2015 Year 11
Student Re-Enrolment Forms

to be returned to QACI
by no later than
Friday 28th November, 2014
Our Graduates
Global Influencers
Learning Inspired
Entrepreneurial &
Designers
Ideas Architects
Ethically & Socially
Responsible
Our Story
High Expectation
High Collaboration
Creative
Clever
Global
High Care
World Class Learning
Environment for the
21st Century
Our Vision
The Pathmakers
 whose creative intellect, skills and capabilities see them thrive and lead in the
21st Century Global Economy
Our DNA
Learner Profile
Knowledge
Understanding
Application
Analysis
Evaluation
Creativity
Reflection
Principles
Competence
Increased
Communications

"To be the world class learning environment of choice for the aspirational creative generation."
This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at the Queensland Academy for Creative Industries.

The Academy administration has provided a copy of the Academy's Responsible Behaviour Plan for Students and Student Dress Code to parents. The Responsible Behaviour Plan for Students outlines the Academy’s strategies for implementing the Code of School Behaviour as outlined in the document published by Education Queensland.

At the Queensland Academy for Creative Industries we expect that it is the -

**Responsibility of students to:**
- fulfil Academy character ideals
- commit to the philosophy and practice of the 5P’s for Success – Pride, Positivity, Persistence, Prepared, Principled
- attend the Academy regularly, on time, ready to learn and take part in Academy activities
- act at all times with respect and show tolerance towards other students and staff by demonstrating the Academy Character Ideals
- work to the utmost of ability
- respect and protect the Academy environment – physical social and emotional
- maintain a dedicated work effort that is reflected in all formal reports with a satisfactory or better rating
- wear the Academy uniform as intended and with pride.

**Responsibility of parents to:**
- support Academy’s policies and this enrolment agreement
- maintain open communication
- ensure attendance and punctuality is maximized and provide explanations for absence
- support the authority and discipline of the Academy enabling my child to achieve maturity, self discipline and self control.

**Responsibility of the Academy to:**
- develop each individual student’s potential as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the Academy community
- clearly articulate the Academy's expectations regarding the Responsible Behaviour Plan for students and the Academy's dress code policy
- set, mark and monitor homework regularly in keeping with the Academy’s set work policy
- contact parents and carers as soon as is possible if the Academy is concerned about the student’s work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

I accept the expectations of the Queensland Academy for Creative Industries as stated in the policies that have been provided to me as follows:
- Responsible Behaviour Plan for Students
- Academy Uniform and Policy Standards 2014
- Information, Communication and Technologies Agreement 2014
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Social Networking Policy
- Respectful Relationships Policy.

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

On behalf of Queensland Academy for Creative Industries

Student Signature

Parent/Caregiver Signature

18/1/2013
Dear Parent/Caregiver,

In the operation of the Academy student information and images are used in a variety of ways and shared with organisations external to the Academy. This may be for the celebration of outcomes on the many occasions throughout the Academy year in which we publicly promote and share student endeavours, activities and achievements within the school and to the wider Academy community. This promotion often involves the use of photographs, images, sounds and copyright materials in print and digital media publications such as newspapers and Academy newsletters, or in displays in other media such as video, website, social media and broader digital media. The Academy Website and Queensland Academies Website showcases Academy information and events which also may include student images and student created digital content.

Communication with our community as per the information above, utilises a range of social media sites and platforms consistent with the Department of Education, Training and Employment Policy and Procedures.

The consent forms which follow seeks your approval to share information for operational or promotional purposes to the listed organisations or contexts. Each of the providers listed have strict privacy policies and the information provided will not be provided to any other external agencies than those listed for the purposes described.

Details are provided on the separate consent form which requires your signature (coloured page).

