WELCOME

We understand that the process of enrolling at a new school is an important one. As a result, we have put all the forms in one booklet to assist you in completing this process.

The enrolment checklist is best filled out right at the end, as it helps us to be sure that you have all the necessary documents and have completed the appropriate forms. The checklist requires evidence of residential address for families within our Catchment Area, since our school has reached its enrolment capacity and operates in accordance with an Enrolment Management Plan. You will find a Catchment Area Map located on the enrolment page of our website or direct via http://www.qgso.qld.gov.au/maps/edmap/.

Our list of Questions and Answers attempts to help you with commonly asked questions.

Next in the pack is the actual enrolment form. This is the standard Department of Education form. It provides us with the necessary contact and personal details.

The Pre-Interview Summary is our attempt to collect some background information that helps us tailor the education program for your student. Please answer the questions on our Pre-Interview Summary sheet before you submit your enrolment paperwork. We'll talk through your answers at the interview to make sure we understand the strengths and needs of your student.

The additional forms are completed to verify your agreement to the conditions of enrolment, use of school computers and your consent (should you choose to give it) for the use of photographs and images of your student/s.

We are looking forward to meeting you at the enrolment interview. Please do not hesitate to call if we can help you in this process.

CONTENTS

1. Enrolment Checklist
2. Questions and Answers
3. Enrolment Form
4. Agreement and Consent Forms
   a. Enrolment Agreement
   b. Information Technology and Internet Agreement
   c. State School Consent Form
   d. BYOx Charter Agreement
5. Catchment Exemption Application Form
6. Pre-Interview Summary
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I apply to enrol at Indooroopilly SHS?</td>
<td>Submit the completed Enrolment Pack, including all supporting documents, as outlined on the enrolment checklist at the front of this pack. Once all documents are received, the application will be forwarded to the Executive Principal for consideration. In recent years Indooroopilly State High School has experienced significant growth and we operate in accordance with an Enrolment Management Plan. This Plan ensures that students who live within the “catchment area” are guaranteed a place at their local high school and allows students from outside our catchment to apply for enrolment and be considered using a fair process.</td>
</tr>
<tr>
<td>Who can attend Indooroopilly SHS?</td>
<td>All students living in the catchment area in Years 7-12.</td>
</tr>
<tr>
<td>What if you live outside the boundary/catchment area?</td>
<td>You should fill out the catchment exemption form in this pack. This will be considered by the Executive Principal.</td>
</tr>
<tr>
<td>My child has a disability. How can I enrol him/her?</td>
<td>Students with a disability have an adjustment process where applicable. In addition to the enrolment interview, these families meet with the Integrated Student Support staff.</td>
</tr>
<tr>
<td>Are uniforms compulsory?</td>
<td>ISHS does not have a uniform. We do have a Student Dress Standard which is detailed in the Information Booklet. A school sport shirt is available for purchase through the office.</td>
</tr>
<tr>
<td>How do I get information about bus and train timetables and bus routes?</td>
<td>Brisbane City Council: Phone 131 200 or visit the Transinfo website <a href="http://www.translink.com.au">www.translink.com.au</a></td>
</tr>
<tr>
<td>How do I know what subjects my student has been given?</td>
<td>Students receive a timetable on their first day of school.</td>
</tr>
<tr>
<td>What do I need to bring on my first day of school?</td>
<td>A writing book and pens. Teachers will provide further details of what is required in class. Stationery lists are provided along with the Student Resource Scheme documentation.</td>
</tr>
<tr>
<td>Where do I go on my first day?</td>
<td>At the beginning of the year you will be met by a Year Coordinator in the School Hall who will take you through an induction program before you go to class. For mid-term enrolments, you report to the main office (Administration) on your first day, where you will be met by your Year Coordinator.</td>
</tr>
</tbody>
</table>
# Enrolment Checklist

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Year Level of Enrolment:</th>
<th>Requested Start Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Does the Student have a Sibling at this School?</th>
<th>Parent Checklist Please ✓</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________________ Year Level: ____________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application for student enrolment form – Please ensure all pages within the application are Completed and Signed by Parent/Carer and student, including:

- Application for Enrolment
- Enrolment Agreement
- Information Technology and Internet Acceptable Use Agreement
- State School Consent Form
- BYOx Charter Agreement
- Pre-Interview Summary

