

# CONFIRMATION OF ENROLMENT

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## St Joseph's Primary School

KANGAROO POINT  
*Living and Learning*

Name: \_\_\_\_\_

Year Level: \_\_\_\_\_ for **2022**

*This Confirmation of Enrolment form must be completed, signed in all the appropriate places and returned to the School by the 28<sup>th</sup> May 2021*

*Payment of Confirmation Fee (non-refundable) and the return of this fully completed form confirms acceptance of enrolment for your child.*

Office Use Only		Date	Cash/EFT
Confirmation Fee	\$250		
Has financial information & permissions been updated in eMinerva	Yes/No		



# BCE COLLECTION NOTICE

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

**Disclosure of information:** Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN), people providing administrative and financial services to the school, anyone you authorise the school to disclose information to and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy Policy sets out how parents/guardians or students may seek access to and correction of their personal information which the school has collected and holds. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's

fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

*(Both parents to sign if child lives with both parents)*

Name: .....

Signatures: .....

**By completing and submitting this document  
you have confirmed your understanding of, and agreement with, the above.**



# SCHOOL FEES COLLECTION BRISBANE ARCHDIOCESAN COLLEGES and ARCHDIOCESAN PRIMARY SCHOOLS

## Introduction

All families who are financially able should pay fees as set and advised annually by the school or college. It is expected that school fees charged will be paid by the due date.

No Catholic child is excluded from an Archdiocesan school or college on the grounds of genuine inability of the family to pay fees. Please refer to the School Fee Concession Policy.

## Procedure

### Issuing of Accounts

1. Accounts for school fees (including tuition, capital, P & F and Resource levies and other identified charges) should be forwarded to parents within the first two weeks of each fee period e.g. term. All charges should be separately identified on the account.
2. The fee account should show a due date for payment of the fees. The due date should generally be within 30 days from the date of issue but should not extend beyond the last day of the period that the fee account has been issued in.

### Reminder Notices

3. On expiry of the due date, an Account Rendered – Reminder Notice is sent, giving families fourteen days to pay.
4. If a suitable response is not received within fourteen days, the principal or a designated person i.e. Finance Secretary is to contact the family. The object of the phone call / contact is:
  1. To collect fees in full or in instalments; or
  2. To establish beyond doubt the capacity to pay; or
  3. To establish beyond doubt the inability of the family to pay fees and hence establish the amount of concession to fees applicable.

If there are no obvious extenuating circumstances, the Principal or designated person may warn the family that the collection process will begin.

Where language and ethnic circumstances warrant, contact through a liaison person is recommended. If no response is made to a contact letter, a follow-up phone call must be made.

5. If suitable arrangements are unable to be made following the sending out of a reminder notice and personal contact, the Principal or designated person may send out a Final Notice giving a further 2 weeks to pay.

### Collection Agency

6. If, after two weeks from sending the Final Notice letter no satisfactory arrangements have been reached and there appears to be no other workable solution, then the account may be sent to a collection agency.
7. Although families should pay the School, some will pay the collection agency. If this is the case, the amount should be remitted to the School by the collection agency on a monthly basis and banked to the Fees Account.
8. If parents object to the process, the Principal refers them to the Area Supervisor.

## Court Action

It must be accepted that by initiating these procedures, on rare occasions it may be necessary for the School to proceed to further action. Such occasions occur when there is clear evidence of ability to pay and also a total disregard by the parents of their responsibility to pay for their children's education.

To proceed to court action, authorisation must be obtained from the Manager, Financial Services (BCE). When formally requesting this authorisation, please provide clear evidence of the following:

1. The parents do have the capacity to pay for their child's education.
2. There is a good and reasonable chance of successful recovery of most if not all of the outstanding debt.
3. All other avenues to recover the debt have been exhausted
4. The legal costs involved are not significant and do not outweigh the potential recovery amount.

## **Exclusion of Students**

Approval has been given by the Executive Director for the exclusion of students from enrolment for the following year if:

1. fee accounts are not paid, or
2. satisfactory alternative arrangements have not been made by the end of the school year.

Principals may choose to advise families of this possibility or likelihood before proceeding with the collection agency method. Furthermore, if the collection agency is unsuccessful, the exclusion possibility is available.

## **Concessions**

See [Henderson Poverty Lines](#) for information for use in assessing eligibility for fees' concessions.

## **Additional Points to Note**

1. The Principal or designated person must document all communications with families - phone calls, interviews, correspondence
2. The Principal may place a general note in the newsletter at an appropriate time about the volume of outstanding fees and the requirement to pass bad debts onto the collection agency.
3. When parents apply for enrolment of children for whom they have not paid school fees at a previous systemic school, the enrolment should not be confirmed until the debt is paid or waived on the previous Principal's advice. Arrangements for payment of future fees must then be put in place before proceeding with the enrolment.

# St Joseph's Primary School, Kangaroo Point

## SCHOOL FEE AND LEVY POLICY

St Joseph's aims to provide a quality education to all students and in order for this to be achieved, fees and levies are charged.

