

# CONFIRMATION OF ENROLMENT FORM

Completion of this Confirmation of Enrolment form and the return to school acknowledges your acceptance of the Offer of Place, Enrolment Agreement and Financial Obligations.

## CONFIRMATION OF STUDENT ENROLMENT DETAILS

School Name	<i>Guardian Angels' School</i>	School Suburb	<i>WYNNUM</i>
Student's Legal Surname			
Student's Legal First Name			
Student's Preferred Surname <i>(to be used only with Principal's approval)</i>			
Student's Preferred First Name <i>(if different from Legal First name)</i>			
Student's Date of Birth	dd/mm/yyyy		
Year Level	<i>PREP</i>		
Enrolment Start Date	<i>27/1/2027</i>		

## CONFIRMATION OF PARENT/LEGAL GUARDIAN/CAREGIVERS (1\*) DETAILS

\*Number (1) parent is person who will receive text messages (these can only go to 1 parent). This person is also the 1<sup>st</sup> contact for emergencies.

Legal Surname			
Legal First Name			
Other Given Names			
Preferred Surname <i>(if different from Legal Surname)</i>			
Preferred First Name <i>(if different from Legal First name)</i>			
Title <i>(e.g. Mr/Ms/Dr)</i>		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	dd/mm/yyyy		
Residential Address <i>(not a post office box)</i>			
Postal Address <i>(if different to Residential)</i>			
Mobile Telephone Number		<input type="checkbox"/>	<i>(Number priority order 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</i>
Home Telephone Number		<input type="checkbox"/>	
Work Telephone Number		<input type="checkbox"/>	
*Email Address			

*\*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements. Parents who are also BCE employees require a personal email address. The BCE employee email is not acceptable for accessing 'Parent' platforms.*

## CONFIRMATION OF PARENT/LEGAL GUARDIAN/CAREGIVERS (2) DETAILS

<b>Legal Surname</b>	<input type="text"/>	
<b>Legal First Name</b>	<input type="text"/>	
<b>Other Given Names</b>	<input type="text"/>	
<b>Preferred Surname</b> <i>(if different from Legal Surname)</i>	<input type="text"/>	
<b>Preferred First Name</b> <i>(if different from Legal First name)</i>	<input type="text"/>	
<b>Title</b> <i>(e.g. Mr/Ms/Dr)</i>	<input type="text"/>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Date of Birth</b>	<input type="text" value="dd/mm/yyyy"/>	
<b>Residential Address</b> <i>(not a post office box)</i>	<input type="text"/>	
<b>Postal Address</b> <i>(if different to Residential)</i>	<input type="text"/>	
<b>Mobile Telephone Number</b>	<input type="text"/>	<input type="checkbox"/> <i>(Number priority order 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</i>
<b>Home Telephone Number</b>	<input type="text"/>	<input type="checkbox"/>
<b>Work Telephone Number</b>	<input type="text"/>	<input type="checkbox"/>
<b>*Email Address</b> <i>(must be different email to Caregiver 1)</i>	<input type="text"/>	

*\*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements. Parents who are also BCE employees require a personal email address. The BCE employee email is not acceptable for accessing 'Parent' platforms.*

## ADDITIONAL CONTACT PERSON DETAILS

*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.*

<b>Legal Surname</b>	<input type="text"/>	
<b>Legal First Name</b>	<input type="text"/>	
<b>Other Given Names</b>	<input type="text"/>	
<b>Preferred Surname</b> <i>(if different from Legal Surname)</i>	<input type="text"/>	
<b>Preferred First Name</b> <i>(if different from Legal First name)</i>	<input type="text"/>	
<b>Title</b> <i>(e.g. Mr/Ms/Dr)</i>	<input type="text"/>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Date of Birth</b>	<input type="text" value="dd/mm/yyyy"/>	
<b>Residential Address</b> <i>(not a post office box)</i>	<input type="text"/>	
<b>Postal Address</b> <i>(if different to Residential)</i>	<input type="text"/>	
<b>Mobile Telephone Number</b>	<input type="text"/>	<input type="checkbox"/> <i>(Number priority order 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</i>
<b>Home Telephone Number</b>	<input type="text"/>	<input type="checkbox"/>
<b>Work Telephone Number</b>	<input type="text"/>	<input type="checkbox"/>