Birth Certificate - Please provide copy
(a translated copy is required if the original is not in English)

Most Recent School Reports – Please provide copies of the 2 most recent reports

If Born Overseas –
- Evidence of Residency / Citizenship (if applicable)
- Visa – Copy of Visa Grant Notice
- Passport – Copy of Photo page

To determine if you reside inside our catchment area, please utilize the online tool from the enrolments page of our website or direct via [www.qgso.qld.gov.au/maps/edmap/](http://www.qgso.qld.gov.au/maps/edmap/)

If you reside within catchment, evidence of residential address for parent / legal guardian is required. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current lease agreement signed by all parties including the real estate agency, or rates notice, or unconditional sale agreement,

  and

- One secondary source – a electricity or gas bill showing this same address and parent’s/legal guardian’s name

If you reside outside catchment, please complete the catchment exemption form – within the enrolment application

Integrated Student Support – Please make note here and provide copies of Support Documents and Reports (if applicable)

Expression of interest in Specialist Programs:

- Co-curricular Music (Years 7 – 12) (Instrumental/Choir)
- Aviation Studies (from Year 10)
- CISCO Networking Academy Program (from Year 10)

<table>
<thead>
<tr>
<th>Junior Secondary Programs of Excellence: (entry to these programs is from Year 7)</th>
<th>Senior Secondary Programs of Excellence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics &amp; Engineering Acceleration Program (Years 7 – 9)</td>
<td>ATAR Leap Program (Years 10-12)</td>
</tr>
<tr>
<td>Spanish Immersion (Years 7 – 9)</td>
<td>International Baccalaureate Diploma Preparation Programme (Year 10)</td>
</tr>
<tr>
<td>Chinese Acceleration (Years 7 – 9)</td>
<td>International Baccalaureate Diploma Programme (Years 11 - 12)</td>
</tr>
<tr>
<td>Music Acceleration (Years 7 – 9)</td>
<td></td>
</tr>
</tbody>
</table>
Application for student enrolment form

INSTRUCTIONS
Please refer to the Application to enrol in a Queensland state school information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT
The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (Qld) (EGPA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
iii. administering and planning for providing appropriate education, training and support services to students
iv. assisting departmental staff to maintain the good order and management of schools, and to fulfill their duty of care to all students and staff
v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students’ country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<table>
<thead>
<tr>
<th>Legal family name* (as per birth certificate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal given names* (as per birth certificate)</td>
</tr>
<tr>
<td>Preferred family name</td>
</tr>
<tr>
<td>Gender*</td>
</tr>
<tr>
<td>Date of birth*</td>
</tr>
<tr>
<td>Copy of birth certificate available to show school staff*</td>
</tr>
</tbody>
</table>

Enrolment may not be approved without enrolling staff sighting the prospective student’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.

For prospective mature age students, proof of identity supplied and copied* | Yes □ No □ |

Prospective mature age students must provide photographic identification which proves their identity:  
- current driver’s licence; or
- adult proof of age card; or
- current passport.
## Application Details

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the prospective student ever attended a Queensland state school?</td>
<td></td>
<td></td>
<td>If yes, provide name of school and approximate date of enrolment.</td>
</tr>
<tr>
<td>What year level is the prospective student seeking to enrol in?</td>
<td></td>
<td></td>
<td>Please provide the appropriate year level.</td>
</tr>
<tr>
<td>Proposed start date</td>
<td></td>
<td></td>
<td>Please provide the proposed starting date for the prospective student at this school.</td>
</tr>
<tr>
<td>Does the prospective student have a sibling attending this school or any other Queensland state school?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, provide name of sibling, year level, date of birth, and school</td>
</tr>
</tbody>
</table>

## Indigenous Status

<table>
<thead>
<tr>
<th>Question</th>
<th>No</th>
<th>Aboriginal</th>
<th>Torres Strait Islander</th>
<th>Both Aboriginal and Torres Strait Islander</th>
</tr>
</thead>
</table>