Fees and Levies collected at St Joseph's are used for the following purposes which are aligned to the Vision and Mission of the School as outlined in the Education Brief:

1. Provide Teaching, Administrative, Classroom Support and Facilities staff
2. Provide essential resources, materials, facilities and equipment
3. Maintain buildings, grounds and other facilities
4. Provide new buildings and grounds enhancements and also support of the School building debt

The St Joseph's Parents and Friends Association also collects a levy through the School fee structure.

### Guidelines

#### Issuing of Accounts

5. School fees and levies are charged on a monthly basis during the first week of the term in accordance with the School Fees and Charges listing (available on the School Web Site [www.stjosephskp.qld.edu.au](http://www.stjosephskp.qld.edu.au)) and comprise the following charges:
  1. Tuition Fee
  2. Building Levy
  3. Resource Levy
  4. P & F Levy
  5. Sport Levy
  6. IT Levy
  7. Prep Levy
  8. Incursion & Excursion Levy
  9. Camps, Recreational Sport. 1:1 Computer Program, or any other charges applicable to a student activity not covered in the above charges
6. A due date is listed on the account and parents are required to make payment by the due date unless a special arrangement has been made with the School Finance Secretary or Principal.
7. A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place.
8. A Late Fee of \$50 will be charged to all accounts not paid by the due date. This does not apply to any family on a registered payment plan or where a special arrangement has been negotiated with the Finance Secretary or Principal.

#### Methods of Payment

9. Direct Debit – ADF
10. BPay
11. EFTPOS – Debit and Credit cards at the College Finance Office
12. Credit Card – through ADF
13. Credit and Debit Card (Visa or MasterCard) online or via telephone contact with the School Finance Office (MOTO)
14. Cash at the School Office

**The School does not accept payment by personal or company cheques.**

#### Payment Plans

The School offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All payment plans must address the school fee account so that the account is cleared in full by the end of the year or as negotiated with the Principal.

### **Concessional Fees**

In cases of financial hardship, families are able to apply for a concession on the Tuition Fee and Capital Levy. The Resource Fee, P & F Fee and other Levy charges are required to be paid in full.

An Application for Concessional Fees must be completed and submitted to the Principal with supporting financial documentation. Concessional Fees are means tested in line with Federal Government Poverty Lines and are valid for the current year only. Applications must be submitted at the beginning of each year or when the hardship within the family occurs. This statement is outlined on the Application for Concessional Fees form.

### **Payment Difficulties**

If an account is not able to be paid by the due date, any family experiencing such difficulties are required to contact the School Finance Secretary to negotiate an alternative payment schedule.

**No Catholic child is excluded from Catholic schools on the grounds of genuine financial difficulties.**

### **Overdue Accounts**

Every effort will be made by the School to make contact with any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. This will include contact via email, telephone and letter. Should a family fail to respond to these contacts and to negotiate a payments schedule which addresses the school fee account, the family will be referred to a registered debt collection agency which will work with the family to address the debt. Any family on a negotiated payment plan which is broken without consultation with the Principal will also be referred directly to the debt collection agency.

### **New Students Entering the School**

1. New students entering the School after the commencement of a term will be charged on a pro-rata basis for remaining weeks of a term. The invoice must be paid by the last week of the term.

### **Students Leaving the School**

2. Students exiting the School after the commencement of a term will be charged on a pro-rata basis for the number of weeks attended during that term.
3. Exited families must settle any outstanding fees within four weeks of exiting the School unless a payment arrangement has been negotiated and approved by the Principal. Any family failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency for immediate recovery action.
4. Should an exited family default on a repayment arrangement, the account will be referred immediately to a debt collection agency for recovery action.

**Further information regarding the issue and payment of schools can be obtained by contacting the School Finance Office.**



# ENROLMENT and SCHOOL FEE AGREEMENT

*(Compulsory for enrolment acceptance)*

1. I / We as the person/s responsible for the student, commit to fully supporting the School in its mission to foster the student's growth in a Catholic Community. I / We will support the school **Vision & Mission Statement** and will encourage the student with the living out of its core values.
2. I / We accept the student/s will respectively participate in the Religious Life of the School.
3. I / We accept and support the **Behaviour and Uniform Policies**. These support student management and are important for the safety and welfare of students.
4. I / We accept and support all other **School Policies and Procedures**, including the **BCE School Fees Collections and St Joseph's School Fee and Levy Policies**. These have been formulated for the effective management of the school and support of students.
5. I / We will undertake to pay school fees, levies and charges and understand that should difficulties arise in the payment of these, that is it my/our responsibility to approach the school to discuss options.
6. I / We understand that the student/s will use computing resources connected to internet and that they will be required to accept conditions of use of this resource.
7. I / We accept that students will participate in external activities such as excursions, sporting activities, camps and work programmes as part of the educational program.
8. I / We consent to the school by its servants or agents seeking medical or dental advice on behalf of my child as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, my child requires medical or dental attention or treatment including, but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment. The consent is valid at all times while my child is in the custody of the school including, but not limited to, such times as my child is at school, is present at school camps or is attending or participating in an excursion or function.
9. I / We understand that the school will take all reasonable care in the event of my child suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child.