Yours faithfully,

Glen Donald
Acting Principal
1. **PARTICULARS – PARENT / CARER TO COMPLETE**

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

- ☒ Full name  ☐ First name only  ☐ No name  ☐ Other:

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2. **PARTICULARS – SCHOOLS TO COMPLETE**

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

- ☒ Individual’s image  ☒ Individual’s recording  ☒ Individual’s copyright material

Description of copyright material, image, recording or other personal information:

- ☒ sound recording  ☒ artistic work  ☒ written work  ☒ film  ☒ name  ☒ photograph / image

Other: Email address

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3. **Where this information be used (e.g on the website, newsletter or brochure etc).**

- ☒ newsletter (uploaded to the web)  ☒ printed promotional material  ☒ advertising  ☒ website
- ☒ displays  ☒ competitions  ☒ year books / annuals  ☒ local media

Other:

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4. **What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):**

- until the Individual revokes consent by writing to the Principal of the school or
- 4 years from student enrolment date.

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5. **Which of the websites below will the individual’s personal information or personal work be published on (i.e. permanently published to the public):**

- ☒ School websites:  www.qaci.eq.edu.au & www.qa.eq.edu.au

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives through its websites.

- ☒ School Facebook page:  www.facebook.com/QACreativeIndustries and www.facebook.com/Queensland Academies

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives through its Facebook page.

- ☒ School YouTube channel:  www.youtube.com/qldacademies

The school YouTube channel is publicly accessible by all internet users. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.

- ☒ School Twitter Profile:  www.twitter.com/QACIcreative and www.twitter.com/QLDAcademies

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives through its Twitter page.

- ☒ Other:

Provide a short description, and the website address, of the other website/s:

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1. P T Online (Online Parent Teacher Interview scheduling (as used in 2014))

   - Student Name, Parent Name, current subjects, Parent email address.  Privacy Policy on website:  www.ptonline.net.au

2. School Photographers – Master School Portraits (as used in 2014)

   - Student Name, Student ID Number, Year Level, Date of Birth – production of the student ID card.

3. ManageBac (as used in 2014) – see additional details which follow

   - Student Name, IB ID Number, Date of Birth, Country of Origin, Assessment Tasks in all subjects including CAS, TOK, Extended Essay

4. IBIS (International Baccalaureate Data Capture System) (as used in 2014)

   - Student Name, IB ID Number, Date of Birth, Country of Origin, Subject Selection

5. Vimeo Plus (as used in 2014) – see additional details which follow

   - Secure third party provider, video storage site accessible only via the QACI website page for the purposes of showcasing QACI product and promotional material

6. Use of Copyright material, image, recording or name on the Academy web including the web-based newsletter, Academy social media platforms and in hard copy publications which reveals identity.
7. Language Perfect (as used in 2014)
   Student Name, Email address

8. Turnitin Anti Plagiarism Service and Grademark® Learning Management System.
   Turnitin provides a means of strengthening the implementation of the Academy's policy on academic integrity. Turnitin is one of many resources that can help ensure that academic integrity is maintained.

9. Verso App Access - by students for class work via laptop or mobile devices - see additional details which follow.

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. DETAILS

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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<tbody>
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<td>(Only if different from Enrolment Form)</td>
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**Name of School** (at which the Individual is enrolled, employed or volunteers)

<table>
<thead>
<tr>
<th>Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature of the parent or guardian (required if the Individual is under 18 years)</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
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<td></td>
<td>(Only if different from Enrolment Form)</td>
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5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory) grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual’s:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual’s personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual’s school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form; where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual’s participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.
7. **DURATION**

If the Department, the State or another person permitted by them is using the Individual’s personal information or Individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual’s personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual’s personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that if material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. **DEFINITIONS**

‘Use’ includes:
- to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
- to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.

The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.

This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.

This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.

Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.

The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.

‘Social Media Website’ includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.

This consent extends to the Department and the State:
- disclosing the Individual’s personal information and Individual work to the Department’s and the State’s agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
- permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual’s personal information and Individual work.