## Family Details

<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given names*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
<td>Mrs</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Relationship to prospective student*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the parent/carer an emergency contact?*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>1st Phone contact number* Work/home/mobile</td>
<td>Work/home/mobile</td>
<td></td>
</tr>
<tr>
<td>2nd Phone contact number* Work/home/mobile</td>
<td>Work/home/mobile</td>
<td></td>
</tr>
<tr>
<td>3rd Phone contact number* Work/home/mobile</td>
<td>Work/home/mobile</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the occupation group of the parent/carer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)</td>
<td>No, English only</td>
<td>Yes, other – please specify</td>
</tr>
<tr>
<td>Needs interpreter? Yes</td>
<td>No</td>
<td>Needs interpreter?</td>
</tr>
<tr>
<td>Is the parent/carer an Australian citizen?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the parent/carer a permanent resident of Australia?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
## FAMILY DETAILS (continued)

<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td>Postcode</td>
</tr>
<tr>
<td>Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td>Postcode</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/carer school education</th>
<th>What is the highest year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')</th>
<th>What is the highest year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 9 or equivalent or below</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Year 12 or equivalent</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/carer non-school education</th>
<th>What is the level of the highest qualification parent/carer 1 has completed?</th>
<th>What is the level of the highest qualification parent/carer 2 has completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I to IV (including trade certificate)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Advanced Diploma/Diploma</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Bachelor degree or above</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>No non-school qualification</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### COUNTRY OF BIRTH*

- In which country was the prospective student born?
  - ☐ Australia
  - ☐ Other (please specify country) __________________________

- Date of arrival in Australia __________________________

- Is the prospective student an Australian citizen?
  - ☐ Yes
  - ☐ No (if no, evidence of the prospective student's immigration status to be completed)

### PROSPECTIVE STUDENT LANGUAGE DETAILS

- Does the prospective student speak a language other than English at home?
  - ☐ No, English only
  - ☐ Yes, other – please specify __________________________

### EVIDENCE OF PROSPECTIVE STUDENT’S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*

- ☐ Permanent resident
  - Complete passport and visa details section below

- ☐ Student visa holder
  - Date of arrival in Australia __________________________
  - Date enrolment approved to: __________________________
  - EQI receipt number: __________________________

- ☐ Temporary visa holder
  - Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI

- ☐ Other, please specify __________________________
EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa number</td>
<td>Visa expiry date (if applicable)</td>
</tr>
<tr>
<td>Visa sub class</td>
<td></td>
</tr>
</tbody>
</table>

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?
- [ ] Queensland
- [ ] interstate
- [ ] overseas

Previous education/activity
- [ ] Kindergarten
- [ ] School
- [ ] VET
- [ ] Home education
- [ ] Full-time employment
- [ ] Part-time employment
- [ ] Other

Please provide name and address of education provider/activity provider/employer

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?
- [ ] Yes
- [ ] No

If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address

<table>
<thead>
<tr>
<th>Address line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
</tbody>
</table>

Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')

<table>
<thead>
<tr>
<th>Address line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
</tbody>
</table>

Email

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

<table>
<thead>
<tr>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency contact</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship (e.g. aunt)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st phone contact number*</th>
<th>Work/home/mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd phone contact number*</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd phone contact number*</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>
**PROSPECTIVE STUDENT MEDICAL INFORMATION** *(including allergies)*

**Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student’s eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student’s first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the Parent consent to administer medication at school form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor’s letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

### Medical Conditions

<table>
<thead>
<tr>
<th>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No known medical conditions</td>
</tr>
<tr>
<td>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)</td>
</tr>
<tr>
<td>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)</td>
</tr>
</tbody>
</table>

### Medical Aids or Devices

- **Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)**
- **Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)?**
- **This is for the purpose of informing planning for school activities such as sport and school excursions.**

<table>
<thead>
<tr>
<th>Name of prospective student’s medical practitioner (optional)</th>
<th>Contact number of medical practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicare card number (optional)</td>
<td>Position Number</td>
</tr>
<tr>
<td>Cardholder name (if not in name of prospective student)</td>
<td></td>
</tr>
<tr>
<td>Private health insurance company name (if covered) (optional)</td>
<td>Private health insurance membership number (leave blank if company name is not provided)</td>
</tr>
</tbody>
</table>

I authorise school staff to contact the prospective student’s medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Court Orders*