I / We (please tick)

- Certify that my child does not to my knowledge suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.
- Give notice that my child suffers from the following illnesses or disabilities and / or takes medication which might interfere with or inhibit any medical or dental attention or treatment but certify that to my knowledge my child does not suffer from any other illnesses or disabilities or take medication which might interfere with or inhibit any medical or dental attention or treatment:

I / We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child and understand that non-disclosure of relevant information will make the application, offer of enrolment and acceptance invalid.

*(Both parents to sign if child lives with both parents)*

Name: .....

Signatures: .....

Date: .....

# OPTION 1

Student's Name: \_\_\_\_\_

Year Level: \_\_\_\_\_ for 20\_\_\_\_\_

## Joint and Several Financial Responsibility

(both parties, each of whom are nominated as Account Holders, are jointly and severally responsible – e.g., where two parties, e.g. a mother and father, assume joint financial responsibility for 100% of the account)

By choosing and accepting **one** of the financial arrangement options below, the Account Holders:

- Agree to be Account Holder(s) and accept financial responsibility for the school fees and charges incurred for the enrolment of this student
- Agree that this arrangement is to be in place from the commencement of enrolment and will apply to the fees and charges incurred from this date until the conclusion of the student's enrolment at St Joseph's or until a new financial arrangement is made in writing
- Have read and accept the School Fees and Collections Policy
- Undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each Account Holder to approach the School to discuss payment options should difficulties arise meeting this obligation
- Understand that as an Account Holder, additional details or changes to such as addresses and contact numbers, are to be provided via the Additional Contact Person contact form
- Understand that as a new Account Holder, the BCE Information Collection Notice must be signed
- I / We accept and support all School Policies and Procedures, including the School Fees and Collections Policy. These have been formulated for the effective management of the School and support of students.

### Name of people responsible for payment for 100% of Fees and Charges

Account Holder 1		Account Holder 2	
Surname		Surname	
Given Name/s		Given Name/s	
Mailing Title <i>(eg. Mr P Smith, Mr and Mrs P Smith)</i>		Mailing Title <i>(eg. Mr P Smith, Mr and Mrs P Smith)</i>	
Mailing Address		Mailing Address	
Contact Number		Contact Number	
Email Address		Email Address	
Signature		Signature	
Date		Date	

# OPTION 2

Student's Name: \_\_\_\_\_

Year Level: \_\_\_\_\_ for 20\_\_\_\_\_

## Sole Financial Responsibility

(100% responsibility is allocated to one person who is nominated as the Account Holder – where only one party, e.g. a mother or a father, assumes financial responsibility for 100% of the account)

By choosing and accepting **one** of the financial arrangement options below, the Account Holders:

- Agree to be Account Holder(s) and accept financial responsibility for the school fees and charges incurred for the enrolment of this student
- Agree that this arrangement is to be in place from the commencement of enrolment and will apply to the fees and charges incurred from this date until the conclusion of the student's enrolment at St Joseph's or until a new financial arrangement is made in writing
- Have read and accept the School Fees and Collections Policy
- Undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each Account Holder to approach the School to discuss payment options should difficulties arise meeting this obligation
- Understand that as an Account Holder, additional details or changes to such as addresses and contact numbers, are to be provided via the Additional Contact Person contact form
- Understand that as a new Account Holder, the BCE Information Collection Notice must be signed
- I / We accept and support all School Policies and Procedures, including the School Fees and Collections Policy. These have been formulated for the effective management of the School and support of students.

### Name of person responsible for payment for 100% of Fees and Charges

#### Account Holder

Surname

Given Name/s

Mailing Title  
(eg. Mr P Smith)

Mailing Address

Contact Number

Email Address

Signature

Date

# GENERAL PERMISSION / MEDICAL FORM

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I / we hereby give permission for my / our child to attend, and take part in, any excursions, camps and retreats, sporting events, outings and activities required by the curriculum of St Joseph's.

I / we consent to my / our child travelling on a school bus or any form of public or private transport where such transport is deemed by the school to be necessary or desirable.

If there is a serious difficulty regarding my / our child's attendance at a particular activity, I / we agree to discuss the difficulty with the appropriate member of the School staff prior to the activity.

I / we further understand that all due care will be taken by the staff of the School at all times to prevent accident or injury. However, in case of serious injury, or serious illness, appropriate medical attention will be sought from a doctor, and if necessary, the services of an ambulance will be used. In such cases, we, the parents (or guardians) will be contacted immediately.

Medicare number:	
Name of family Doctor:	
Address of Doctor's Surgery:	
Doctor's Phone Number:	
Private Health Insurance Details:	
Name of Hospital for Ambulance transport in case of emergency:	

Name: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

# STUDENT MEDICAL INFORMATION

**Currently my / our child suffers, or may suffer, from the following medical condition and / or diagnosis, and the appropriate medication and / or treatment is indicated.**

If there is insufficient space, please attach details on a separate sheet.

