or photo to be published in this way. We also have a legal obligation to protect the rights of students and their work, and parents / caregivers to make this choice.

This consent, is agreed to on the student's enrolment form, it will remain effective until such time as you advise the school otherwise.

Please tick the appropriate box to indicate whether or not you consent to your child's work and / or photo being used.

Media Consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College Yearbook Consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No

THIRD PARTY SERVICES – NOTIFICATION

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. The following third party services are being used in our school. **Pages 16 & 17 have a Consent Box that requires permission.** Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
Career Tools Link to Website https://www.careertools.com.au/	Careers	Information provided: Student: name, home address, telephone, email, date of birth, work/content, gender How the information is used: Career and post school options website. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.careertools.com.au/privacy-policy
PM Collection and NelsonNet Link to Website https://cengage.com.au/primary/browse-series/pm/pmeollection	Teaching and Learning	Information provided: Student: name, date of birth, gender, biometric data, other data How the information is used: Guided and independent reading platform Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://cengage.com.au/privacy-centre https://cengage.com.au/corporate-home/help/using-this-site/terms-and-conditions
SEQTA Link to Website: https://seqta.com.au	Teaching and Learning Management System	Information provided: Student Username and password, student name, student email, date of birth, address, phone number, school, class details, school year, student work, attendance, behaviour, profile or other photos, gender, medical or health, grades or performance, videos. How the information is used: A teaching and learning management system (LMS) that brings teachers, administrators, parents and students together. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://seqta.com.au/privacy/ https://seqta.com.au/collection/
Timing Solutions Link to Website: https://www.timingsolutions.com.au/	Sports Management	Information provided: Student: name, home address, telephone, email, date of birth, gender, other data. How the information is used: Sports Management Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.timingsolutions.com.au/privacy-policy

PARENT CONSENT REQUIRED (BUNDLED)

The following third-party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent for each service** before we can do so.

Name of Service	Type of service	What do I need to know	Further information
Autodesk – Inventor Website Link: https://www.autodesk.com.au/products/inventor/overview?term=1-YEAR&support=null	Teaching and Learning References & Resources	Information provided: Student: name, email, date of birth, work How the information is used: To provide a profile for students in order to borrow books and communicate with the librarian. Where the information is stored: Outside Australia.	Terms of Use / Privacy Policy https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement
Clickview	Teaching and Learning References & Resources	Information provided: Student: name, email, work/content, photos or videos How the information is used: Educational videos. Where the information is stored: Outside Australia Within Australia	Terms of Use / Privacy Policy https://www.clickview.com.au/clickview-online-terms/ https://www.clickview.com.au/terms-and-conditions/ https://www.clickview.com.au/privacy-policy/
Code.org Website Link: https://code.org/	Teaching and Learning	Information provided: Student: name, email, work/content, photos or videos, gender, other How the information is used: Coding, Scripting, Programming; Online learning, Online courses. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://code.org/tos
Education Perfect Website Link: https://www.educationperfect.com	Teaching and learning References and resources	Information provided: Student name, student email, school, phone number, class details, school year, student work, grades or performance and videos. How the information is used: Enables students to access an online learning and assessment platform with differentiated learning experiences. There is the option to enrol in world series competitions against other students. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.educationperfect.com/legal/ https://www.educationperfect.com/wp-content/uploads/2020/11/Education-Perfect-Terms-of-Use-2020-04-14.pdf
GeoGebra Website Link: https://www.geogebra.org/	Teaching and Learning	Information provided: Student: name, home address, email, work/content, photos or videos, gender. How the information is used:	Terms of Use / Privacy Policy https://www.geogebra.org/tos https://www.geogebra.org/privacy