**Out-of-Home Care Arrangements**

Under the Child Protection Act 1999, when a Child Protection Order is approved by the Children’s Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

<table>
<thead>
<tr>
<th>Is the prospective student identified as residing in out-of-home care?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.</td>
<td>Commencement date</td>
<td>End date</td>
</tr>
<tr>
<td>Contact details of the Child Safety Officer (if known)</td>
<td>Name</td>
<td>Phone number</td>
</tr>
</tbody>
</table>
COURT ORDERS* (continued)

Family Court Orders*

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?  
☐ Yes  ☐ No  
If yes, what are the dates of the court order? Please provide a copy of the court order.  
Commencement date  
End date

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?  
☐ Yes  ☐ No  
If yes, what are the dates of the court order? Please provide a copy of the court order.  
Commencement date  
End date

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at .  
I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

<table>
<thead>
<tr>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Prospective student (if student is mature age or independent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Date

Office use only

| Enrolment decision | Has the prospective student been accepted for enrolment?  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes  ☐ No (applicant advised in writing)</td>
</tr>
</tbody>
</table>

If no, indicate reason:
☐ Does not meet School EMP or Enrolment Eligibility Plan requirements  
☐ Prospective student is mature age and school is not a mature age state school  
☐ Does not meet Prep age eligibility requirement  
☐ Prospective student is subject to suspension from a state school at the time of enrolment application  
☐ Does not meet requirements for enrolment in a state special school  
☐ Does not have an approved flexible arrangement with the school  
☐ School does not offer year level prospective student is seeking to be enrolled in  
☐ Prospective student has no remaining semester allocation of state education

<table>
<thead>
<tr>
<th>Date enrolment processed</th>
<th>Year level</th>
<th>Roll Class</th>
<th>EQ ID</th>
<th>Birth certificate/passport sighted, number recorded and DOB confirmed</th>
<th>☐ Yes  ☐ No Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent student</td>
<td>☐ Yes  ☐ No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the prospective student over 18 years of age at the time of enrolment?  
☐ Yes  ☐ No  
If yes, is the prospective student exempt from the mature age student process?  
☐ Yes  ☐ No  
If no, has the prospective mature age student consented to a criminal history check?  
☐ Yes  ☐ No  

School house/ team  
EAL/D support  
☐ Yes  ☐ No  
To be determined

FTE  
Associated unit  
Visa and associated documents sighted  
☐ Yes  ☐ No

EQI category  
SV – student visa  
TV – temporary visa  
DS – dependent – parent on student visa  
EX – exchange student  
DE – distance education
Parental occupation groups for use with parent/carer details

**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

- **Senior executive/manager/department head** in industry, commerce, media or other large organisation.
- **Public service manager** [section head or above], regional director, health/education/police/fire services administrator
- **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- **Defence Forces** commissioned officer
- **Professionals** generally have degrees 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
- **Health, education, law, social welfare, engineering, science, computing** professionals
- **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [aircraft/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller]

**Group 2: Other business managers, arts/media/sportspeople and associate professionals**

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]
- **Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- **Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals
- **Health, education, law, social welfare, engineering, science, computing** technician/associate professional
- **Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- **Defence Forces** senior non-commissioned officer.

**Group 3: Tradespeople, clerks and skilled office, sales and service staff**

- **Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group
- **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]
- **Skilled office, sales and service staff:**
  - **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/manager]

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

- **Drivers, mobile plant, production/processing machinery and other machinery operators**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
  - **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
  - **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]
  - **Assistant/aide** [trades’ assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **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]
- **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