9. **NOTE**

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. **INFORMATION**

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual’s personal information and copyright material, together with information about the Individual’s participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual’s personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

**Websites**

Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual’s personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual’s personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual’s personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual’s personal information or Individual work is used by third parties once the material has been published on a Social Media Website.
State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

What is copyright material?
An Individual’s copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual’s ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?
Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual’s name, image or video or sound recording. It also includes the Individual’s educational information such as the Individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?
The Consent Form is retained by the Department and it will be placed on the Individual’s file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?
This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual’s personal information and Individual work to create material incorporating the Individual’s personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy
The consent to the recording, use and disclosure of the Individual’s personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual’s personal information has been collected, used, stored or disclosed, please contact the school.
MANAGEBAC

ManageBac is a web-based application for International Baccalaureate (‘IB’) schools to manage their assessment submissions in an online paperless system. It provides students with an organizational planning tool to manage their records in Creativity, Action and Service (‘CAS’), Extended Essay (‘EE’), Theory of Knowledge (‘ToK’), Orals & Internal Assessment (‘IA’) requirements for the Diploma program.

Ultimately ManageBac will enable:

- Students to track their CAS activities against the eight learning outcomes and provide required documentation with up to six types of evidence (i.e. photos, videos, certificates etc.).
- Students to journal their ToK experiences in one convenient location
- Students to submit IAs and other assessment online directly to their teacher without the need for hardcopy
- Students to run their assessment through Turnitin (a reference checking system) with no additional cost
- Teachers to view student progress at any time and download assessment submissions.
- Teachers to record oral interviews online and submit directly to IB
- Parent access to records

ManageBac is responsible for maintaining all student data in a safe and secure manner; however, if a hard copy is ever required it can be exported as a PDF. Additional information about ManageBac and their security systems can be found on their website [http://www.ManageBac.com/index.html](http://www.ManageBac.com/index.html)

VIMEO PLUS

Vimeo Plus is a platform which can host high definition video (up to 1080p!). With QACI students producing a range of high quality video and multimedia content in subjects such as Film, Music and Visual Arts the standard the QACI website cannot host the size of this material.

The Vimeo Plus has advanced privacy including domain level control QACI limits access directly to Vimeo Plus to key administrators and it is not publicly accessible directly.

Videos and material stored in Vimeo Plus can only be accessed through the QACI web-site and viewed via the QACI website page only.

Vimeo Plus respects your videos and the right to decide who watches them. Privacy options allow QACI to upload videos and choose who can see them.

Private videos allow you to choose from the following options (and do not appear on any public listings or search results):

- People you choose allows you to individually choose Vimeo Plus users who are cleared to watch the video.
- Password protected videos will require a password that you choose. You can also embed this video on another site and it will ask for the password there.

LANGUAGE PERFECT

Language Perfect is an on-line language vocabulary tool that the Academy integrates into the language curriculum. It enables students to focus on vocabulary learning and applying vocabulary in context. Language Perfect allows teachers to monitor students’ progress and pass feedback onto parents through a feature called the Control Panel.
### TURNITIN

Turnitin antiplagiarism service and GradeMark® student learning management system. Students are required by the Academy to submit their IB Extended Essay to Turnitin to check for any breaches of copyright which are identified electronically. Faculties may use this service for any assignment submission. This enables students to make informed adjustments to their work. Additionally, class teachers may ask students to submit assignments or classwork for teacher feedback or for final assignment submission through Turnitin Grade Mark Centre. Students retain full copyright of all works submitted in both cases. At first entry, students are required to individually create a user account which includes a click through agreement to the terms and conditions. Approval is sought for this click-through process and submission of student work to Turnitin, through the parent signature to this State School Consent Form.

Identifiers required for account creation: First name (or pseudonym), last name (or pseudonym), school email address. Web address: [http://turnitin.com/en_us/home](http://turnitin.com/en_us/home)

Turnitin Privacy Information and Australian Legal PDF can be found at: [http://www.turnitin.com/en_us/privacy-centre/overview](http://www.turnitin.com/en_us/privacy-centre/overview)

Student information and submissions to Turnitin are not available to the public and will not be published as a result of using the Turnitin service.

### VERSO

Verso App Access by students for class work via laptop or mobile devices. Learnology provides the Verso Application, which is an online application that assists Students and Teachers to share videos, information and other similar educational content online and interact with each other regarding such content.

