

Benaraby State School

Established 1886



DO OUR BEST

Vision Statement: Build on our strengths, address our weaknesses, reflect regularly on our practices and in all things do our best.

Introduction to the State School Consent Form for Benaraby State School

Dear Parent/Guardian

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 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 below.

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. assessments 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 or not consent is given.

Consent may be limited or withdrawn

If you wish to limit or withdraw consent, please notify the school in writing. 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/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: [Benaraby State School](#)
- School Newsletter: Access via school website
- Local newspaper
- 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 events or activities.

Duration

The consent applies for the period of enrolment 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 consent, express a limited consent or withdraw consent please contact Amanda Ramke in the school office on 4970 4333 or via email on 0393_admin@eq.edu.au.

Yours Sincerely



James Morley
Acting Principal

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)

Full name of individual: _____

Date of Birth: _____

Name of School: Benaraby State School

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

Personal Information that may identify the person in section 1:

- Name
- Image/photograph
- School Name
- Recording (voices and/or video)
- Year Level

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 this form:

- The personal information and materials may be recorded, used and/or disclosed by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activity 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 below.
- The personal information and materials may be disclosed 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
 - Year books/annuals
 - Promotional materials and
 - Presentations and displays

TIMEFRAME FOR CONSENT

Duration of enrolment or until consent is limited or withdrawn.

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)
- 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 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 promoted as DoE may determine, I grant 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 licenced materials may not occur. I accept that the materials licenced may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student _____

Print name of consentor _____

Signature _____

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 consentor 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 consentor. 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 consentor, 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 consentor 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.

Print name and role of person taking consent _____

Signature of person taking consent _____

Date _____