**Group 8: Have not been in paid work in the last 12 months**
<table>
<thead>
<tr>
<th>Medical Condition Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired brain injury</td>
<td></td>
</tr>
<tr>
<td>Allergies/Sensitivities</td>
<td></td>
</tr>
<tr>
<td>Anaphylaxis</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Oxygen required (continuously/periodically)</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Suctioning</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Tracheostomy</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Other</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Gastrostomy device (tube or button)</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Nasogastric tube</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Jejunostomy tube</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Other</td>
<td></td>
</tr>
<tr>
<td>Asthma</td>
<td></td>
</tr>
<tr>
<td>Asthma – student self-administers medication</td>
<td></td>
</tr>
<tr>
<td>Attention-deficit /Hyperactivity disorder (ADHD)</td>
<td></td>
</tr>
<tr>
<td>Autism Spectrum Disorder (ASD)</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Urinary wetting, incontinence</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Faecal soiling, constipation, incontinence</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Other</td>
<td></td>
</tr>
<tr>
<td>Blood disorders - Haemophilia</td>
<td></td>
</tr>
<tr>
<td>Blood disorders - Thalassaemia</td>
<td></td>
</tr>
<tr>
<td>Blood disorders - Other</td>
<td></td>
</tr>
<tr>
<td>Cancer/oncology</td>
<td></td>
</tr>
<tr>
<td>Coeliac disease</td>
<td></td>
</tr>
<tr>
<td>Cystic Fibrosis</td>
<td></td>
</tr>
<tr>
<td>Diabetes - type one</td>
<td></td>
</tr>
<tr>
<td>Diabetes - type two</td>
<td></td>
</tr>
<tr>
<td>Ear/hearing disorders - Otitis Media (middle ear infection)</td>
<td></td>
</tr>
<tr>
<td>Ear/hearing disorders - Hearing loss</td>
<td></td>
</tr>
<tr>
<td>Ear/hearing disorders - Other</td>
<td></td>
</tr>
<tr>
<td>Epilepsy - Seizure</td>
<td></td>
</tr>
<tr>
<td>Eye/vision disorders</td>
<td></td>
</tr>
<tr>
<td>Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid</td>
<td></td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart valve disorders</td>
<td></td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart genetic malformations</td>
<td></td>
</tr>
<tr>
<td>Heart/cardiac conditions - other</td>
<td></td>
</tr>
<tr>
<td>Mental Health - Depression</td>
<td></td>
</tr>
<tr>
<td>Mental Health - Anxiety</td>
<td></td>
</tr>
<tr>
<td>Mental Health - Oppositional defiant disorder</td>
<td></td>
</tr>
<tr>
<td>Mental Health - Other</td>
<td></td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)</td>
<td></td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - Other</td>
<td></td>
</tr>
<tr>
<td>Skin Disorders - eczema</td>
<td></td>
</tr>
<tr>
<td>Skin Disorders - psoriasis</td>
<td></td>
</tr>
<tr>
<td>Swallowing/dysphagia - requiring modified foods</td>
<td></td>
</tr>
<tr>
<td>Swallowing/dysphagia - requiring artificial feeding</td>
<td></td>
</tr>
<tr>
<td>Transfer &amp; positioning difficulties</td>
<td></td>
</tr>
<tr>
<td>Travel/motion sickness</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student’s entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent’s occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student’s welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student’s gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school’s website.
Enrolment Agreement

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

Responsibility of student to:
- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and adhere to the dress standard policy
- respect the school environment.

Responsibility of parents to:
- attend open evenings for parents
- let the school know if there are any problems that may affect your child’s ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- abide by school’s policy regarding access to school grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child’s living arrangements change and provide details of new home address and phone number

Responsibility of school to:
- develop each individual student’s talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school’s expectations regarding the Student Code of Conduct and the school’s Dress Standard Policy
- ensure that parents and carers are aware of the school’s insurance arrangements and accident cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved, for example, Program of Chaplaincy Services; religious instruction
- ensure that the parent is aware of the school’s record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance
- open a learning account with Queensland Curriculum and Assessment Authority
- ensure that information about the school’s current programs and services has been explained to me

I accept the rules and regulations of the Indooroopilly State High School as stated in the school policies that have been provided to me as follows:

- Student Code of Conduct
- Student Dress Standard
- Homework Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- Department insurance arrangements and accident cover for students
- Consent to use Copyright Material, Image, Recording or Name

I acknowledge that information about the school’s current programs and services has been explained to me.

Student Signature: ____________________________  Parent/Carer Signature: ____________________________  On behalf of Indooroopilly State High School: ____________________________

_____ / _____  / _____  _____ / _____  / _____  _____ / _____  / _____  _____ / _____  / _____

Uncontrolled copy. Refer to SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools at education.qld.gov.au/strategic/eppr/students/smspr027/ for master. TRIM 08/91898 Page 1 of 1
Dear Parents and Guardians

Information Communication Technology Acceptable Use Policy and Agreement

Indooroopilly State High School has a school wide computer network that supports effective student learning across the school’s curriculum. This network, also provides student access to the Internet and email.