## ADDITIONAL CONTACT PERSON DETAILS CONTINUED.

### \*Email Address

(must be different email to Caregiver 1,2)

*\*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements. Parents who are also BCE employees require a personal email address. The BCE employee email is not acceptable for accessing 'Parent' platforms.*

**What is the relationship of this person to the student?**

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

### Emergency Contact

Yes (indicate the priority be contacted e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>d</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

### Newsletters

Yes

No

### Invitations

Yes

No

### Parent Portal Access

Yes

No

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

Yes

No

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

Yes

No

## ACCEPTANCE OF ENROLMENT AGREEMENT

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's Mission Statement and will encourage the student with the living out of its core values.
2. I/We accept and support the Behaviour Policy and Uniform Policy. These support student management and are important for the safety and welfare of students.
3. I/We accept and support all other School Policies and Procedures. These have been formulated for the effective management of the school and support of students.
4. I/We understand that the student will use Computing Resources connected to the internet and that they will be required to accept conditions of use of this resource.
5. I/We accept that the student will participate in External Activities such as excursions, camps, and work programs as part of the educational program. I/We will support these activities by ensuring an appropriate response is provided to school communications in relation to these by the dates indicated in each request.
6. I/We consent to the school by its servants or agents seeking Medical or Dental Advice on behalf of the student 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, the student requires medical or dental attention. The consent is always valid while the student is in the custody of the school including, but not limited to, such times as the student is at school, is present at school camps or is attending or participating in a work experience program, outing, excursion or function.
7. I/We understand that the school will take all reasonable care in the event of the student suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such an 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 the student.
8. I/We (*tick one box only*)
  - certify that the student 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 the student 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 the student 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:
9. I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of the student and understand that non-disclosure of relevant information will make the application, offer of enrolment and acceptance invalid.

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

**Full Legal Name**

**Relationship to Student**

**Date Signed**

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

**Full Legal Name**

**Relationship to Student**

**Date Signed**

## ACCEPTANCE OF FINANCIAL OBLIGATION

School fees and charges are set and published by the school each year. A Financial Agreement is to be entered into as part of the Confirmation of Enrolment process. Statements are sent to the nominated Account Holder(s).

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, levies and charges incurred for the enrolment of \_\_\_\_\_  
STUDENT'S FULL LEGAL NAME
- agree that this arrangement is to be in place from \_\_\_\_\_  
STARTING DATE and will apply to the fees, levies and charges incurred from this date until the conclusion of his/her enrolment at the school/college or until a new financial arrangement is made in writing
- 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 details 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
- account holders 'acknowledge the BCE Credit Reporting Statement which is available on the BCE Public Website 'Privacy'

## FINANCIAL ARRANGEMENT OPTIONS

PLEASE CHOOSE EITHER OPTION 1, 2 OR 3

### **Important note for existing families and sibling discount:**

*To be eligible for a sibling discount, guardian/s should sign the same option already in place for the current student. Please contact the office should you require clarification.*

<input type="checkbox"/> <b>Option 1: JOINT AND SEVERAL FINANCIAL RESPONSIBILITIES</b>		<b>% of Fees, Levies and Charges</b>
<i>Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible. Where two parties, e.g. a mother <u>and</u> father, assume joint financial responsibility for 100% of the account.</i>		
Account Holder 1 Full Name:		<b>100%</b>
Acceptance:	Account Holder 1 Signature	
Date Signed:	__ d __ / __ m __ / __ y __ y __ y __	
Account Holder 2 Full Name:		
Acceptance:	Account Holder 2 Signature	
Date Signed:	__ d __ / __ m __ / __ y __ y __ y __	