No. Proceed to Student Specialist Assessments

Yes. Provide details below

	Condition	Requires Medication*		Has Medical Action Plan		Brief Description of Condition, Treatment and Medication
<input type="checkbox"/>	Allergy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Anaphylaxis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Anxiety / Panic Attacks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Asperger's Syndrome	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Behavioural Diagnosis (e.g. ADHD, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Coeliac	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Convulsions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Phobias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Other (please specify? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

# STUDENT SPECIALIST ASSESSMENTS

Has your child had any recent allied health or medical specialist assessments of which the School should be aware? (E.g. an assessment by a speech pathologist, psychiatrist, psychologist, orthopaedic specialist, paediatrician, etc.)

- No.
- Yes. Provide details below and ensure a legible copy of any **relevant health or medical assessment report(s)** is attached.

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**Tetanus Immunisation – date of last injection:** ..... / ..... / .....

**Hepatitis Immunisation – details:** .....

If, during the year, there is a change in medical condition and / or medication, I / we undertake to notify the School immediately in writing (unless rescinded, this Permission Form will remain in force for one year from the date below).

	PARENT / GUARDIAN 1	PARENT / GUARDIAN 2
Full name of parent(s) / guardian(s)		
Address:		
Home Phone Number:		
Work Phone Number:		
Mobile Phone Number:		

EMERGENCY CONTACT DETAILS – Please list someone other than Parents / Guardians		
Full name of emergency contact:		
Relationship to student:		
Home Phone Number:		
Work Phone Number:		
Mobile Phone Number:		

Name: .....

Signatures: .....

Date: .....

# PHOTOGRAPHIC / VIDEO / AUDIO / COMMUNICATION CONSENT

## What is this consent form for?

What is this consent form for?

Brisbane Catholic Education (BCE) administered schools collect digital, photographic and multimedia images of students for a wide range of reasons, such as:

- student participation at school and in school events
- celebrating student achievements
- promotion of an individual school, and/or BCE, and/or our associated entities.

These images are considered “personal information” of students. The Privacy Act 1988 (Cth) and the BCE Privacy policy regulates how BCE schools collect, use and disclose the personal information of students and families. BCE’s Privacy policy can be accessed here or on each BCE school’s website.

Media access is managed and supervised by BCE and schools.

- the school and BCE have the right to refuse media access where it would, in the opinion of the Principal and BCE, interfere with the student’s well-being or with the operation of the school;
- media access to BCE facilities is entirely at the discretion of BCE; and
- media access to students will be managed by representatives of the school and BCE.

BCE schools require informed consent from parents/legal guardians and in some cases students, to use their images. The consent form on the following page outlines various consent permissions.

Who should sign the consent form?

The student’s parents/legal guardians should sign the form, along with the student themselves if age appropriate and certainly if the student is legally an adult (18 years of age or over). This ensures that the student is aware consent has been given or withheld.

Regardless of the consent type provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner.

While the school and BCE will make all reasonable efforts to ensure that only appropriately authorised persons complete the consent form and sign the authorisation section, BCE will not be responsible for circumstances in which it is misled as to the identity and authority of that person.

**You must choose one type of consent from the options listed on the next page.**

What happens to the consent form once it is filled out and signed?

The consent form will be placed on the student’s file or record and retained by the school on behalf of BCE. If requested, a copy of the form will be made available to the student and/or the student’s parents/legal guardians.

**You may, at any time, amend the consent you provide by contacting the school and completing a new form.**

**Should you require any further information, please contact your school’s Principal.**

## Your School Community

The student / I, may be photographed, videoed or recorded, for use in mediums such as, but not limited to:

- school and parent portals that are password protected. Published material may include:
  - school newsletters
  - announcements and blogs
  - photo libraries

- school based publications such as yearbooks
- formal school, class or individual photos.

*I authorise the school and BCE to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness or the student's/my work ('the material'), or the student's/my name either in full or part, in any school or BCE authorised publication, production and presentation, or password protected portals. I also authorise the school, BCE and its approved contractors to take formal class and individual photographs of the student/me, which may be displayed on school premises and distributed to other students, their families and staff.*

## **Public (broad consent)**

The student / I, may be photographed, videoed or recorded, for use in all mediums permitted under Your School Community consent, plus:

- social platforms such as Facebook, Twitter, Instagram, etc
- public websites - either school, BCE or other associated entities - that are not password protected. Published material may include:
  - public newsletters
  - performances
  - events
- public publications and promotional material
- public media events that may include:
  - student's selection in regional, state or national teams
  - visits made by VIPs to the school
  - news outlet's visits
  - publicity for the school and its events
  - participation in musical or dramatic performances or participation in community events such as ANZAC day commemorations.

