

Important Forms

All enclosed forms, plus the [Application for Student Enrolment](#) must be completed and returned to the [Queensland Academies Creative Industries Campus](#)

We encourage and accept the online completion of these consent forms.

To accept these online versions, your signature must replicate your legal wet signature (ink to paper). E-Signatures accepted. We cannot accept cursive script fonts as a legitimate signature.

Privacy Notice

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

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

Inquirers
Knowledgeable
Thinkers
Communicators
Principled
Open-minded
Caring
Risk-takers
Balanced
Reflective



QUEENSLAND
ACADEMIES
Creative Industries Campus



As part of the QACI community all members have rights and responsibilities they must undertake to ensure it is a productive environment for all to learn. This enrolment agreement sets out the responsibilities of the student, parents or carers and school staff about the education of students enrolled at Queensland Academies Creative Industries Campus.

At the Queensland Academies Creative Industries Campus we expect that it is the:

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules and expectations as outlined in the [Student Code of Conduct](#), including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear the [school uniform](#) with pride
- respect the school property.

Responsibility of parents to:

- to finalise payment for each year of enrolment of the International Baccalaureate Program Fees to continue student enrolment at QACI
- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy

...continued over

Enrolment Agreement

- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the [Student Code of Conduct](#) and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

I accept the enrolment expectations of the Queensland Academies Creative Industries Campus as stated in the [school policies](#) that have been provided to me as follows:

- [Student Code of Conduct](#)
- [Uniform Policy](#)
- [Inclusion Policy](#)
- [School Transport Assistance Program](#)
- [School Recordings](#)
- [BYOD](#)

I acknowledge that I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

That the information about the school's current rules, policies, programs and services, have been provided and explained to me.

SIGNATURES REQUIRED

Student Name:		Signature:	
Parent / Guardian Name:		Signature:	
Date			



Please nominate **one person** responsible for the financial payments associated with their child's education.

Invoices and statements will be emailed to the nominated email address on the [Application for Student Enrolment form](#).

Student Name			
Parent / Guardian Full Name		Relationship to Student	
Signature		Date	

Financial Payment Arrangements

Payment of the Annual International Baccalaureate (IB) Course fee and Year 10 ICT Fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.

Payment of the IB course fee must be made as per the payment methods nominated by the school.

Any concessions relating to the IB course fees will be at the discretion of the Principal.

Financial Debt Management

Payment of the IB course fee is a requirement for continued enrolment at QACI.

Non-payment of the course fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

Parents experiencing financial hardship should contact the school to discuss options.

Principals may vary payment options, negotiate alternative arrangements for parents experiencing financial hardship.

The onus of proof of financial hardship is on the parent.

The school may require annual proof of continuing financial hardship.

All discussions will be held in the strictest confidence.

Office Use Only

Officer's Signature	Date entered in OneSchool
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As part of Summative Internal Assessment, Year 11 Psychology students conduct experimental studies designed to investigate topics such as memory, and cognitive biases in thinking and decision making.

Year 10 students, primarily Psychology students, with secondary inclusion to students who self-nominate, are invited to participate in one of these studies.

The studies take place during class time and the data captured in the study includes gender, age, and other demographic details such as the subjects they study. No other data is collected.

As your child is under sixteen years of age, we seek parental consent if your child chooses to participate in these student studies.

If you do not wish to consent, there will be no adverse circumstances for your child and alternative activities will be provided during the time in which the studies will take place.

Parents: I have read the above information and agree to provide consent to the Psychology studies in memory, and cognitive biases in thinking and decision making.

Student Name		Signature	
Parent / Guardian Name		Signature	
Date			

Alternatively, I do not consent to my child participating in the Psychology Studies.

Introduction to the State School Consent Form for Queensland Academies Creative Industries Campus (QACI). This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

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

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

Your child's student materials:

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

Purpose of the Consent

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

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section - see page over.