<input type="checkbox"/> <b>Option 2: SOLE FINANCIAL RESPONSIBILITY</b> <i>100% responsibility is allocated to one person who is nominated as the Account Holder. Where only one party, e.g. a mother <u>or</u> a father, assumes financial responsibility for 100% of the account</i>		<b>% of Fees, Levies and Charges</b>
Account Holder Full Name:		<b>100%</b>
Acceptance:	Account Holder Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y _	
<input type="checkbox"/> <b>Option 3: SPLIT FINANCIAL RESPONSIBILITY</b> <i>Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder. Where multiple parties are financially responsible for a portion of the account, e.g. mother - 50% <u>and</u> father - 40% <u>and</u> a grandmother - 10%.</i>		<b>% of Fees, Levies and Charges</b>
Account Holder 1 Full Name:		_____ %
Acceptance:	Account Holder 1 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y _	
Account Holder 2 Full Name:		_____ %
Acceptance:	Account Holder 2 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y _	
Account Holder 3 Full Name:		_____ %
Acceptance:	Account Holder 3 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y _	
Account Holder 4 Full Name:		_____ %
Acceptance:	Account Holder 4 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y _	
<b>Total (must equal 100%)</b>		<b>100 %</b>

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

This notice explains how the school handles the personal information of students and parents or guardians (together, you). The school is conducted by Brisbane Catholic Education (BCE) and the BCE Office (BCEO). References to the School (and we, our) include BCE and the BCEO.

### **How and why does the School Collect Personal Information?**

The school collects personal information about you before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations. The types of personal information collected includes sensitive information, which includes health information.

The school may collect personal information through the use of artificial intelligence AI systems and AI tools (AI Systems), including Microsoft Copilot. The school may also use AI Systems to generate or infer personal information based on existing data inputs.

The school may collect records or logs about student use of IT systems, devices and tools together with student use of AI Systems, including Microsoft Copilot, for the purpose of monitoring the safe and appropriate use of these products.

The primary purpose of collecting personal information is to enable the provision of schooling to students enrolled at BCE schools, exercise BCE's duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of BCE Schools.

BCE has legal obligations which require certain information to be collected and disclosed. These include relevant Education laws, and Public Health and Child Protection laws, as well as each School's duty of care to students.

A student's enrolment may be delayed or prevented if BCE cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

If you provide BCE with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to BCE and why. They should also be informed that they can access that information if they wish and of the contents of this notice generally.

### **To Whom Does the School Disclose Information**

BCE may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:

- personnel within BCEO;
- other BCE schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student;
- government departments (including for policy and funding purposes);
- the School's Archdiocese and the parish and other related church agencies/entities.
- medical practitioners;
- people providing educational, support and health services to the school, including specialist visiting teachers and consultants, specialist advisors, sports coaches, volunteers, and counsellors;
- organisations that assist us with fundraising;
- 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);
- the third-party providers of our information management and storage systems (for the purpose of the providers providing services to the school in connection with the systems);

the third party providers of the AI Systems which we use;  
people providing other information technology services to the school;  
people providing administrative and financial services to the school.  
third parties to allow the school to exercise a duty of care;  
anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws;  
and to entities for other purposes as set out in BCE's Privacy Statement or that you authorise BCE to disclose information to.

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

School activities and news (including student achievements) are frequently published in the school's journals, newsletters and magazines, on our app BCE Connect, on our intranet and school social media accounts or otherwise shared with the school community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The school will obtain permissions annually if we would like to include photographs or videos of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

Schools use centralised information management and storage systems (Systems). These Systems are provided by our preferred third-party service providers. Personal information is stored with and accessible by third party service providers for the purpose of providing services to the Schools in connection with the Systems.

Schools may include a student's contact details in a class list and school directory.

### **Overseas Storage and/or Disclosure**

Schools may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the School's Privacy Statement. The School uses AI Systems that are provided by third parties, including Microsoft Copilot. These third parties may store personal information located outside Australia, including in the Asia Pacific region.

### **Fundraising**

Schools may engage in fundraising activities. Your personal information 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.

### **Enrolment Applications within BCE**

If you make an enrolment application to another School within BCE, personal information provided during the application stage may be collected from, or shared with, the other School. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student at the new School.

It may include:

name, contact details (including next of kin), date of birth, gender, language background, previous School and religion; parents' names and contact details, education, occupation and language background; results, records, notes, and reports (if relevant to the student's continuing education).

## Transferring schools within BCE

If you make an enrolment application (and have been accepted) to transfer from your School to another BCE school, BCE and your School may disclose certain personal and sensitive information to the new school to facilitate the transfer of the student, to look after the student's education, social, spiritual and medical well-being (and that of other students at the new school) and to enable the new School to exercise its duty of care. The disclosure is not for any purpose relating to the new School's decision as to the student's suitability for enrolment. The sensitive information that we disclose may include: health information (such as details of disability and/or allergies, learning supports, medical reports, counselling reports and names of doctors), health fund or Medicare information; Information about referrals to government welfare agencies, notes of criminal activity or concerning behaviour (such as weapons, drugs, bullying or harassment); Court orders and domestic violence orders.