Students may use the Verso Application by downloading the Application or by accessing a web browser version of the Verso Application and registering to use the Verso Application as a student. The Academy may provide the app via an Academy mobile device.

By clicking the 'I accept' button or otherwise confirming acceptance of these terms of use, the Student agrees that it has read, understood and will be bound by these terms of use. Students will not be asked for their email address and initials may be used in preference to first name and last name in the account creation process.

The Student will retain ownership of any Intellectual Property the Student may have in respect of the Class Content and the User Data.

Full terms and conditions can be accessed via the following link: [http://versoapp.com/terms](http://versoapp.com/terms)
Background and Introduction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. It is important to ensure that schools respect the background and beliefs of all students by not promoting, or being perceived as promoting any particular set of beliefs in preference to another. In the case of Religious Instruction, parents are provided with the option to indicate their child’s participation in the program.

Religious Instruction

Section 76(1), (5) and (6) of the Education (General Provisions) Act 2006 (QLD) (the Act) allows the minister of religious denomination or society, or an accredited representative who has been approved by the Minister for Education and Training, to give instruction to students who are members of the religious denomination or society in attendance at a state school. This may occur for a period of up to 1 hour per week. These provisions do not extend to students in the Preparatory Year.

Note: Chaplaincy programs are compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural state school community. A chaplaincy program is inclusive of and shows respect for all religious beliefs and other stances represented in the school community. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate.

In 2014 the Queensland Academy for Creative Industries will have the services of a Chaplain

Religious Instruction in not part of a school’s chaplaincy program. However, if a paid chaplain works part-time, they may make separate arrangements to teach religious instruction outside of their normal hours. This also applies to voluntary chaplains.

Religious Instruction at the Queensland Academy for Creative Industries

In the previous years religious instruction has not been available nor provided at QACI. This decision has been based upon:

1. Feasibility based on demand and
2. Availability of faith groups to provide instruction at a time appropriate within the student’s schedule.

Notification of Requirements

Please indicate overleaf if you require Religious Instruction to be delivered for your student at QACI in 2014.

Based on this information the feasibility of providing a formal program of instruction within the timetabled Academy program will be explored.

This will depend upon:

1. The number of students requiring instruction
2. Availability of faith to provide approved personnel to deliver a program at the specified time in the QACI program.

Please indicate your preference overleaf:
Preference

Student Name: __________________________

☐ I do not wish or require my student to be provided with a religious instruction program within the QACI schedule.

Student Name: __________________________ Year Level: ____________

________________________________________  ________________
Parent Signature  Date

☐ I wish my student to be provided with a Religious Instruction program if feasible within the QACI schedule as per the faith nominated on the enrolment form or indicated below.

Student Name: __________________________ Year Level: ____________

I wish my child to attend the religious instruction program in ________________ (faith).

________________________________________  ________________
Parent Signature  Date

OR

Although not a member of the participating faith group/s, I wish my child to attend the religious instruction program in ________________ (faith) or non-denominational.

________________________________________  ________________
Parent Signature  Date

Privacy Notice

The Department of Education and Training is collecting this information in accordance with Education (General Provisions) Act 2006 (QLD) Part 5 to determine student participation in a religious instruction program. The information will be stored securely and will not be used or disclosed without your consent except as required or authorised by law.
1. The Academy’s Internet and email accounts exist to provide access to curriculum-related information. I will not use these accounts to access material which is unrelated to the Academy curriculum unless I have been given permission by Academy Administration, the Network Administrator, or a Teacher who is directly supervising me.

2. Non-approved programs (including games, movies, music) are not to be downloaded or, saved onto the Academy network, student laptops or run from external media. Additionally, I will not use Academy Education Site-licensed programs or Adobe software for commercial gain.

3. Publications dealing with pornography or extreme violence are not permitted at the Academy. I will not use the Internet or email to access or share unacceptable material. I will report receipt of such material immediately.