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

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

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

Media sources used

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

- School website: <https://qaci.eq.edu.au/> and <https://qa.eq.edu.au> and <https://eqi.eq.edu.au> and <https://ibo.org> and <https://qed.qld.gov.au/>
- Facebook: [@QACreativeIndustries](https://www.facebook.com/...), [@QLDAcademies](https://www.facebook.com/...), [@QueenslandDepartmentofEducation](https://www.facebook.com/...), [@ibo](https://www.facebook.com/...)
- YouTube: <https://youtube.com/qacikg>
- Instagram: [@qacikg](https://instagram.com...), [@qldacademies](https://instagram.com...), [@qldeducation](https://instagram.com...), [@eqiaustralia](https://instagram.com...), [@iboorganization](https://instagram.com...)
- Twitter: <https://twitter.com/QACICreative> and <https://twitter.com/qldacademies>
- Local newspaper / Quest Online
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form **does not extend to P&C run social media accounts or activities**, or **external private organisations**.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact.

The Principal

via QACI Admissions & Marketing

Email: admissions@qaci.eq.edu.au

Filming and Photography at QACI

QACI staff endeavour to film and photograph all QACI student events. However, from time-to-time an external resource, either a professional photographer, videographer or QACI alumni are used to assist in capturing this media. The media is owned and distributed by QACI as per the approved state school consent and when we engage in these services the external provider is not permitted to use the content.

External providers wishing to use student images will be required to use their organisation's project consent forms. The decision to provide consent of external providers is an individual family's decision. Whilst QACI staff may assist in the distribution of these consent forms, the school is not party to any consent arrangements made with external organisations.

Please complete the Consent Form on the next page...

In order to accept the consent form as complete the following sections need to be answered in full:

Section 1: Please complete in full

Section 5: If there is any limitation on consent, please provide this in this section

Section 6: This needs to be signed by the Parent





State School Consent Form

IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school: Queensland Academies Creative Industries Campus

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

Full Name First Name No Name Other Name

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

PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

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

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals;
 - promotional/advertising materials; and
 - presentations and displays.

TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: Until the individual revokes consent by writing to the Principal of the school or 4 years from the student enrolment date of **22 January 2024. (22 January 2024 - 31 December 2026)**

LIMITATION OF CONSENT

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

CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials



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

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

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

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

Date



SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the [Textbook and Resource Allowance \(TRA\)](#) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school.

Participation

YES I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	Queensland Academies Creative Industries
School Return Date	Return with enrolment paperwork
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with 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 is authorised or required by law to make the disclosure.

Terms and Conditions

Definition

1. Reference to a “parent” is in accordance with the definition in the Education (General Provisions) Act 2006 and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.

4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.

6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.

7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.

8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.

9. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.

10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.

11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.

12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.

13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.

14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.

16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.

17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.

18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.

20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.

21. The resources, as determined and advised by the school may be:

- retained by the student and used at their discretion; or
- used/consumed by the student in the classroom; or
- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.

23. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.

24. The school administration office must be notified immediately of the loss or damage to any hired item.

25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.

26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.

27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.

29. Payment of the participation fee must be made as per the payment methods nominated by the school.

30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.

32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department’s Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents’ Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.

34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.

35. The onus of proof of financial hardship is on the parent.

36. The school may require annual proof of continuing financial hardship.

37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

• The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.

• The TRA is used to offset the fees associated with participation in the SRS.

• Parents not participating in the SRS will receive the TRA directly from the school.

• Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

Legitimate use of technology and laptop includes the following:

- Research activities for learning that relate to curriculum-related information.
- Use of email and Microsoft Teams for exchanging appropriate information and engaging in collaborative projects.
- Design and development of digital products related to learning activities.
- Students are required to bring laptop to school every day and check campus email and Microsoft Teams communications daily.
- An external hard drive (to remain at home) or cloud-based backup solution should be used to backup and store personal data. The campus is not required to retrieve data that has not been backed up appropriately.
- Access to campus site-licensed programs will cease on exit and should not continue to be used unlicensed.
- Students ensure their laptop remains visible on the network at all times whilst at school and understand that staff may use remote access software to observe network activity throughout a school day.