Disclosure to the new School will be on a secure basis and limited to only those personnel at the new School who need to have access to the information. If any information we hold about you has become out of date or inaccurate, please advise us so that we can update it accordingly before it is transferred to the new school.

## Your Rights and How to Make a Complaint

The BCE Privacy Statement, accessible at [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au), sets out:

How you can seek access to and correction of your personal information, including any information generated or inferred by AI systems, which the school holds; and how you can make a privacy complaint and how we will handle the complaint. If seeking to access and/or correct your personal information, please note that 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 a student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

## Our privacy position

BCE is bound by the Privacy Act 1988 and the thirteen (13) Australian Privacy Principles. The BCE Privacy Statement detailing BCE'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 BCE website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). To the extent that BCE collects, uses, and discloses credit information (relating to its billing practices), BCE's Credit Reporting Statement will also apply. The Credit Reporting Statement is available at [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). A hard copy of either Statement can be provided on request.

## Your consent

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. Please sign where indicated below to confirm that BCE is authorised to collect, use, and disclose the personal and sensitive information as described above.

## Name of School

*Guardian Angels' School Wynnum*

### Signature of Parent/Legal Guardian/Caregiver

### Full Legal Name

### Relationship to Student

### Date Signed

### Signature of Parent/Legal Guardian/Caregiver

### Full Legal Name

### Relationship to Student

### Date Signed

# ACCEPTABLE USE OF DEVICES AND DIGITAL RESOURCES STATEMENT

Devices and digital resources, including access to and use of the internet and email have become of critical importance to schools in the provision of innovative educational programs.

Brisbane Catholic Education and [Guardian Angels' School Wynnum](#) are committed to educating students about safe internet and email practices and lawful and ethical online behaviour. Students will receive age-appropriate guidance and training to support responsible digital citizenship and navigate digital environments safely.

This document outlines responsibilities to ensure safe and secure ICT use, per Brisbane Catholic Education's standards for ethical, legal, and responsible use.

These responsibilities apply to all [Guardian Angels' School Wynnum](#) technology resources, either accessed via school-owned or personal devices, whether they remain on school grounds or taken off the school grounds with permission from the school. **Technology resources are provided to students for educational purposes only.** [Guardian Angels' School Wynnum](#) has specific guidelines relating to the use of technology.

Each Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of the responsibilities listed below.

## Responsibilities of the School and Brisbane Catholic Education

Brisbane Catholic Education and [Guardian Angels' School Wynnum](#) is committed to providing a safe, secure, and supportive digital learning environment. BCE and the school takes the following actions to support the ethical, legal, and responsible use of technology resources by students.

**Filtered Internet Access:** BCE provides secure and filtered internet access on school grounds. Internet traffic is routed through Secure Web Gateway (SWG) devices that inspect and apply filtering policies to block inappropriate content. Filtered internet access does not apply when the student is using a school-owned device off site.

**Device Management:** School-owned devices are configured with firewalls and management tools. BCE uses Mobile Device Management (MDM) solutions to set up, configure and manage student devices.

**Monitoring and Oversight:** BCE may monitor student use of enterprise platforms—including internet, email, messaging tools, and AI interactions—to identify non-compliance with acceptable use standards and protect system integrity and security. Schools may inspect or provide copies of communications when required by law or as part of investigations.

**Digital Citizenship Education:** Schools provide age-appropriate guidance and training to support responsible digital citizenship and safe online behaviour. Online safety education is incorporated in multiple curriculum areas.

**Use of Generative Artificial Intelligence Tools:** Brisbane Catholic Education and its schools acknowledge the evolving role of generative artificial intelligence (AI) in education. These technologies may be used to support curriculum planning, instructional delivery, and professional decision making, and by students to engage with AI systems under appropriate supervision. Use of Microsoft Copilot is logged and monitored by BCE to ensure compliance and acceptable use standards and to protect student safety and wellbeing. All use of generative AI—whether BCE-provisioned or individually accessed—must align with BCE's commitment to ethical, legal, and responsible technology use. This includes transparency in usage, safeguarding privacy and data, and ensuring that AI tools are used in ways that promote equity, inclusion, and human-centred learning.