4. I will take care in my use of information published on the Internet, realising that it may be inaccurate or may misrepresent a person or situation.

5. Copyright law states that it is illegal to copy and/or distribute an author’s work without acknowledgment. I will always acknowledge the source of any work I access from the Internet in preparation of assignments and Academy projects. I will not under any circumstances use any ICT device at the Academy to download, transfer or store material for which I do not have copyright clearance. This includes but is not limited to, the use of peer-to-peer (P2P) and online storage facilities, music, games and video.

6. Section 85ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly:
   - use a telecommunications service supplied by a carrier to menace or harass another person; or
   - use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in any circumstance, offensive.

Having read the above statement on Improper Use of Telecommunications Services, I agree that in all online communication with others I will be respectful, accurate, and use appropriate written expression, such as would be acceptable in a written assessment item. I will only use an Education QLD email account within the Academy (Hotmail accounts etc are not to be used).

7. I will not use my email account thoughtlessly, in any way that jeopardises or interferes with my studies. I will check my email daily to ensure I have read all communications that are sent via my Education QLD email account.

8. I will not divulge my network or Internet account details (username and/or password) to another student. I will not use another student’s account details to access Information & Communication Technology facilities. I will update my Internet password as required.

9. I understand that my network data files and the activities I perform on my laptop are not private within the Academy network, and that teachers have access to them at any time. I understand that the Network Administrator may access my email inbox if inappropriate use is suspected. I understand my digital work may be shared with others in the class via Apple TV through the data projector.
10. I will not make use of a personal mobile broadband device within the Academy.

11. I understand that I must pay for personal subject printing by value adding to my swipe card.

12. **Administration Rights** - Students are given Administration Rights to self-manage their laptop under strict conditions. I agree I will follow Academy guidelines (distributed in the Laptop Information Booklet) as an administrator of my laptop, regarding unauthorised installation of games, movies, music, television programs and other unauthorised software programs. I understand penalties will apply if not adhered to.

13. I will utilise my external drive (which will remain at home) and Time Machine program on my MacBook to backup and store personal data. I understand the Academy is not required to retrieve data, which has not been backed up appropriately. I will backup my data daily using the prescribed Academy process.

14. I will not alter the Academy supplied image installed on my laptop (eg. Operating System, applications, technical support software which is vital for efficient laptop management) unless advised to do so.

15. I will use the designated hard case shell and laptop sleeve to protect the laptop.

**Consequences**

Any violation of this agreement will incur consequences consistent with the Academy's Responsible Behaviour Plan for Students. The most likely consequence will be restricted access to the Academy network (and/or loss of Administration rights for a period of time), except for assessable work to be completed in class under direct teacher supervision. The length of this consequence will depend on the seriousness of the offence. The final decision on the severity of the consequence will rest with the Principal and Head of Department eLearning.

I understand and agree to the above conditions.

Student Signature: _______________________________ Date: ______________

As Parent/Guardian of ______________________________ I give permission for my student to use the Academy’s ICT facilities, including the Academy Network, Internet and email.

Parent/Guardian Signature: ________________________ Date: ____________
Student Name: ________________________________

The Queensland Academy for Creative Industries requires all students to use the specified ICT device while enrolled. The following Terms and Conditions outline appropriate use of this ICT device to ensure that:

- Students gain optimum educational benefit by having ICT devices which operate efficiently.
- Students have full access to network resources and services, including printers, Internet, licensed software and files.
- Onsite service, maintenance and support issues can be streamlined to ensure timely technical support.

These terms and conditions become effective on receipt of the ICT device.

Education Queensland reserves the right to restrict access to network resources and services if users are unwilling or unable to, for any reason, fulfill the requirements of these terms and conditions.

The following terms and conditions apply:

1. ICT devices will be imaged with the Academy image. This image must not be modified or altered in any way, except by authorised Academy staff. The Academy reserves the right to re-image ICT devices as and when installation of new software or other maintenance of the devices is required.
   
   This image may include software to help protect students from harm and initiate intervention resulting from the inappropriate use of social media or the internet. Students will be informed if such software is included in the image.