It is important that you and your child are familiar with the guidelines as stated in the accompanying Information Communication Technology Acceptable Use Policy. Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary these refer to -

1. **Purpose of the School network and Internet access.** This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world wide, as well as facilitating local, regional and world wide communication through email.

2. **Types of information available and intellectual ownership.** Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.

3. **User responsibilities.** Students are responsible for all activity carried out on their personal network account.

4. **Personal security.** Students are not to disclose personal information - their own or other people’s, on the Internet.

5. **Sanctions.** Inappropriate use of the network facilities, including the Internet or email will incur the loss of access to these facilities.

The use of your child’s account must be in support of, and consistent with, the educational objectives of the School, the School’s Responsible Behaviour Plan for Students and the Information Communication Technology Acceptable Use Policy and Agreement. Failure to follow these will result in the loss of privilege to use these facilities.

Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Department of Education provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

**Please read and discuss the attached policy with your child. Complete and return the signed Agreement to the school office.**

Please contact a member of the Administration should you have any concerns or wish to discuss the matter further.

Yours sincerely

Lois O’Reilly
Executive Principal
1. **This policy sets out guidelines for the acceptable use of**
   - the School’s computer network facilities
   - installed computer software
   - the Internet
   - electronic mail
   - which are provided to students for educational purposes only.

2. **Acceptable use issues may be broadly categorised as personal conduct relating to:**
   - System security
   - Legal requirements
   - Ethical use of Department of Education’s computer network facilities at Indooroopilly State High School
   - Standards of interpersonal communication.

3. **Benefits to students - Students will have access to**
   - A variety of equipment, software and services to support effective learning.
   - Information sources for research via network facilities and the Internet.
   - Network facilities before school and during lunch breaks.

4. **Procedures for use - Students are expected to**
   - Operate all equipment with care. Follow written and oral instructions for equipment use.
   - Consult a teacher where necessary.
   - Ensure personal security of their user account by correctly logging on and off.

**RESPONSIBILITIES OF STUDENTS**

**Students are responsible for all activity carried out on their personal network account.**

**General Network Responsibilities - Students will NOT**
   - Share their password with anyone else
   - Use another student’s network account
   - Allow another student to use their account
   - Attempt to change the network in any way
   - Install / use any software other than that provided by the school or as defined in the BYOx Laptop Charter
   - Attempt to bypass security
   - Store inappropriate material in their network account or on their assigned laptop computer.

**Internet and Email Acceptable Use Responsibilities**

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use a privilege, and at all times students must exercise careful judgment over all material that they access and communications that they make.
Information Communication Technology Acceptable Use Policy and Agreement

Student Agreement

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school’s ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.

- While I have access to the school’s ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

- Specifically, in relation to e-mail and internet usage, should I encounter any material that is illegal, dangerous or offensive, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher.

- I will not: reveal home addresses or phone numbers - mine or that of any other person; or use the school’s ICT network (including the internet) to annoy or offend anyone else.

- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time

 GetValue(1, 9, 10) …………………….

(Student’s name)

 GetValue(1, 11, 12) …………………….

(Student’s signature) ……………………(Date)

Parent or Guardian Agreement

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school provides my child with access to the school’s network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school can not control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school’s responsible behavior policy and will not engage in inappropriate use of the school’s ICT network.

- I believe …………………………(name of student) understands this responsibility, and I hereby

- give my permission for him/her to access and use the school’s ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school’s ICT network for some time.

 GetValue(1, 13, 14) …………………….

(Parent/Guardian’s signature)

 GetValue(1, 15, 16) …………………….

(Parent/Guardian’s name) ……………………(Date)
State School Consent Form

Introduction to the State School Consent Form (attached) for Indooroopilly State High School.

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

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

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

Your child’s student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.
If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school’s satisfaction.