*I authorise the school and BCE to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness or the student's/my work ('the material'), or the student's/my name, either in full or part, in any school, BCE authorised or associated publication, production and presentation, which may include publication on public websites operated by the school, BCE or associated entities (with or without password protection), social media sites and apps. I also authorise the school and BCE to grant supervised media access to the student.*

## **None (no consent)**

The student / I, will not be photographed, videoed or recorded. They / I:

- will not be photographed for formal school, class or individual photos
- will be asked to stand aside for photography, videoing and recording of performances and/or events.

I acknowledge that my child / I will not be photographed, videoed or recorded in any circumstance, other than student ID photo.



**Should you require any further information, or if you would like to discuss these options, please contact the school's Principal or Brisbane Catholic Education's Communications and Marketing office:**

**John Phelan**

Manager Communications and Marketing

Brisbane Catholic Education

Phone: 07 3033 7489

E-mail: [jphelan@bne.catholic.edu.au](mailto:jphelan@bne.catholic.edu.au)

# PHOTOGRAPHIC / VIDEO / AUDIO / COMMUNICATION CONSENT AND RELEASE

Student Details	
Student's Legal Name:	
Date of Birth:	

## Authorisation

I authorise the school and Brisbane Catholic Education to take the actions indicated below **(please tick one option)**:

- None – No consent     
  Public – board consent     
  Your school community only

I authorise and acknowledge the school and BCE to take the actions indicated above. I acknowledge that the student has/I have no rights in the material nor in any school, BCE or associated publication, production and presentation which includes the material described above. **I understand I can amend my consent at any time.**

***(Both parents to sign if child lives with both parents)***

Legal Name/s of Student's Parents / Legal Guardians		
Home Phone:		
Mobile:		
Work Phone:		
Address:		
Email:		
Signatures:		
Date:		

# ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

## 1. Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document
2. Students and Caregivers need to be aware that technology and its uses are changing rapidly and that, from time to time amendments may need to be made to the Acceptable Use Agreement. Amendments will be posted on the St Joseph's website

## 2. Permitted use of technology resources

- Students must only access St Joseph's technology resources for school work
- Students must not:
  - take photos of other student or staff without prior consent;
  - buy or sell items or services over the internet;
  - access or enter chat rooms;
  - access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
  - amend documents created by another student without that student's consent;
  - download, install or use unauthorized computer programs;
  - deliberately install computer viruses or other malicious programs;
  - gain unauthorized access to any system by any means;
  - use technology resources to attack or compromise another system or network;
  - access or intercept emails sent to other persons

## 3. Confidentiality and Cyber-Safety

- Students should be aware that material that they post on Internet sites (including Facebook and other social media sites) is public
- The content of public posts may have personal implications for students if, for example, potential employers access that material
- The content of posts also reflects on our educational institution and community as a whole. Once information is on the Internet it may not be possible to remove it
- Students should not display personal information about themselves or others in a way that is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails
- Students should not distribute someone else's personal information without their permission
- Where disclosure of personal information is made through authorised avenues, users should be aware that invasions of privacy may sometimes occur and it is outside St Joseph's control to prevent such instances from occurring
- Students should be aware that persons on the Internet might not be who they say they are
- Students must not arrange to meet persons who they have met on the Internet
- Students should be aware that the operation and maintenance of technology resources requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed
- St Joseph's may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required
- *Parents and Caregivers agree to discuss the responsible and safe use of the internet and to take responsibility for monitoring and supervising student use of the internet*

## 4. Cyber-bullying and Defamation

- a) Students must not use email or the Internet to say rude or unkind things about other people or send threatening, harassing or offensive messages

- b) Improper use of technology resources could amount to defamation

## **5. Security and Back-Up**

- a) Students must allow virus checks on all attachments received by email and on all disks before opening
- b) Students must ask for assistance if they are unsure as to how to perform a virus check
- c) Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess
- d) Students must log off at the end of their computer session when using School computers
- e) Students must not use another person's name and password to access resources
- f) Students must report a suspected breach of security to a teacher
- g) Students must have their personal computers 'named' with the first and last name of the student
- h) Students must have their personal login 'named' with the first and last name of the student.
- i) Students must not void, remove or attempt to bypass any of the School's security or administrative systems and protocols
- j) Students are not allowed to access the internet via personal wireless or cellular networks during class time
- k) Students must turn off the cellular or 'hot swap' options on personal digital devices during class time
- l) Privately owned devices must be visibly labelled with the student's full name

## **6. Submission and Back-Up of School Work**

- Students must maintain a backup of all School work on an external back up device. Assessable items need to be backed up regularly. Loss of work due to students failing to back up is not an excuse for non-submission of work

## **7. Copyright**

- 1. Students must not use St Joseph's technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media that may be a breach of copyright or other intellectual property rights

## **8. Consequences following a breach of this policy**

- 1. Students acknowledge that they will be responsible in the event of any breach of this policy
- 2. A breach of this policy will be taken seriously and may result in disciplinary action
- 3. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for a breach of School Discipline policy
- 4. Cases of serious, deliberate, and / or criminal breach will be referred to external authorities and may result in civil or criminal proceedings

## **9. Damage**

- 1. Students and parents / guardians may be financially liable for damage caused to School resources
- 2. Parents / guardians and students agree to accept responsibility for all damage to the St Joseph's computer and audio-visual equipment
- 3. Any damage to devices provided by the School, either wilful or through neglect, may be subject to a \$1000.00 'insurance excess' payment
- 4. The School will provide reasonable security for all approved digital devices brought to the School. However, the School will not be responsible for any damage to digital devices brought to the School

# ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES CONSENT FORM

This consent form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources, including all items borrowed or belonging to St Joseph's.

