



Attachments to Enrolment Form

Page No.

- Information and Communication Technologies (ICT)
Acceptable Use Agreement Form – Students and Parents 3-4
- Media Consent and Release Form 5-6
- Parent Participation Form 7
- ALLERGIES and Our School 8



Information and Communication Technologies (ICT) Acceptable Use Agreement Form

Students and Technology

1. I accept that the Internet and all other technology provided by the School is for educational purposes only.
2. I will at all times be courteous and use appropriate language in use of school equipment.
3. I will respect the school's equipment and resources
4. I am aware misuse of technology is against School policy and may also be against the law.

AT SCHOOL

5. I accept that it is against school Policy and the Privacy Rights of others, including teachers and fellow students, to disclose or discuss any personal information about them without their knowledge or consent, or to bully or misuse technology at school, whether using technology provided by the school; or through the use of personal technology at school.

AFTER SCHOOL

6. Students are reminded that bullying or misuse after school, while not the responsibility of the school to remedy (it is a parental responsibility) may be against the law

AND

That the school will discipline students who breach the privacy and Intellectual Property Rights of the school or bring the school into disrepute...

- a) No student is to identify any personal information of teachers and other staff or the school itself including the name, address and telephone number of such.
 - b) No students is to publish any identifying or defamatory opinions they may have about the above... or about the Faith.
 - c) No student is to place or publish identifying photographs of fellow students in uniform, teachers or the school itself on the net or other technology.
7. I will respect the rights, privacy and property of others at all times. This includes their passwords and files.
 8. I will respect copyright and the other laws regarding intellectual property.
 9. I will not plagiarise the work of others but will fully acknowledge all material.
 10. I agree not to access unsuitable, offensive or illegal material at school. This includes any material that is pornographic, racist, sexist, unethical, obscene, sexual or violent in nature.
 11. I understand that inappropriate use of the Internet and/or beach of this Code of Conduct may result in disciplinary action from the School including loss of privilege, Show -Cause Notice, Suspension and Expulsion.

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my access to the E-mail, Internet and Extranet for some time.

Student's name

Student's signature

Date

Continued...

**Information and Communication Technologies (ICT)
Acceptable Use Agreement Form**

Parent or Guardian

I understand that the E-mail, Internet, Extranet Intranet and in general, computers and related services and resources can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that even with a filtered network, the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care and protection against exposure to harmful information, ultimately it should depend upon responsible use by students.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of E-mail, Internet and Extranet access for some time.

Parent or Guardian's name

Parent or Guardian's signature

Date



Media Consent and Release Form

The **PRIVACY AMENDMENT ACT 2001** imposes obligations upon organisations collecting personal information to protect that information.

The Townsville Diocese and Townsville Catholic Education Office carry out ongoing marketing and communication activities to maintain a positive profile in their local communities.

These initiatives have usually involved images of students, families and individuals being utilised in all forms of media – print, electronic, online and social networking. Common methods of publication have included brochures, newsletters, newspaper, radio and television advertisements, promotional DVDs, web sites and educational training (photographs and/or footage). Some promotional images may also be used on the Townsville Catholic Education or Diocesan Facebook page and/or Twitter.

To comply with our organisation's privacy obligations and in keeping with applicable legislation, it is a requirement that consent be given for such activities by either the individual (if over 18 years) or by a parent/guardian (if under 18 years).

Media access will be managed to the best ability of available Diocesan Office staff, Catholic Education Office or school staff.

Consent:

Consent will be sought from the parent, guardian or individual (if over 18 years of age) by asking them to complete and sign the attached form.

The consent form will be retained by the Townsville Diocesan Office, the Townsville Catholic Education Office or the individual school, depending on the purpose. If requested, a copy of the form will be made available.

NB: This consent, once given, will be amended or revoked only upon receipt of correspondence from the parent/guardian or individual (if over 18 years).

Copyright:

At all times ownership of any material obtained from the above activities will rest with either Townsville Diocesan Office or Townsville Catholic Education Office.

Continued ...

☐ **I DO NOT CONSENT**

☐ **I CONSENT, as follows:**

I authorise the Diocese of Townsville and/or the Townsville Catholic Education Office, or its schools, to take and use any photographs, video or sound recordings of either myself or the student. I also authorise any other reproductions or adaptations of the material, either in full or part, in conjunction with any wording or drawings, in any Diocesan, Catholic Education Office or school publication, production or presentation including online and social networking where appropriate.

I understand this material will be used for the purposes of advertising, promotion, publicity, media, publication, display, web or for any other Townsville Catholic Education, school, Diocese of Townsville or Queensland Catholic Education Commission purpose in whole or in part.

I understand that I /we do not have any interest in the copyright to the material, nor shall we receive any payment. Copies of work may be provided upon request.

All families must sign below, even if NOT CONSENTING:

Full Name of Parent/Guardian: _____

Signed: _____ Date: _____

Phone (B/H): _____ Mobile: _____

Email: _____

On behalf of (please tick)

☐ Myself (if over 18 years of age)

☐ The following individual/s under 18 years of age:

Name _____ DOB _____

School _____

Name _____ DOB _____

School _____

Name _____ DOB _____

School _____



Parent Participation Form

Parent/Caregiver participation is an essential part of your child's education here at Our Lady of Lourdes School. As a school, we value involvement and have organised vital groups to which you may be willing to contribute.

I/WE WOULD BE WILLING TO HELP IN THE FOLLOWING GROUP/S (PLEASE TICK)	
NAME: Male Parent /Caregiver	NAME: Female Parent/Caregiver
PHONE NO:	PHONE NO:
P & F ASSOCIATION ☐	ART AND CRAFT ☐
FUNDRAISING ☐	CLASSROOM ☐
WORKING BEES ☐	SOCIAL EVENTS ☐
SCHOOL BOARD ☐	
TUCKSHOP ☐ Weekly ☐ Fortnightly ☐ Monthly	
Have you a preference for a certain day. If so, what day? _____	

VERY IMPORTANT INFORMATION: **ALLERGIES and Our School**

There are many issues in our society that have a direct impact upon schools. There are a large number of us who are allergic to one thing or another. The reactions from these allergies can range from mild to life threatening.

We have a number of children in the school who may suffer extreme allergic reactions to any product containing traces of nut products, peanuts in particular. There have been incidents in schools over the recent years even from simple things such as the use of knives that have been used for making peanut paste sandwiches etc. that have not been cleaned thoroughly. The allergic reaction is extremely serious and very immediate. The authorities in this area do not recommend the banning of foods but education is very important.

Our school will be implementing the following and I would ask that everyone take note when considering lunches, shared food etc.

- A school policy that ensures that no products containing nuts or traces of nut products are used or sold throughout the school.
- A school policy that states that children are never to share lunches.
- I strongly recommend when bringing food for class celebrations, school lunches etc. that nothing is made with nuts, e.g. peanut paste sandwiches etc. Please read all product information carefully.
- Information is available to parents on the allergies and the seriousness of the condition. (A handout is available at the school office)
- The school staff is aware of emergency procedures in the case of a serious reaction.

Thank you for your co-operation and your continuing help.