Unacceptable use of the computer network, resources and laptop include:

- Accounts to access material that is unrelated to the school curriculum.
- Personal email accounts for campus communications.
- Use of offensive language and anti-social behaviours and materials. Bullying and harrassment will not be tolerated.
- Damaging computers, computer systems or computer networks by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software configurations. The school is not responsible for the damage of a student's laptop by another student.
- Using technology and the network to disrupt its use by other individuals or by connecting to external networks.
- Possessing software that is capable of accessing protected sections of any network, to damage the technology/network, or to obtain other people's passwords.
- Disclosing Department of Education network account and/or laptop login details to others. Students should not use another student's account details to access information and communication technology facilities or mobile devices.
- Disrespect of others' privacy and intellectual property. Students must obtain explicit teacher permission to record any teacher-led classroom activity.
- Violating copyright laws. Copyright law states that it is unlawful to copy and/or distribute an author's work without consent. Students should acknowledge the source of any work accessed online in preparation of assignments. Online source material utilised in assignments must be cited appropriately using the School Referencing Standard. ICT devices used onsite at the campus must not be used to download, store or transfer material which does not have copyright clearance.
- Students should not engage in improper use of telecommunications services. Detailed guidelines are published in the [Student Code of Conduct](#)
- Education site-licensed technology or network use for commercial purposes or activities by for-profit institutions or organisations, product advertisements or political lobbying is prohibited.
- Use of non-curricular applications (including but not limited to) video games, movies, social media whilst at school is prohibited.
- Misuse of mobile phones in classrooms or breaks, including tethering laptop to phone to bypass the Department network is prohibited.

Parent: I have read the above policy and agree to my student having access to the campus technology and network.

Student: I have read the above policy and understand my responsibilities. I agree to use the technology and network in an acceptable way as outlined.

Student Name		Signature	
Parent / Guardian Name		Signature	
Date			



Queensland Academies Creative Industries (QACI) has a Bring Your Own Device (BYOD) program for all students. For the BYOD laptop program to successfully support teaching and learning in the school context it is important that parents / guardians and students agree to the following conditions:

1. That only devices which meet the campus minimum specifications are permitted to be used in the Queensland Academies Creative Industries Campus BYOD program.
2. That parents/guardians contribute to the cost of departmental applications and Laptop IT Support Services through payment of the campus 'ICT Costs and Levies' fee.
3. That the "Apps" published in the Apps list on the campus BYOD website page must be purchased and installed on the device prior to the beginning of the school year. The school retains the right to add or request additional apps for the device as deemed necessary for classroom outcomes. Anti-virus software is mandatory.
4. That access to departmental software will cease on exit and the laptop will be submitted to the campus ICT Help Desk prior to exit for program removal.
5. That all damages, breakages, loss and theft are the responsibility of the owner of the device. Parent/Guardians are encouraged to take out appropriate insurance. Any damage, breakages, loss and theft should be reported to the campus Helpdesk to arrange alternative device access. It is highly recommended that laptop warranty is purchased to cover hardware issues for the duration of enrolment at the campus.
6. That the device while in the school is used for appropriate educational activities. At the discretion of the Principal, the student may have access limited to their device while at the campus for confirmed inappropriate use of the device or for such use that brings the school into disrepute. In this case a school 'hot swap' device (without student administration rights activated) may, at the direction of the Principal, be borrowed on a daily basis to be returned at the end of each day.
7. Parents/Guardians should purchase a quality cover and carry case for the selected device.
8. Where there has been deliberate damage to a device by another student, the school's [Code of Conduct](#) will be used to determine consequences for the students involved in any such incident.
9. That the student has read and signed the *Communication Technologies and Laptop Use Agreement*.
10. As part of the Microsoft and Adobe Agreements with Education Queensland Schools, students are able to install the Microsoft Office Suite and Adobe Creative Cloud Master Collection on parent owned laptops for the duration of enrolment at the school. The programs will not be accessible after exit from the school unless transferring to another Department of Education school which provides similar access to these programs. Students may not use the Adobe programs for commercial gain.