		Interactive mathematics software and classroom resources. Where the information is stored: Outside Australia	
Grok Learning Website Link: https://groklearning.com/	Teaching and Learning	Information provided: Student: name, email, gender and other data. How the information is used: Online programming platform. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://groklearning.com/policies/terms/ https://groklearning.com/policies/privacy/ https://groklearning.com/policies/security/
Apple Website Link: https://www.apple.com/au	Teaching and Learning	Information provided: Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username How the information is used: Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.apple.com/au/privacy/ https://school.apple.com/
Impowrd Website Link: https://www.impowrd.com.au/	Career Support	Information provided: Student: name, email, work/content, grades or performance data Other data: school How the information is used: Programs to support entering employment and thriving in the job market. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://think17.employmentadvantage.net.au/pages/terms
MathsOnline Website Link: https://www.mathsonline.com.au	Teaching and Learning	Information provided: Student: name, grades or performance data Other data: school How the information is used: A K-12 online mathematics service that guides students lesson by lesson. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.mathsonline.com.au/privacy-policy
OLNA WA Website Link: https://olnawa.com.au/	Teaching and Learning	Information provided: Student: name, email, work/content How the information is used: OLNA preparation and practise Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://olnawa.com.au/privacy-policy/ https://olnawa.com.au/terms-conditions/
Apple - Pages Website Link: https://www.apple.com/au	Teaching and Learning	Information provided: Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username How the information is used:	Terms of Use / Privacy Policy https://www.apple.com/au/privacy/ https://school.apple.com/

		Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. Where the information is stored: Outside Australia	
PAT (ACER) Website Link: https://www.acer.org/au/pat	Assessment and Testing	Information provided: Student: name, date of birth, work/content, gender, grades or performance data, other data How the information is used: Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.acer.org/privacy https://www.acer.org/online-terms-of-use
Adobe Creative Cloud for Education - Photoshop Website Link: https://www.adobe.com/au/creativecloud/buy/education.html	Teaching and Learning	Information provided: Student: name and email Parent: name and contact information How the information is used: Includes Creative Cloud "All Apps" Education K-12 2020 Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.adobe.com/au/privacy/policy.html https://www.adobe.com/au/legal/terms.html
Skillsroad/Kentico CMS Website Link: https://www.skillsroad.com.au/	Online Careers platform	Information provided: Student: name, home address, telephone, email, date of birth, gender, geolocation data, other data Parent: name, contact information, other data (list if provided) How the information is used: Online Careers platform. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.skillsroad.com.au/website/privacy https://www.skillsroad.com.au/website/terms
Smiling Mind Website Link: https://www.smilingmind.com.au	Mental Health	Information provided: Student name, student email, date of birth, school, class details, school year, behaviour and gender. How the information is used: This is a mindfulness meditation to assist in good mental health practices. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.smilingmind.com.au/privacy-policy https://www.smilingmind.com.au/collection-notice
Socrative Website Link: https://www.socrative.com/	Student assessment	Information provided: Student: name, work/content and grades or performance data How the information is used: A formative assessment tool. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.socrative.com/privacy/ https://www.socrative.com/terms-of-use/
Story Jumper Website Link: https://www.storyjumper.com	References & Resources	Information provided: Student Username and password, student name, student email, school, class details, school year, student work and profile or other photos. How the information is used: A website where students can write, create and publish their own stories. Where the information is stored:	Terms of Use / Privacy Policy https://www.storyjumper.com/main/privacy https://www.storyjumper.com/main/tos