**Support Services:** Schools have access to BCE IT support staff and services to assist with technical issues and ensure devices function effectively for learning.

**Acceptable Use Agreements:** BCE and schools require students and parents to sign annual ICT Acceptable Use Agreements to reinforce shared expectations and responsibilities.

**School-Based Policies and Plans:** Each school develops and implements local ICT operational plans and policies tailored to their community, including device usage guidelines and behaviour management strategies.

**Parent Engagement and Communication:** Schools provide information sessions and resources to help parents/guardians understand and manage technology use at home, including guidance on content filtering and supervision.

**Privacy and Data Protection:** BCE and the school take reasonable steps to protect student data. However, some services may store data on servers outside Australia, and while BCE aims to prevent unauthorised disclosures, it cannot control third-party breaches.

## Responsibilities of Students

### Permitted use of technology resources

Students must only access [\*Guardian Angels' School Wynnum\*](#) technology resources for schoolwork and must adhere to the school's guidance and instructions for the appropriate use of digital resources, including managing identified privacy risks.

### Appropriate use by a student

- complete class work set by teachers
- apply digital literacy skills
- conduct research for school activities
- communicate or collaborate with other students, teachers or experts in relation to schoolwork
- engage with digital tools in a respectful and responsible manner, ensuring all communication and content shared reflects the values of the school community.

### Inappropriate use by a student

- access or enter online communication outside of school authorised platforms
- access, post or send inappropriate digital content. This includes but is not limited to; content that is illegal, dangerous, obscene, offensive or could be considered bullying or harassment
- access, share, solicit, or store material that breaches community standards, including child sexual exploitation, pro-terror content, extreme violence, drug-related material, or content related to cyberbullying, self-harm, school violence, hate speech, gambling, profanity, or adult content
- commit plagiarism or violate copyright laws
- download, install or use unauthorised computer applications
- deliberately install viruses or other malware
- use technology to attack or compromise another system or network
- bypass the BCE network controls by any means including utilising virtual private networks (VPN) or using a mobile hotspot

### Use of Generative Artificial Intelligence (AI) Tools

- Students must not enter personal, sensitive, or confidential information into AI tools (such as Copilot) except as required for approved learning activities.
- Students must not use AI tools to generate or share personal, sensitive, or confidential information about themselves or others.
- Students must use AI tools in accordance with the school's guidance and the BCE Acceptable Use Policy.

### Privacy and Cybersafety

- Students should understand that anything they post online — including on social media — is public, searchable, and may have lasting personal and community impacts. Their digital footprint reflects on themselves and the school.
- For the safety of students, personal information about themselves or others should not be published publicly. For example, students should not post or share their own or anyone else's image, address, phone number or other personal details online.
- Students should be cautious about interacting with AI personas or other online profiles, as they may not always represent real individuals or trusted sources. Students must not arrange to meet persons who they have met online.
- Students should be aware that Brisbane Catholic Education monitors student use of enterprise platforms, including internet, email, messaging tools, and AI interactions, to ensure compliance with acceptable use standards. Where concerning or inappropriate behaviour is identified, the school will be informed and may take appropriate action pursuant to the Student Code of Conduct. Additionally, the school may be required to inspect or provide copies of electronic communications where required by law or as part of an investigation into possible misuse of technology resources.
- Students should be aware that 'Cloud' based tools and services are used for data storage and learning opportunities. Some of these services may store data on servers located outside Australia.

## **Cyberbullying and defamation**

- Students are prohibited from using digital or online tools to communicate or publish derogatory, impolite, or unkind remarks about others, or to send threatening, harassing, or offensive messages. Improper use of digital platforms and resources may result in defamation and be referred to legal authorities.

## **Security**

- Students are required to regularly update their devices to maintain security.
- Students must use a secure password or passphrase and keep their username and password and personal information private. The password should be changed regularly in line with the Australian Curriculum and should be difficult for other people to guess. Students should take steps to ensure their device is inaccessible to others when unattended, e.g., lock screen.
- Students must not use another person's name and password to access resources.
- Students must report a suspected breach of security to the school and parent/guardian. Examples of a suspected breach include, but are not limited to, a virus being installed on the device or the student's password being shared with others.