Parents / Legal Guardians are encouraged to review and discuss the contents of the Technology Agreement with the student and answer any questions that they may have.

By signing this consent form, both the parents / guardians and students are agreeing to the terms of access as set out in the Technology Agreement and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

## Student Acceptance

I agree to comply with all requirements as set out in the Technology Agreement and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

Name: .....

Signature: .....

Date: .....

## Parent's / Guardian's Consent

As the parent or legal guardian of the student named above, I / we grant permission for the student named above to access the various information and communication technology resources (including email and the Internet).

I / we understand that access is granted to students subject to the restrictions contained in the Technology Agreement and that if breached, consequences may follow.

I / we acknowledge that some material available on the Internet may be objectionable and that in addition to the Technology Agreement, I / we have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

*(Both parents to sign if child lives with both parents)*

Name: .....

Signatures: .....

Date: .....

# SOCIAL MEDIA POLICY

## Policy

1. St Joseph's Primary School Kangaroo Point (St Joseph's or the School) is committed to effective dissemination of information and communication within the School and with students, parents, carers, stakeholders and the media. All communication must support the overall values and aims of St Joseph's.
2. St Joseph's understands that to maintain a relevant learning environment, the School needs to adapt to ever changing methods of communication.
3. St Joseph's actively embraces Social Media as it can offer many benefits to the School and all stakeholder groups. However, without clear guidelines there is also the risk of misleading other participants and harm being caused to the School's reputation.
4. The School has policies for appropriate use of Social Media by staff and students. As part of the St Joseph's school community, parents of the school also have a responsibility to engage appropriately with Social Media that is linked to or associated with the School. St Joseph's has therefore adopted this policy to provide guidance and direction for parents and care-givers when participating in Social Media activities used by parents and care-givers in connection with the School either directly or indirectly in circumstances where the School, a parent or care-giver, a staff member and/or student of the School is identifiable.
5. The School encourages parents and care-givers to set and maintain high ethical standards in their use of social networking. Parents and care-givers are expected to:
  - a) *be respectful of others' opinions;*
  - b) *use Social Media to help build and support the school community;*
  - c) *reflect the same standards of honesty, respect and consideration that parents are expected to use in face-to-face interactions; and*
  - d) *act in accordance with the Catholic ethos of the School.*

## Purpose

1. The purpose of this policy is to ensure that parents and care-givers of the School understand the expectations of the School when using Social Media (such as Facebook, Twitter, YouTube and Instagram) and are informed of the importance of managing the risks associated with such use that may impact on the reputation of the School and/or the safety of its students, staff, parents, care-givers and other stakeholders.
2. St Joseph's acknowledges that the use of Social Media can be an effective educational, business and social tool and that such media is commonly used by members of the School community to express their views, comments, ideas and criticism on a whole range of issues
3. This policy is for the mutual protection of the School and its stakeholders and is not intended to prevent, discourage or unduly limit the expression of personal opinion or online activities.

4. This policy operates in conjunction with other policies of the School, including anti-bullying policy, acceptable use policy and code of conduct.
5. It is intended that this policy will be reviewed regularly to ensure the policy remains current and relevant to the fast moving nature of Social Media programs.
6. The purpose of these guidelines is to:
  - a) *encourage social networking and digital media to be used in a beneficial and positive way for the School;*
  - b) *safeguard the brand and reputation of the School;*
  - c) *safeguard staff, students, parents, care-givers and stakeholders in the School community;*
  - d) *clarify what the School considers to be appropriate and inappropriate use of social networking and digital media by School community members; and*
  - e) *set out the procedures that will be followed where it is considered that School community members have inappropriately or unlawfully used social networking and digital media.*

## Scope

1. This policy applies to all parents, care-givers and other stakeholders within the School community.
2. This policy covers, but is not limited to, the sites and services mentioned below, and is also intended to cover other Social Media services as they develop in the future:
  1. *social networking sites (eg Facebook);*
  2. *professional networking services (eg LinkedIn);*
  3. *video and photo sharing websites (eg YouTube);*
  4. *micro-blogging (eg Twitter);*
  5. *forums and discussion boards (eg Google Groups);*
  6. *online collaborations (eg Wikipedia);*
  7. *podcasting;*
  8. *blogs including corporate blogs and personal blogs;*
  9. *blogs hosted by traditional media outlets.*

## Definitions

- Social Media

Social media includes the various internet-based applications that allow the creation and exchange of user-generated content. Social Media enables individuals to communicate via the internet sharing information and resources.