		Outside Australia	
StudyLadder Website Link: https://www.studyladder.com.au/	Teaching and Learning	Information provided: Student: name, grades or performance data Other data: school, class details, school year How the information is used: Online educational activities. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.studyladder.com.au/about/terms https://www.studyladder.com.au/about/privacy
Tinkercad Website Link: https://www.tinkercad.com/	Teaching and Learning References & Resources	Information provided: Staff/teacher: name, email, other data) Parent: other data How the information is used: 3D modelling program. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ https://www.autodesk.com/company/terms-of-use/en/general-terms
G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). Website Link: https://www.google.com	References & Resources	Information provided: Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). How the information is used: G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). Where the information is stored: Outside Australia but certified by Australian Signals Directory	Terms of Use / Privacy Policy https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460 https://policies.google.com/privacy?hl=en&gl=au https://edu.google.com/why-google/privacy-security/?modal_active=none
Adobe Creative Cloud for Education Website Link: https://www.adobe.com/au/creativecloud/buy/education.html	Teaching and Learning	Information provided: Staff/teacher: name and email Student: name and email Parent: name and contact information How the information is used: Includes Creative Cloud “All Apps” Education K-12 2020 Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.adobe.com/au/privacy/policy.html https://www.adobe.com/au/legal/terms.html
EduBlogs Website Link: https://edublogs.org/	References & Resources	Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, Other data: school, class details, school year, student username How the information is used: WordPress based tool for creating and hosting individual websites and student eportfolios. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://campuspress.com/docs/privacy-policy/ https://edublogs.org/terms-of-service/

The Australian History Competition Website Link: https://australianhistorycompetition.org.au/	Teaching and Learning Competitions	Information provided: Staff/teacher: name, email Student: name, work/content, grades or performance data Other data: school How the information is used: History Competition Where the information is stored: Within Australia	Terms of Use / Privacy Policy N/A
sQuizya Website Link: https://www.squizya.com	Teaching and Learning References & Resources	Information provided: Student Username and password, student name, date of birth, school, class details and school year How the information is used: A multidisciplinary interactive library. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.squizya.com/pages/2/privacy_policy https://www.squizya.com/pages/3/terms_and_conditions

Please select 'Consent' or 'Do not consent' for the above third party services (Bundled)

☐ Consent

☐ Do not Consent

PARENT CONSENT REQUIRED

The following third-party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent for each service** before we can do so.

Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information	Consent
Canva Website Link: https://www.canva.com/education/	Teaching and Learning	Information provided: Student: name, email, work/content, photos or videos Other data: school How the information is used: Creative design and presentation tools. Where the information is stored: Outside Australia.	Terms of Use / Privacy Policy https://about.canva.com/terms-of-use/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
ReviseOnline Website Link: https://reviseonline.com/	References & Resources	Information provided: Student: name, email, work/content and grades or performance data. How the information is used: Exam revision Where the information is stored: Within Australia.	Terms of Use / Privacy Policy Unavailable	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Desmos Math Tools Website Link: https://www.desmos.com/	Mathematics	Information provided: Student: name, email, date of birth, photos or videos and other data How the information is used: Digital activities for Mathematics classes. Where the information is stored: Outside Australia.	Terms of Use / Privacy Policy https://www.desmos.com/privacy https://www.desmos.com/terms	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Planbook Website Link: https://planbook.com/#home	References & Resources	Information provided: Student: name, email, date of birth, attendance, photos or videos and grades or performance data Parent: contact information How the information is used: Online teacher lesson planning and grading. Where the information is stored: Outside Australia.	Terms of Use / Privacy Policy https://www.desmos.com/privacy https://www.desmos.com/terms	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Snowflake Website Link: https://snowflake.haesemathematics.com.au/users/sign_in	Mathematics	Information provided: Student: name, email, work/content, geolocation data, grades or performance data Other data: school How the information is used: The Haese Mathematics online learning system Where the information is stored: Outside Australia.	Terms of Use / Privacy Policy https://snowflake.haesemathematics.com.au/privacy-policy https://snowflake.haesemathematics.com.au/terms-of-use	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

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HEALTH CONDITIONS

Please select any health condition/s that your child experiences

Severe allergy/anaphylaxis

Vision condition

Seizures

Minor/moderate allergies

Migraine/headaches

Asthma

Diabetes

ADD/ADHD

Hearing Condition (diagnosed)

Other conditions/Please specify: _____

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?