## **Copyright**

- The use of material from the internet may be a breach of copyright or other intellectual property rights. Students must not use *Guardian Angels' School Wynnum* technology resources to copy, download, store or transmit any such material that may include music, images, videos or any other form of media.

## **Consequences following a breach of this Acceptable Use Statement**

1. A breach of this statement will be taken seriously and may result in disciplinary action.
2. Examples of possible consequences range can be found on school website.
3. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
4. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

This consent form must be signed and returned prior to students being granted access to the internet and school devices/resources.

Parents/Legal Guardians are encouraged to review and discuss with the student and answer any questions that they may have. Any queries in relation to this material should be directed to **3396 4486**.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

## Parent/Guardian Consent

As the parent or legal guardian of the student named, I grant permission for them to access the provided technology resources, including digital platforms such as email and internet.

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

I acknowledge that some material available on the internet may be objectionable. In addition to the Acceptable Use of Devices and Digital Resources consent, I understand it is my responsibility to implement appropriate restrictions for the student when accessing or sharing information or material over the internet.

BCE content filtering **only** applies when the device is connected to the BCE Wi-Fi network while on school grounds.

I understand that BCE devices may connect to home or other external internet services outside school hours, and these services do not include BCE internet filtering.

**I accept responsibility for supervising the student's device use, internet access, and online behaviour outside of school, including ensuring safe and appropriate use when not on school grounds.**

I understand that as outlined in the school and BCE responsibilities, devices may be remotely managed to ensure safe and secure use.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

Whilst BCE takes all reasonable steps, in some cases, there may be an unauthorised disclosure of student personal information by third parties (for example, in case of a data breach of information held by the third party) which the school and/or BCE cannot control.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## Privacy collection statement

BCE and BCE Schools are committed to the Australian Privacy Principles contained in the *Privacy Act 1988*(Cth) (**Privacy Act**). BCE through its [Privacy Statement](#) and [Information Collection Notice](#) is collecting your information provided by you/the student on this form to insure the appropriate use of the BCE/school network and devices using the school network. The information will be used and disclosed by authorised BCE and BCE school employees for the purposes outlined on this form. 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 information on this form or discuss how it has been dealt with, please contact your BCE School Principal or Brisbane Catholic Education Office directly at: *Phone: (07) 3033 7000 Address: 2A Burke Street, Woolloongabba Qld 4102 Australia*

# MEDIA AND STUDENT MATERIALS CONSENT FORM

## Introduction

This consent form sets out how Brisbane Catholic Education (BCE) and its administered schools (BCE Schools) use your child's personal information and student materials.

You have the option to:

- provide consent to the use and publication of your child's personal information and student materials; or
- not provide consent.

## Purpose of the consent

BCE and BCE Schools collect digital, photographic and multimedia images of students and materials created by students during their enrolment for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements, including through publishing examples of student materials; and
- promotion of an individual school, and/or BCE, and/or our associated entities.

## Personal information

Personal information covered by this consent form which may be used, published or disclosed by BCE or a BCE School (subject to consent) includes:

- student name;
- image or likeness (by way of photograph, digital recording or video footage);
- voice/video recording; and
- year level or age.

## Student materials

BCE and BCE Schools may also use, communicate and publish (subject to consent) materials created by students (whether individually or in a group) during their enrolment, including:

- written works;
- artworks;
- images and photographs;
- sound and video recordings;
- software and code;
- lyrics;
- prayers;
- music scores; and
- dramatic works.

All intellectual property rights in materials created by a student will be owned by the student. However, BCE and the BCE Schools wish to obtain a licence to use, communicate and publish such student materials to the public and internally.

## School photos

Annually, external photographers take formal class photos and individual student photos at BCE Schools. This consent form does not seek consent for your child to be photographed in formal class photos or individual student photos.

Individual student photos will be taken of your child by the relevant BCE School's external photographers and used by BCE and the BCE School for student identification. The relevant BCE School will provide you with separate information about the formal class photos and the school will seek your consent for your child to be photographed in the formal class photos.