- Content

Content is the information that is put onto social media sites, which includes text, audio, video, images, podcasts and other multimedia communications.

## Authorisation

- Authorisation of St Joseph's presence
  1. Any presence of St Joseph's on any Social Media platform, including without limitation school related accounts or informal pages which identify a link to or association with St Joseph's, must be authorised by the Principal.
  2. The School may, in its sole discretion, review, edit, remove or otherwise shut down any sites, accounts or pages existing without prior authorisation from the Principal.
  3. Any St Joseph's promotional images or imagery that depicts the St Joseph's uniform, logo or which can identify St Joseph's is considered by the School to be a reflection of the School brand and accordingly is required to be authorised in accordance with this clause.
- Requirement for authorisation
  - a. Authorisation for Social Media platforms is required for the following (without limitation:
    - b. *co-curricular activities;*
    - c. *year levels;*
    - d. *teams/age groups;*
    - e. *excursions;*
    - f. *P&F Association and any activities undertaken by the P&F Association;*
    - g. *support Groups;*
    - h. *affiliated Groups; and*
    - i. *other sites associated with St Joseph's.*
- Only St Joseph's community members authorised by the Principal (preferably a St Joseph's staff member) may create Social Media identities, profiles or accounts that use the School's name or brand or are designed to represent the School in any way, including those identifiable through images, uniform or name.
- Once authorised, the Social Media Content owners are entirely responsible for regular monitoring of the site, appropriate online conduct and adhering to the School's Social Media Policy.

## Responsibilities of parents and other School stakeholders

### Content owners responsibilities

Content owners are responsible for monitoring and maintaining official presences on Social Media Accounts as follows:

- a. content must conform to all applicable state and federal laws, as well as the policies of the School and Brisbane Catholic Education;
- b. content must be kept accurate and current;
- c. content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, texts, artwork or any other material; and
- d. before posting photographs or videos, permission should be sought from the subject. This is especially the case where photographs or videos include parents or care-givers of students or staff members of the School. No photographs of students of the School (other than of a parent's own children and where approved by the relevant parent/s from time to time) are to be posted.

## Appropriate use of Social Media



- a) Parents, care-givers and other School stakeholders are expected to:
- *maintain the same high standards of conduct and behaviour online as is expected in the physical environment;*
  - *behave with respect and courtesy and without harassment;*
  - *deal appropriately with information, recognising that some information needs to remain confidential;*
  - *be sensitive to the diversity of all School stakeholders and the community;*
  - *uphold the values of the School;*
  - *protect the integrity, reputation, privacy and security of the School, its students, staff, parents, care-givers and other School stakeholders; and*
  - *comply with applicable laws and legislation, including copyright, intellectual property, privacy, financial disclosure, defamation and other laws.*
- e. Parents, care-givers and other School stakeholders using Social Media in a personal capacity must take due care to ensure that any comments, opinions, photographs or contributions made online are their own, as private citizens and cannot be interpreted as an official statement or position of the School.
- f. Criminal behaviour online will be reported to the Police.

## **Bullying and harassment**

- a. Just as bullying and harassment will not be tolerated in the School, nor will it be tolerated where it occurs on a Social Media site.
- b. In this regard, parents, care-givers and other School stakeholders are not to post any adverse or critical content about any other individual on Social Media sites such as offensive, obscene, bullying, discriminatory, hateful, racist, sexist, abusive, harassing, threatening or defamatory content.
- c. In such circumstances, the School will take any appropriate action against the perpetrator and such content may also amount to civil proceedings giving rise to the perpetrator being sued for damages or charged with a criminal offence.
- d. The School reserves the right to request that certain posts and inappropriate comments be removed from a Social Media site.

## **Offensive statements**

- a. The School realises that parents, care-givers and other School stakeholders may feel strongly about certain issues being debated, however any comments that can be reasonably considered defamatory, offensive, threatening or obscene will not be allowed.
- b. Parents, care-givers and other School stakeholders are expected not to post material that may incite violence or hatred. The School will not tolerate comments that humiliate others based on race, religion, ethnicity, gender, age, mental or physical disability, or sexual orientation.

## **No impersonation**

Parents, care-givers and other School stakeholders are expected not to impersonate others on Social Media or pretend to be authorised to make statements on another's behalf.

## **Security risks**

- a. Parents, care-givers and other School stakeholders should be mindful that, by posting your comments and having online conversations etc. on Social Media sites, they are

broadcasting to the world. Even with the strictest privacy settings parents should be aware that comments expressed via Social Media pages under the impression of a 'private conversation' may still end up being shared into a more public domain.

- b. Parents, care-givers and other School stakeholders should never discuss sensitive school matters with other parents using Social Media.
- c. Parents, care-givers and other School stakeholders need to be aware of the concept of leaving a "digital footprint" (that is that communication via Social Media is virtually indelible).