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

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

**Media sources used**

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

- School website: indoorooshs@eq.edu.au
- Facebook: www.facebook.com/Indooroopillystatehighschool
- YouTube: www.youtube.com/channel/UCCBMKodOtnRRHn3RtbQH07g
- Instagram
- Twitter: www.twitter.com/Indro_SHS
- Other: www.education.qld.gov.au
- 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 Indooroopilly State High School Communications Manager. Email: 2034_CommunicationsManager@eq.edu.au, phone 3327 8302.

The school’s Communications Manager should be contacted if you have any questions regarding consent.

Please retain this letter for your records and return the signed consent form.
State School Consent Form

IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(b) Date of birth: ........................................................

(c) Name of school: …………………………………………………………………..

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

  □ Full Name  □ First Name  □ No Name  □ Other Name ............................................................

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

PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

  ▶ Name (as indicated in section 1)  ▶ Image/photograph  ▶ School name

  ▶ Recording (voices and/or video)  ▶ Year level

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

  ▶ Sound recording  ▶ Artistic work  ▶ Written work  ▶ Video or image

  ▶ Software  ▶ Music score  ▶ Dramatic work

APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.

- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school’s newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the ‘Media Sources’ section of the explanatory letter (attached);
  - year books/annuals;
  - promotional/advertising materials; and – presentations and displays.

TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe:

LIMITATION OF CONSENT

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

- CONSENDER – I am (tick the applicable box):
  - [ ] parent/carer of the identified person in section 1
  - [ ] the identified person in section 1 (if a mature/independent student or employee including volunteers)
  - [ ] recognised representative for the indigenous knowledge or culture expressed by the materials

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

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

Print name of student ...........................................................................................................................................

Print name of consenter..........................................................................................................................................%

Signature or mark of consenter.............................................................................................................................

Date ........................................................................................................................................................................

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

Date..................................................................................................................................................................

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness ..................................................................................................................................................

Signature of witness .....................................................................................................................................................

Date ........................................................................................................................................................................

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

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

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

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

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

Print name and role of person taking the consent .....................................................................................................

Signature of person taking the consent ....................................................................................................................

Date ........................................................................................................................................................................

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student’s personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student’s school in the first instance.
BYOx Charter Agreement

Connection of student personal “Bring your Own” (BYOx) laptop to the school network.

This document and agreement to be read in conjunction with the full BYOx charter available online at: www.indoorooshes.eq.edu.au Printed copies are also available at the office.

Responsibilities of stakeholders involved in the BYOx program:

School
- BYOx program induction — including information on connection, care of device at school, workplace health and safety, network connection at school
- some school-supplied software licensed for BYOx devices
- Access to shared network and printing facilities (Mac and Windows)
- School Representative signature on BYOx Charter Agreement

Student
- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety
- security of device and password protection
- maintaining a current back-up of data
- charging of device fully overnight for use each day
- abiding by intellectual property and copyright laws.
- internet filtering (when not connected to the school’s network)
- understanding and signing the BYOx Charter Agreement

Parents and Caregivers
- Provision of a device that meets school minimum specifications
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school’s network)
- encourage and support appropriate digital citizenship and cybersafety
- arranging for repair of damage or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYOx Charter Agreement

Over >>
Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER and the entire charter document returned to the school.

- I have read and understood the full BYOx Charter available online (or copy from office) and I agree to abide by the guidelines outlined in this document.
- I understand that the school will not repair my BYOx device hardware or operating system software, and that technical support is limited to network connection and provision of school based software.
- I agree to pay an **annual** parental contribution of $16 for connection to the BYOx network and associated services.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Indooroopilly High Responsible Behaviour Plan for Students, will result in consequences relative to the behaviour.

Student’s name  
Signature of student  
Date

Parent / caregiver’s name  
Signature of Parent / Caregiver  
Date

School Representative name  
Signature of School Representative  
Date
Enrolment Management Plan

Catchment Exemption
Application Form

(You must complete this form if your student resides outside of our Catchment Area)

Details

Student Name: ________________________________________________

Residential Address: ____________________________________________

_____________________________________________________________

Criteria

1. Does the student have a sibling currently enrolled at the school?    Yes    No

   Please provide the name and year level of the sibling:____________________________

2. Is the student in the care of the Department of Child Safety?    Yes    No

3. Is the student an applicant for one of the following specialist programs?
   □ Spanish Immersion          □ Chinese Acceleration
   □ Maths and Engineering Acceleration □ Music Acceleration
   □ CISCO Networking Academy   □ Aviation Studies
   □ International Baccalaureate Diploma Programme