Parents: I have read the above information and agree to abide by the conditions outlined.

Students: I have read the above policy and understand my responsibilities.

Student Name		Signature	
Parent / Guardian Name		Signature	
Date			

Students at QACI earn autonomy by acting with **integrity, respect, trust and responsibility**. Earned autonomy is a privilege underpinned by the QACI Statement of Purpose.

QACI is a proudly inclusive community of innovative and creative thinkers who seek opportunities to ignite their curiosity, develop global and intercultural perspectives, and foster a love of lifelong learning.

From Semester 2 Year 10 students are able to leave the school during break times and timetabled spares each day and participate in the below approved activities around the QUT precinct. This creates opportunities for students to develop healthy habits and a balanced approach to their studies.

Students can choose to access:

- QUT Campus Library
- Kundu Park

Earned Autonomy Process:

- On leaving campus, students sign out at Level 2, QACI Central
- Students are required to wear the QACI uniform with pride
- On return, students must sign back in at Level 2, QACI Central

Please note: Access to the Urban Village Precinct shops and cafés is not permitted during school hours. This access is only permitted outside of school hours whilst in transit to and from QACI, unless otherwise advised by the Principal or delegate.

To access these opportunities, students and parents/carers are required to complete and return the attached consent form. Parental consent will apply for the duration of enrolment at QACI under the guidelines of the [Student Code of Conduct](#).

Students: I have read the below information and understand my responsibilities.

Responsibilities and Expectations - I understand that I have earned this autonomy by demonstrating on a daily basis, that I accept responsibility and trust to live up to the high expectations of QACI without the need for intervention and redirection.

I understand that in choosing to access the privilege of earned autonomy I will continue to act within the guidelines of the [Student Code of Conduct](#). I agree to:

1. Act safely and responsibly at all times consistent with the intent, time, and place of the activity.
2. Follow the specified accountability processes associated with leaving and returning to school.
3. Ensure punctuality so that my attendance at class is not affected by the recess activity.
4. Remain within the QUT precinct when exercising or making valid use of the recess time. I understand the Urban Village Precinct is not part of the approved precinct area, unless provided express permission by the Principal or delegate.
5. Not associate with other members of the community who are not specifically involved in the approved activity.

I understand that if my conduct is not consistent with the high expectations noted above I will have my autonomy

Student Name		Signature	
Parent / Guardian Name		Signature	
Date			

Earned Autonomy

suspended or revoked.

Activity Risks & Insurance - *The Earned Autonomy* activity outlined carries an inherent risk of physical injury occurring. Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Parents: I have read the above information and agree to abide by the conditions outlined.

Please check all appropriate boxes and sign below.

Please Tick				
	<p>I have read all of the information contained in this form in relation to the activity and am aware that the Department of Education does not have personal accident insurance cover for students.</p>			
	<p>In the event of an accident or illness, I authorise school staff to obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.</p>			
	<p>I have provided the school all relevant details relating to my child's medical or physical needs on enrolment and where relevant have updated this information.</p>			
	<p>I accept liability for all costs incurred in obtaining medical assistance or treatment (including transportation costs) and undertake to reimburse the State of Queensland (Department of Education) the full amount of any costs incurred on my child's behalf.</p>			
	<p>I give consent for my child to participate in the activity.</p>			
Student Name				
Parent / Guardian Name	<table border="1"> <tr> <td></td> <td>Signature</td> <td></td> </tr> </table>		Signature	
	Signature			
Date				