2. Students must bring their ICT device to the Academy on each Academy day and advise the Help Desk of any software and hardware issues in a timely manner.

3. Students must ensure the ICT device is fully charged before lessons commence.

4. Use of the ICT device is to be lawful and in accordance with Network Acceptable Use Agreement and the Student Information Booklet Guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data and identity.

5. Administration Rights are given to students under the strict conditions outlined in the Information Booklet.

6. It is the student’s responsibility to ensure that backups of all files on the local hard drive are regularly made, using an external drive which is included in the Laptop Bundle.

7. For security reasons, account names and passwords are not to be divulged to anyone, unless required by the Education Queensland Help Desk staff or the Academy Technical Support staff.

8. The security and use of the ICT device will be the student’s responsibility. Advice on how to protect the device from theft can be found in the ICT Device Handbook. Students are required to use their protective casing whenever transporting the ICT device, especially outside the Academy.

9. **Insurance.** It is strongly recommended that parents ensure the laptop is covered by insurance. In the event that the laptop is lost, stolen or damaged the following steps must be taken:
   - If stolen: Report the loss or theft to Queensland Police and the Principal as soon as possible, within 24 hours. Obtain from Queensland Police a Crime Number and the name of the investigating officer.
   - If damaged: attend the Help Desk immediately to have an assessment made.

Student signature: ___________________________ Date: _____________________

Parent signature: ___________________________ Date: _____________________
MICROSOFT OFFICE INSTALLATION DETE AGREEMENT

As part of the Microsoft Agreement for Education Queensland Schools, we are able to install Microsoft Office on parent owned laptops under strict conditions. The Software may be included in the Academy image, but must be removed on exit. The student will not receive a copy of the software at this point. If students leave the Academy and do not return the laptop to be de-imaged, they will be utilising software for which they do not have a license.

To indicate your acceptance of these conditions, parents are asked to sign and return the following agreement with the other included ICT forms. It is a requirement of Microsoft install that an agreement is held on site.

__________________________________________________________________________

I _____________________________________________________________(Parent/Carer) of

(Student) ____________________________________________________________ have read the
conditions for the installation of Microsoft Office software. I understand that on exit, the Microsoft Office
software will be removed from my child’s laptop on exit.

Parent Signature__________________________________________Name_____________________________

Date: ____________________________________________
“It takes the whole village to educate the child”

It is the aim of our P&C and Academy to build a very strong sense of community around our students. This extends beyond the typical 8.40am – 3.10pm day at the Academy.

Connecting with Parent Expertise

Our P & C is seeking to establish a database of parents whose professional and industry skills and knowledge may enhance the learning of students and classes by bringing real-time learning and mentoring to the student’s overall experience. This may take the form as a reference point for primary research for an assignment to mentoring a student who is pursuing a particular career pathway.

Connecting with Parental Networks

Our P & C plays a role in the marketing of QACI. Most students and parents find out about QACI through recommendation and word of mouth. The P & C is seeking parents who may have connections with like-minded organisations or primary school clusters who could be a key contact for circulation of information about QACI, admissions and open days.

If you wish to participate in any or all of the “connecting” activities above please complete the information below.

Connecting with Parent Expertise

Do you have a professional/industry/business background which may add real time learning value to our students? Would you be interested in being included on a P & C database as a potential contact for real time learning and/or mentoring?

r Yes  r No

Professional area of expertise: ________________________________

Connecting with Parental Networks

Would you be interested in being a contact for the P & C in marketing and promoting QACI to an organisation/school cluster you have connection with?

r Yes  r No

Organisation: ________________________________________________

or

Cluster School: ______________________________________________

Parent/Guardian Signature ________________________________ Date ________________________________
Parents have the ability to nominate one parent responsible for the payment of accounts or in the case of some parents/caregivers share the financial responsibility of costs associated with their child/children’s education. At the Academy we have the ability to split invoices for all student fees, activities and excursions. Therefore if you wish to share financial responsibility, each parent/caregiver will only be invoiced for the percentage they are required to contribute.

