



# Confirmation of Enrolment Form

## Our Lady of Dolours School - Mitchelton

**STUDENT NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
**YEAR LEVEL:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_

*Completion and return confirms acceptance of enrolment.*

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used for appropriate parish purposes.

**Disclosure of information:** This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority and people providing administrative and financial services to the school. In addition, we may be required by law to disclose this information to government departments, both State and Federal.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

Personal information collected from students is regularly disclosed to their parents/legal guardians. On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence.

The School Privacy Policy sets out how parents or students may complain about a breach of privacy and how the school will deal with such a complaint.

The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website <http://www.bne.catholic.edu.au>. Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

**By completing and signing this document you have confirmed your understanding of, and agreement with, the above.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Relationship to student : \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ENROLMENT AGREEMENT *(Compulsory for enrolment acceptance)*

1. I/We as the person/s responsible for the student, commit to fully supporting the school in its mission to foster the student's growth in a Catholic Community. I/We will support the school's Mission Statement and will encourage the student with the living out of its core values.
2. I/We accept and support the Behaviour and Uniform Policies. These support student management and are important for the safety and welfare of students.
3. I/We accept and support all other school policies and procedures, including the School Fees and Collections Policy. These have been formulated for the effective management of the school and support of students.
4. I/we will undertake to pay school fees, levies and charges and understand that should difficulties arise in the payment of these, that is it my/our responsibility to approach the school to discuss options.
5. I/We understand that the student/s will use computing resources connected to internet and that they will be required to accept conditions of use of this resource.
6. I/We accept that students will participate in external activities such as excursions, camps, and work programmes as part of the educational program. I/We will support these activities by ensuring an appropriate response is provided to school communications in relation to these by the dates indicated in each request.
7. I/We consent to the school by its servants or agents seeking medical or dental advice on behalf of my child as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, my child requires medical or dental attention or treatment including, but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment. The consent is valid at all times while my child is in the custody of the school including, but not limited to, such times as my child is at school, is present at school camps or is attending or participating in a work experience programme, outing, excursion or function.
8. I/We understand that the school will take all reasonable care in the event of my child suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child.

***(Select one)***

- Certify that my child does not to my knowledge suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.
- Give notice that my child suffers from the following illnesses or disabilities and/or takes medication which might interfere with or inhibit any medical or dental attention or treatment but certify that to my knowledge my child does not suffer from any other illnesses or disabilities or take medication which might interfere with or inhibit any medical or dental attention or treatment:

\_\_\_\_\_

\_\_\_\_\_

9. I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child and understand that non-disclosure of relevant information will make the application, offer of enrolment and acceptance invalid.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# EMERGENCY INFORMATION

Those listed below are **additional** emergency contacts should parents/caregivers be unavailable.

1 <sup>st</sup> Additional Emergency Contact		
Surname	_____	Birthdate _____
Given Name/s	_____	
Preferred First Name	_____	
Title (eg. Mr, Mrs)	_____	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Contact Telephone Number/s</b> <i>(indicate silent numbers by placing an "S" beside the number)</i>	<i>(Only include numbers applicable for emergency contact)</i> <b>Contact Priority Order (Place 1, 2 and/or 3 as applicable in the boxes)</b>	
	<input type="checkbox"/> Home	_____
	<input type="checkbox"/> Mobile	_____
	<input type="checkbox"/> Work	_____
Address	_____	
Relationship to student (Uncle, Family Friend etc)	_____	Notes: _____
2 <sup>nd</sup> Additional Emergency Contact		
Surname	_____	Birthdate: _____
Given Name/s	_____	
Preferred First Name	_____	
Title (eg. Mr, Mrs)	_____	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Contact Telephone Number/s</b> <i>(indicate silent numbers by placing an "S" beside the number)</i>	<i>(Only include numbers applicable for emergency contact)</i> <b>Contact Priority Order (Place 1, 2 and/or 3 as applicable in the boxes)</b>	
	<input type="checkbox"/> Home	_____
	<input type="checkbox"/> Mobile	_____
	<input type="checkbox"/> Work	_____
Address	_____	
Relationship to student (Uncle, Family Friend etc)	_____	Notes: _____

## CONDITIONS OF USE OF COMPUTER AND INTERNET RESOURCES

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

Our Lady of Dolours School have established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned notebooks/computer that may be taken off the school grounds with permission from the school. Our Lady of Dolours School has specific guidelines relating to the use of notebooks/computers.

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

These Conditions of Use are a concise summary of the more fulsome terms contained within BCE's Acceptable Use Policy. By agreeing to abide by this Conditions of Use policy, you are also agreeing to abide by the Acceptable Use Policy. It can be read here: [www.bne.catholic.edu.au/aboutus/Pages/Acceptable-Use-Policy.aspx](http://www.bne.catholic.edu.au/aboutus/Pages/Acceptable-Use-Policy.aspx)

The requirements and rules set out below apply to all Our Lady of Dolours School technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of conditions of use and the potential consequences of a breach of this policy.

### **Responsibilities of Users**

1. Students must comply with the rules for accessing technology resources in this document.

#### *Permitted use of technology resources*

2. Students must only access Our Lady of Dolours School technology resources for schoolwork.

#### **Students must not:**

- a. buy or sell items or services over the internet;
- b. access or enter chat rooms;
- i. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
- c. amend documents created by another student without that student's consent;
- d. download, install or use unauthorised computer programs;
- e. deliberately install computer viruses or other malicious programs;
- f. gain unauthorised access to any system by any means;
- g. use technology resources to attack or compromise another system or network;
- h. access or intercept emails sent to other persons.