### School Facebook page

- a. The St Joseph's closed group Facebook page has been established to share news and events with the school community.
- b. Any abusive or offensive comments or language, as well as any material which in the opinion of the School does not comply with this policy, will not be tolerated and will be removed. People who are detrimental to others' enjoyment of the Facebook page will be removed from the page.
- c. Parents, care-givers and other School stakeholders must abide by Facebook's terms and conditions.

### Breach of Policy

Depending on the circumstances, a breach of this policy may constitute a breach of enrolment contractual obligations, sexual harassment, child protection or similar laws, discrimination or some other contravention of the law.

### Parent and Student Acceptance

I agree to comply with all requirements as set out in the Social Media Policy

Name: .....

Signature: .....

Date: .....

*(Both parents to sign if child lives with both parents)*

Name: .....

Signatures: .....

Date: .....

# STUDENT MOBILE PHONE AGREEMENT

## Responsibility of Users

1. Any student who brings a mobile phone to school must sign it in at the office before school. The mobile phone must be turned off upon signing in
2. It is the student's responsibility to collect the mobile phone after school has finished
3. Students will have their mobile phone confiscated immediately if the above is not met
4. Confiscated mobile phones must be collected from Administration by the students' parent. The school is not responsible for any phone left in its care

## Parent's / Guardian's Consent

As the parent or legal guardian of the student named above, I / we understand the mobile phone agreement.

I / we have discussed the agreement with the student & he/she understands the responsibility of having a mobile phone at school.

*(Both parents to sign if child lives with both parents)*

Name: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

# ADDITIONAL CONTACT PERSON FORM

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

## Confirmation Of Student Enrolment Details

**Student's Full Legal Name**  
*(as per Birth Certificate)*

**Student's Preferred Surname**  
*(To be used only with Principal's approval)*

**Student's Preferred First Name**  
*(if different from Legal First name)*

**Student's Date of Birth**

**BCE Student ID** *(if known)*

**Year Level**

## Additional Contact Person's Details

**Legal Surname**

**Legal First Name**

**Other Given Names**

**Preferred Surname**  
*(if different from Legal Surname)*

**Preferred First Name**  
*(if different from Legal Surname)*

**Title** *(e.g. Mr/Ms/Dr)*

**Gender**

Male  Female

**Date of Birth**

**Residential Address**

**Postal Address**  Same as Residential Address  
 Different to Residential Address

**Mobile Telephone Number**

*(Indicate best contact order)*

Home Telephone Number

Work Telephone Number

Email Address

**What is the relationship of this person to the student? (Tick one only)**

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Mother            | <input type="checkbox"/> Uncle        | <input type="checkbox"/> Foster Sister                    |
| <input type="checkbox"/> Father            | <input type="checkbox"/> Niece        | <input type="checkbox"/> Foster Brother                   |
| <input type="checkbox"/> Step Mother       | <input type="checkbox"/> Nephew       | <input type="checkbox"/> Dentist                          |
| <input type="checkbox"/> Step Father       | <input type="checkbox"/> Cousin       | <input type="checkbox"/> Legal Guardian                   |
| <input type="checkbox"/> Foster Mother     | <input type="checkbox"/> Friend       | <input type="checkbox"/> Care Provider                    |
| <input type="checkbox"/> Foster Father     | <input type="checkbox"/> Doctor       | <input type="checkbox"/> Counsellor/Social Worker         |
| <input type="checkbox"/> Grandmother       | <input type="checkbox"/> Sister       | <input type="checkbox"/> Agent                            |
| <input type="checkbox"/> Grandfather       | <input type="checkbox"/> Brother      | <input type="checkbox"/> Registered Exchange Organisation |
| <input type="checkbox"/> Home Stay Parent  | <input type="checkbox"/> Half Sister  |   |
| <input type="checkbox"/> Home Stay Sister  | <input type="checkbox"/> Half Brother |   |
| <input type="checkbox"/> Home Stay Brother | <input type="checkbox"/> Step Sister  |   |
| <input type="checkbox"/> Aunt              | <input type="checkbox"/> Step Brother |   |

**Does this person perform any of the following roles in regard to the student?**

**Emergency Contact**

- Yes (indicate the priority in which this person is to be contacted e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)
- No

**Legal Guardian**

If this person is not a birth or adoptive parent, then legal documentation must be attached.

- Yes
- No

**Caregiver**

A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

- Yes
- No

**Is this person to receive any of the following forms of Communication?**

**Report Cards/Progress Reports**

- Yes
- No

**Parent Portal Access**

- Yes
- No

**Newsletters**

- Yes
- No

**Does this person reside with the student?**

- Yes
- No

**Invitations**

- Yes
- No

**Does this person require the assistance of an interpreter?**

- Yes
- No

## **BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE**

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

**Disclosure of information:** Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN), people providing administrative and financial services to the school, anyone you authorise the school to disclose information to and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy Policy sets out how parents/guardians or students may seek access to and correction of their personal information which the school has collected and holds. However, there will be occasions when access is denied. Such

occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

**Signature of Parent/Legal**

**Full Legal Name**

**Relationship to Student**

**Date Signed**