Yes

No

DIAGNOSED LEARNING DIFFICULTY/DISABILITY

Does the student have a diagnosed learning difficulty? Yes No

Physical disability Intellectual

ADD/ADHD

Dysgraphia Dyscalculia

Disability

Dyslexia

Deaf and Hard of Hearing

Vision Impairment

Dyspraxia

Joint Hypermobility Mental

Specific Speech Language

Global Developmental

Mental Health Condition

Impairment

Delay (prior to age 6)

Central Auditory Processing Disorder

Autism Spectrum Disorder

Other conditions/Please Specify _____

Date of Diagnosis _____

MENTAL HEALTH CONDITION

Does the student have a mental health condition that may require support from the school? Yes No

Anxiety

Depression

Eating Disorder

Other conditions/Please Specify: _____

If you have ticked any of the conditions above, you must provide supporting documents

Paediatrician / Psychologist / Other contact details:

Doctor's Name: _____

Phone: _____

Doctor's Name: _____

Phone: _____

Is your Child on any medication? Yes No
If yes, please provide details:

MEDICAL ALERT INFORMATION Does your child have a Medic Alert bracelet or pendant?

Yes

No

If yes, please provide details: _____



FORM 1

STUDENT HEALTH CARE SUMMARY

SECTION A

Year	Form	Teacher
Student's name		
Date of birth (dd/mm/yy)	/ /	Gender Male Female Not Specified
Address		
Postcode		

FAMILY CONTACT DETAILS

Name	
Relationship to student	
Address	
	Postcode
Telephone (Home)	Telephone (Work)
Telephone (Mobile)	
Name	
Relationship to student	
Address	
	Postcode
Telephone (Home)	Telephone (Work)
Telephone (Mobile)	

MEDICAL DETAILS

Medical practice

Doctor 1

Telephone

Doctor 2

Telephone

Do you have ambulance insurance? YES NO - If yes, specify insurance provider:

If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.

List any essential information that could affect your child in an emergency e.g. allergy to penicillin.

Medicare Card number

Medicare Card Individual
Reference Number (IRN)

Expiry date (dd/mm/yy) / /

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.

Long term medication – Complete the *Medication* section of the relevant health care plan – see below.

Short term medication – Request an *Administration of Medication* form to complete and return to the Principal or class teacher.

Note: All medication required must be supplied by parents/carers.

INFORMED CONSENT

Your child's health care information will be shared with staff on a need to know basis unless otherwise stated.

Do you give permission for the school to share your child's health care information? YES NO

Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.

If no, and the information is to be restricted, who can be informed of your child's health care information?

Does your child have one or more health condition(s) that will require support from school staff? (Check the box that applies)

NO - Sign below and return *Section A* of this form to the school office. If your child's requirements change, please notify the school.

Signature

Date / /

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

YES - Complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s)

SECTION B

IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF.
(In response to the information below, you will be given further forms for specific health conditions to complete)

Health conditions (Check the box that applies)	Will school staff require specific training to support your child?	
Severe Allergy/Anaphylaxis	YES	NO
Minor and Moderate Allergies	YES	NO
Diabetes	YES	NO
Seizures	YES	NO
Asthma	YES	NO
Activities of Daily Living	YES	NO
Other Conditions or Needs (Please specify below)	YES	NO

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?

YES NO - If yes, advise the Principal:

If you have ticked Yes for specific staff training, please discuss the type of training needed with the Principal.

SECTION C - CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's medical details and photo to be on view for staff. YES NO

If yes, please attach photo to the relevant health care plan(s).

SECTION D - MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? YES NO - If yes, provide details below:

Parent/Carer Signature **Date** / /

Parent/Carer Name

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS.

Note: Where appropriate students should be encouraged to participate in their health care planning.

OFFICE USE ONLY

Does the child have an allergy that needs to be flagged on SIS?	YES	NO	Date	/	/
Have relevant health care plans been issued to the parent?	YES	NO	Date	/	/
Has the Principal been informed if:					
specific training is required to support the student?	YES	NO			
the student's health care information is to be restricted?	YES	NO			
Date Student Health Care Summary was completed and uploaded on SIS:			Date	/	/