Please complete the form below indicating who is financially responsible for the payment of fees etc, indicating the percentage share (e.g. 50% per parent).

1st Student’s Name: ___________________________ Year Level: ____________
2nd Student’s Name: ___________________________ Year Level: ____________
3rd Student’s Name: ___________________________ Year Level: ____________

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Father’s share is 100%</th>
<th>For $100 Excursion we would invoice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother’s share is 0%</td>
<td>Father for $100</td>
</tr>
</tbody>
</table>

Mother or Father could pay this amount but the invoice would be in the Father’s name.

<table>
<thead>
<tr>
<th>Father’s share is 50%</th>
<th>For $100 Excursion we would invoice each parent separately:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother’s share is 50%</td>
<td>Mother for $50</td>
</tr>
<tr>
<td></td>
<td>Father for $50</td>
</tr>
</tbody>
</table>

All invoiced payments would be split between parents no matter the amount or reason for the invoice.

**All parties must sign below before the request can be processed:**

<table>
<thead>
<tr>
<th>Parent/Caregiver’s Full Name</th>
<th>Relationship to Student</th>
<th>% share of costs</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Office Use Only**

Date entered in OneSchool: ___________________________ Officer’s signature: ___________________________
SCHEDULE OF FEES:

1. **Annual Fee** $1,997.00
   This annual fee is compulsory and the payment of the fee forms a condition of eligibility for attendance at the Queensland Academy of Creative Industries as per the approved enrolment eligibility plan.

2. **Student Resource Scheme** (see attached Textbook & Resource Hire Scheme leaflet) $585.00
   This fee is voluntary and subject to conditions set out in the Textbook & Resource Hire Scheme information pamphlet.
   The attached participation agreement form must be completed.

**TOTAL ANNUAL COST 2015** $2,582.00

Fees must be settled in full by the completion of Term 3

---

**Payment Options**

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Annual Fee</th>
<th>Student Resource Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Payment due by 06.02.2015</td>
<td>$1,997.00</td>
<td>$585.00</td>
</tr>
<tr>
<td>Periodic Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment 1 (due 06.02.2015)</td>
<td>$666.00</td>
<td>$195.00</td>
</tr>
<tr>
<td>Payment 2 (due 24.04.2015)</td>
<td>$666.00</td>
<td>$195.00</td>
</tr>
<tr>
<td>Payment 3 (due 17.07.2015)</td>
<td>$665.00</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

**Method of Payment**

- [ ] Cash
- [ ] Cheque
- [ ] Credit Card
- [ ] Direct Credit

**Credit Card Payments - Direct Debit Request Service Agreement**

**Privacy Statement**
The Department of Education and Training through the school is collecting your personal information in accordance with the Information Privacy Act 2009 for the purposes of entering into a Direct Debit Request Service Agreement. The information will only be accessed by school employees authorised to conduct financial operations within the school. Some of the information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education and Training is authorised or required by law to make the disclosure.

**Authorisation**
This authority shall stand pursuant to the terms and conditions of any contractual agreement between the Parent/Carer/ Customer and the School/Centre named above.
I/We have read the attached terms and conditions and acknowledge and agree to them.
I/We request this agreement remain in force in accordance with The Schedule described at item 3 and in compliance with the attached terms and conditions.

**Parent Signature** …………………………………………………………………… Date: …../……/……

**Academy Delegated Officer Signature:** ……………………….......................... Date: …./…../……

Please charge the periodical payments listed above, to my (tick one) r Mastercard r Visa

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiry date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of cardholder as it appears on the card:</td>
<td>Signature of cardholder:</td>
</tr>
</tbody>
</table>

**Direct Credit to Academy by the due date**

Account Name: Queensland Academy for Creative Industries BSB: 064 102 Account No: 1035 4466

If you pay it directly into the account please make sure that there is a very clear message attached to the payment e.g. your child’s name.
Direct Debit Request Service Agreement

The following is your Direct Debit Service Agreement (The Agreement) with the Queensland Academy for Creative Industries ABN 19283125069. The Agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions
account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
agreement means this Direct Debit Request Service Agreement between you and us.
banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
debit day means the day that payment by you to us is due.
debit payment means a particular transaction where a debit is made.
direct debit request means the Direct Debit Request (DDR) between us and you.
us or we means the school, (the Debit User) you have authorised by signing a Direct Debit Request.
you means the parent/customer who has signed the Direct Debit Request.
your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.