4. Is the student’s parent employed at the school?    Yes    No

5. Which school (if applicable) does the student currently attend? ___________________________

6. Is there other information with regard to your student that you feel may be relevant?

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

Signed (parent): ______________________________________________

Name: __________________________________  Date: _____________________
Indooroopilly State High School
Pre-Interview Summary Sheet
Please complete and submit with enrolment application

Student Name: ____________________________________________________________
(First) (Family)

Year Level of Enrolment: _______ Year of Enrolment: ___________

Parent/Carer 1 Email: ___________________________________________________
Name: ________________________________________________________________

Parent/Carer 2 Email: ___________________________________________________
Name: ________________________________________________________________

The school your student is currently attending: __________________________________

Report Card Information – Summary

<table>
<thead>
<tr>
<th>English / Literacy</th>
<th>Mathematics / Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Requires support</td>
<td>❑ Requires support</td>
</tr>
<tr>
<td>❑ Average Achiever</td>
<td>❑ Average Achiever</td>
</tr>
<tr>
<td>❑ High Achiever</td>
<td>❑ High Achiever</td>
</tr>
<tr>
<td>❑ Very High Achiever</td>
<td>❑ Very High Achiever</td>
</tr>
</tbody>
</table>

Has your student been diagnosed with any of the following?

❑ Autism/ASD
❑ Deaf or Hard of Hearing
❑ Dyslexia
❑ Dysgraphia
❑ Other (please specify)
❑ ADHD/ADD
❑ Auditory Processing Disorder
❑ Anxiety

Does your student have any reports from a Medical Specialist? Yes/No
If yes, attach a copy to this application

Is your student currently verified, or has been verified in the past? Yes/No

Does your student have a current Personalised Learning Plan? Yes/No
If yes, attach a copy to this application or/and provide additional details below.

Explain any adjustment or support your student currently receives at school (if relevant)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This Column for Office Use Only

Interviewer: ____________________________
Date: ____________________________
As a parent(s) what is the most important thing you want for your student’s High School experience?

__________________________________________________________

__________________________________________________________

__________________________________________________________

What else do we need to know to best support your family at high school?

__________________________________________________________

__________________________________________________________

__________________________________________________________

English as a Second Language Information:

Was your student born overseas?  Yes / No

Has your student lived in Australia for fewer than 5 years?  Yes / No

If Yes, What was their Date of Arrival?  __________________________

Please indicate any language/s other than English spoken at home

__________________________________________________________

__________________________________________________________

Are you interested in:

❑ Parents & Citizens’ Association  ❑ Tuckshop Volunteering
❑ Library Support Volunteering
❑ Other ______________________________

I give permission to pass my details onto the Parents and Citizens’ Association and teacher Librarian where relevant.  Yes/No

Your Questions:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
Getting to Know You - Student to complete in own handwriting

All Students to complete:
Why did you and your family decide that you should attend Indooroopilly SHS?
____________________________________________________________________________________
____________________________________________________________________________________

What activities do you enjoy doing at school? Include any activities from class or out of class.
____________________________________________________________________________________
____________________________________________________________________________________

What classroom/school activities do you sometimes find difficult?
____________________________________________________________________________________
____________________________________________________________________________________

Are there ways that work to help you with this difficulty?
____________________________________________________________________________________
____________________________________________________________________________________

What are your hobbies/interests/extracurricular/sporting activities?
____________________________________________________________________________________
____________________________________________________________________________________

What do you believe are your greatest strengths and successes?
____________________________________________________________________________________
____________________________________________________________________________________

Have you held any leadership positions? These could be either at school or elsewhere? Please provide details.
____________________________________________________________________________________
____________________________________________________________________________________

Have you been involved in any community service activities?
____________________________________________________________________________________
____________________________________________________________________________________

Future Year 7 Student to complete:

What are you looking forward to about High School?
____________________________________________________________________________________
____________________________________________________________________________________

What are the concerns you have about attending High School?
____________________________________________________________________________________
____________________________________________________________________________________

Name one or two friends you would like to have in your class
____________________________________________________________________________________