## Privacy Act

The Privacy Act 1988 (Cth) and the BCE Privacy policy regulates how BCE and the BCE Schools collect, use and disclose the personal information of students and other individuals. BCE's Privacy policy can be accessed on each BCE School's website or at: <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

## Voluntary

Consent is voluntary and your child's education will not be limited if consent is withheld.

## **Consent may be withdrawn**

Consent may be withdrawn by you at any time by contacting the relevant BCE School and completing a new consent form.

This consent form will be placed on the student's file or record and retained by the relevant BCE School on behalf of BCE. If requested, a copy of this consent form will be made available to the student and/or the student's parents/legal guardians. You may, at any time, withdraw the consent you provide by contacting the relevant BCE School and completing a new consent form. BCE will also seek to remind you to review and update (if necessary) the existing consent on an annual basis.

If consent is withdrawn, no new use will be made of the student's personal information or student materials. Due to the nature of the internet and other public forums (especially social media), BCE cannot guarantee that all personal information and student materials published prior to revocation of consent will be able to be removed from the internet or other public forums. BCE will use its best endeavours to remove, delete and restrict from use all personal information and student materials within its direct control as publisher in relation to which consent has been revoked.

## **Media sources and publication**

BCE and the BCE Schools may use and publish students' personal information and student materials in various formats, including:

- online media;
- social media;
- print media;
- newspapers;
- videos;
- public displays and presentations;
- television;
- school newsletters;
- radio;
- internal communications;
- electronic communications; and
- in any edited form.

## **Duration**

The consent you provide will last for the duration of the student's enrolment at a BCE School and for a reasonable time period after the student's enrolment ends at a BCE School.

## **Who to contact**

Should you require any further information in relation to this consent form, please contact your BCE School Principal.

## CONSENT FORM: Media and Student Materials

<p style="text-align: center;">Yes</p> <div style="text-align: center; margin-top: 20px;"> <input type="checkbox"/> </div>	<p><u>I provide consent</u> and authorise BCE and the BCE School to:</p> <ul style="list-style-type: none"> <li>• use, publish and disclose the student’s personal information; and</li> <li>• use, communicate and publish the student materials,</li> </ul> <p>within the BCE School community and other public forums, including as described in the information sheet attached to this consent form.</p> <p>I acknowledge that such uses by BCE and the BCE School may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• showcasing student participation at school and in school events;</li> <li>• celebrating student achievements, including through publishing examples of student materials; and</li> <li>• promotion of an individual school, and/or BCE, and/or our associated entities</li> </ul> <p>through various formats, including online media, social media, print media, newspapers, videos, public displays and presentations, television, school newsletters, radio, internal communications, electronic communications and in any edited form.</p>
<p style="text-align: center;">No</p> <div style="text-align: center; margin-top: 20px;"> <input type="checkbox"/> </div>	<p><u>I do not provide consent</u> for BCE or the BCE School to:</p> <ul style="list-style-type: none"> <li>• use, publish and disclose the student’s personal information; or</li> <li>• use, communicate and publish the student materials.</li> </ul> <p>I acknowledge that the student will not be photographed, videoed or recorded in any circumstance, other than for:</p> <ul style="list-style-type: none"> <li>• individual student photos*; or</li> <li>• formal class photos in circumstances where a separate consent has been obtained,</li> </ul> <p>and that any materials created by the student during enrolment will only</p> <p>be used with the prior written consent of the student’s parent/legal guardian or the student (if appropriate).</p> <p><small>*PLEASE NOTE: Individual student photos are a mandatory requirement for BCE Schools. Even if you do not provide consent with regards to Media and Student materials, the student will still be photographed for student identification purposes.</small></p>

### AGREEMENT AND AUTHORISATION

I have read and understood the above terms of providing consent to the use of the student’s personal information and student materials. By signing the below, I authorise BCE, the BCE Schools and their approved contractors to use or disclose the student’s personal information and student materials under the terms of consent provided (or not provided) above, and I understand that:

- any materials created by BCE Schools featuring the student’s personal information or student materials under the terms of this consent are owned by BCE;
- BCE and the BCE Schools are granted a non-exclusive, transferable, perpetual, global, licence to exercise all intellectual property rights in the student materials for any purpose, and this licence includes the right to sublicense to third parties;
- by granting a licence to BCE and BCE Schools to use the student material, I warrant that to the best of my knowledge, the student material is the original work of the student;
- BCE or the BCE Schools will endeavour to acknowledge the student as the author of the student materials, but I agree that BCE or the BCE Schools may not always acknowledge the author on every occasion; and
- I can withdraw my consent at any time by contacting my BCE School Principal.