1. Debiting your account
1.1 By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.
1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
1.3 If the debit day falls on a day that is not a banking day, we will direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should as your financial institution.

2. Amendments by us
2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14 days) written notice to the address held by the school for you.

3. Amendments by you
3.1 You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by writing to the school, at the address provided at the top of the DDR, prior to the debit day.

4. Your obligations
4.1 It is your responsibility to ensure that there are sufficient cleared funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
4.2 If there are insufficient cleared funds in your account to meet a debit payment:
(a) you may be charged a fee and/or interest by your financial institution, and
(b) you must arrange for the debit payment to be made by cash at the school office.
4.3 You should check your account statement to verify that the amounts debited from your account are correct

5. Dispute
5.1 If you believe that there has been an error in debiting your account, you should notify us directly on the school phone number as provided at the top of the DDR and confirm that notice in writing with us as soon as possible so that we can resolve your query quickly. Alternatively you can take it up with your financial institution directly.
5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

6. Accounts
6.1 You should check:
(a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions
(b) that your account details which you have provided to us are correct by checking them against a recent account statement, and
(c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7. Confidentiality
7.1 The Department of Education and Training, through the school, is collecting bank account details in order to direct debit your account for amounts you have agreed to pay the school. The information will only be accessed by School staff and Regional departmental employees.
7.2 Some of this information may be given to your financial institution for the purpose of direct debiting your account. Your information will not be disclosed to any other person or agency unless we have your consent, or we are required or authorised by law to do so.

8. Notice
8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to the school at the address provided at the top of the DDR.
8.2 We will notify you by sending a notice in the ordinary post to the address you have given us for school records.
8.3 Any notice will be deemed to have been received on the third banking day after posting.
8.4 If your mailing address changes - you are responsible for notifying us in writing as per 8.1.
## Participation Agreement Form

### Privacy Statement
The Department of Education, Training and Employment, through the school, is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2005 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education, Training and Employment is authorised or required by law to make the disclosure.

### Participation

- **Yes**: I wish to participate in the Student Resource Scheme in __11__ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.
- **No**: I do not wish to participate in the Student Resource Scheme in ___. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 36.

Please refer to the accompanying [Subject Requirements List](#) and/or [Year Level Requirements List](#) for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Participation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>11</td>
<td>$ 585.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total**: $ 585.00

### Parent Details

- **Given Names**: 
- **Surname**: 
- **Address**: 

**Contact Numbers**: 
- **Home**: 
- **Work**: 
- **Fax**: 
- **Mobile**: 
- **Email**: 

**Parent Signature**: 

**Date**: 

### Payment Arrangement

- **Now**: I wish to make full payment now as a single payment of the total amount above.
- **Instalments**: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $195.00, Term 2: $195.00, Term 3: $195.00; or as negotiated with the school.

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.

**School Use Only**: Negotiated Instalments Approved: ____________________________ Position: ____________________________

### Payment Method

- **Centrepay Deduction**: 
- **EFT**: 
- **EFTPOS Credit/Debit Card**: 
- **Cheque**: 
- **Cash**: 

*Payment by Centrepay deduction can be arranged through the school administration.

**Payment by EFT can be made to the school bank account BSB 064-102 Account Number 1035 4466. To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes the STUDENT NUMBER, along with the characters SRS, e.g. 001461SRS.

Purpose of the Scheme
1. The purpose of the Student Resource Scheme is to provide financial assistance to students who are enrolled at the School on a full-time basis.

2. The Scheme aims to ensure that all students have access to the necessary resources to support their learning and development.

3. The Scheme is administered by the School and is open to all students enrolled at the School.