#### *Confidentiality and cybersafety*

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.

4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.
5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside Our Lady of Dolours's control to prevent such instances from occurring.
6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.
7. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. Our lady of Dolours School may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.
8. 'Cloud' based tools and services may be used for data storage and learning opportunities. We are aware that these services may store data on servers located outside Australia.

#### *Cyberbullying and defamation*

9. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

#### *Security*

10. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.
11. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.
12. Students must not use another person's name and password to access resources.
13. Students must report a suspected breach of security to a teacher.

#### *Copyright*

14. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use Our Lady of Dolours School technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

#### **Consequences following a breach of this policy**

15. A breach of this policy will be taken seriously and may result in disciplinary action.
16. Any known breaches of these Conditions of Use must be reported by Our Lady of Dolours School to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.
17. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.

18. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

**ICT RESOURCES USER ACCEPTANCE** *(Compulsory for enrolment acceptance)*

This Conditions of Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the Conditions of Use of Computer and Internet Resources policy with the student and answer any questions that they may have. Any queries in relation to this material should be directed to the school office on 3355 7763.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the Conditions of Use of Computer and Internet Resources policy and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

**Parent/Guardian Consent**

As the parent or legal guardian of the student named above, I grant permission for them to access the various information and communication technology resources, including email and the internet.

I understand that access is granted to student subject to the restrictions contained in the Conditions of Use of Computers and Internet Resources policy and that if breached, consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Conditions of Use of Computer and Internet Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

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

*(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Policy, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.)*

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance of Financial Obligation *(Compulsory for enrolment acceptance)*

School fees and charges are set and published by the school each year. A Financial Agreement is to be entered into as part of the Confirmation of Enrolment process. Fee Statements are emailed to the nominated Primary Account Holder as noted below. If difficulties arise in relation to the payment of these fees, levies and/or charges, contact must be made with the school to discuss options for payment.

### Financial Agreement

By choosing and accepting **one** of the financial arrangement options below, the account holders:

- agree to be Account Holder(s) and accept financial responsibility for the school fees and charges incurred for the enrolment of \_\_\_\_\_
- agree that this arrangement is to be in place from (1<sup>st</sup> Day attending OLD) \_\_\_\_\_ and will apply to the fees and charges incurred from this date until the conclusion of his/her enrolment at the school/college or until a new financial arrangement is made in writing
- have read and accept the School Fees and Collections Policy (*available on the school website*)
- undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each Account Holder to approach the school to discuss payment options should difficulties arise meeting this obligation
- understand that as an Account Holder, additional details are to be provided as an Additional Contact Person *in Section 3 above* **or** as a Related Person in the Application for Enrolment form for the student (*as a Parent/Legal Guardian*).

### Financial Arrangement Options

In accepting this offer of enrolment, please **choose one** of the options below. This agreement will stand until a new agreement is made in writing.

#### Option 1.

#### JOINT AND SEVERAL FINANCIAL RESPONSIBILITY

OPTION 1 DETAILS	Name of people responsible for payment <i>(Please Print)</i> <i>(Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible) Where two parties, e.g. a mother <u>and</u> father, assume joint financial responsibility for 100% of the account</i>		% of Charges
<b>Primary Account Holder #1 Surname</b>	_____	<b>Account Holder #2 Surname</b>	100 %
<b>Given Name/s</b>	_____	<b>Given Name/s</b>	
<b>Mailing Title</b> <i>(eg. Mr P Smith, Mr and Mrs P Smith)</i>	_____		
<b>Primary Email Address</b>	_____		
<b>Acceptance</b>	Signature: _____ Date: _____ Signature: _____ Date: _____		

Option 2.

SOLE FINANCIAL RESPONSIBILITY

OPTION 2 DETAILS	Name of Person responsible for payment <i>(Please Print)</i> <i>(100% responsibility is allocated to one person who is nominated as the Account Holder. Where only one party, e.g. a mother or a father, assumes financial responsibility for 100% of the account)</i>	% of Charges
Surname	_____	100 %
Given Name/s	_____	
Mailing Title <i>(eg. Mrs P Smith)</i>	_____	
Email Address	_____	
Acceptance	Signature: _____ Date: _____	

Option 3.

SPLIT FINANCIAL RESPONSIBILITY

OPTION 3 DETAILS	Name of Persons responsible for payment <i>(Please Print)</i> <i>(Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder. Where multiple parties are financially responsible for a portion of the account, e.g. mother - 50%, and father - 40%, and a grandmother - 10%. Total of all must be 100%)</i>	% of Charges
Surname	_____	%
Given Name/s	_____	
Mailing Title <i>(eg. Mrs P Smith)</i>	_____	
Email Address	_____	
Acceptance	Signature: _____ Date: _____	
Surname	_____	%
Given Name/s	_____	
Mailing Title <i>(eg. Mrs P Smith)</i>	_____	
Email Address	_____	
Acceptance	Signature: _____ Date: _____	
Surname	_____	%
Given Name/s	_____	
Mailing Title <i>(eg. Mrs P Smith)</i>	_____	
Email Address	_____	
Acceptance	Signature: _____ Date: _____	