<b>Date</b>	
<b>Signature of legal guardian</b>	
<b>Name of legal guardian</b>	
<b>Legal name of student</b>	

## Language

First language spoken **TO your child?**


First language spoken **BY your child?**


The main language used at home?


Are there additional languages spoken at home?


## Class Requests

There are many factors which are considered when planning future class groupings. This is a lengthy process, and careful planning is taken to place students in class groupings which will optimise their learning. Parent input is welcome and will be considered. However, please be aware requests are not a guarantee of your child's class placement. All consideration is given, with no guarantees. Please have faith in the process that it is the responsibility of the Teachers and the Principal to make the final decision on classes.

Factors include educational needs of students, the estimated numbers of students, the new intake, gender balance, school resources, facilities, emotional needs, behaviour, students with additional needs, teacher/carer observations and assessments.

### Teacher Requests:

Requests for a specific teacher will not be considered in the placement process.

### Friendship Considerations:

Parent input regarding friendship groups can sometimes be inconsistent. Requests can clash, when one family may request a friendship which conflicts with another family. Friendships often change for many students. We encourage students to develop new friends, which is a life skill and helps build resilience. Existing friendships are supported and encouraged at play times. Good friendships thrive and grow in these times and beyond school times. Parents are well placed to support these friendships.

**Please complete Pre-Prep Education or Day Care setting attended**

Name of Pre-Prep Education	Please tick	Please circle days attended	Name of Teacher
<b>Mother Duck Childcare &amp; Kindergarten</b>			
405 Tingal Road, Wynnum		Mon   Tue   Wed   Thur   Fri	
59 Manly Road, Manly		Mon   Tue   Wed   Thur   Fri	
<b>General Gordon Community Kindergarten</b>			
18 Florence Street, Wynnum		Mon   Tue   Wed   Thur   Fri	
<b>Goodstart Early Learning</b>			
203 Wondall Road, Wynnum West		Mon   Tue   Wed   Thur   Fri	
3 Crawford Road, Wynnum West		Mon   Tue   Wed   Thur   Fri	
231 Thornside Road, Thornside		Mon   Tue   Wed   Thur   Fri	
<b>Milestones Early Learning</b>			
976 Manly Road, Tingalpa		Mon   Tue   Wed   Thur   Fri	
<b>Edge Early Learning</b>			
200 Stradbroke Avenue, Wynnum		Mon   Tue   Wed   Thur   Fri	
<b>Children @ Bay Terrace</b>			
40 Bay Terrace, Wynnum		Mon   Tue   Wed   Thur   Fri	
<b>Montessori Journey</b>			
95 Glenora Street, Wynnum		Mon   Tue   Wed   Thur   Fri	
<b>C&amp;K Community Kindy</b>			
26 Ashton Street, Wynnum		Mon   Tue   Wed   Thur   Fri	
<b>Wynnum &amp; Bayside Childcare</b>			
64 Plaza Street, Wynnum		Mon   Tue   Wed   Thur   Fri	
<b>Gundala Kindergarten</b>			
416 Tingal Road, Wynnum		Mon   Tue   Wed   Thur   Fri	
<b>Wings Early Learning</b>			
18 Ernst Street, Manly		Mon   Tue   Wed   Thur   Fri	
<b>Butterfly Childcare</b>			
399 Manly Road, Manly		Mon   Tue   Wed   Thur   Fri	
<b>Treehouse Early Learning</b>			
70 Ernst Street, Manly		Mon   Tue   Wed   Thur   Fri	
<b>Manly Community Kindergarten</b>			
27 Harman Street, Manly		Mon   Tue   Wed   Thur   Fri	
<b>Other</b>			
		Mon   Tue   Wed   Thur   Fri	
		Mon   Tue   Wed   Thur   Fri	
		Mon   Tue   Wed   Thur   Fri	
<b>Any additional comments?</b>			