



Community Principal

School information kit



State Education Week

**Community
Principal**
23–27 October

Showcase Awards
for Excellence in Schools
Gala Dinner, Friday 27 October

**World
Teachers' Day**
Friday 27 October



**Queensland
Government**

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Community Principal

The Community Principal program can run any day of your choosing from Monday 23 October to Friday 3 November 2017, as part of Queensland's State Education Week celebrations. [State Education Week](#) runs from 22-28 October 2017.

This initiative is designed to build partnerships between schools and their communities, and enables business and community leaders to experience first-hand what it is like to be the principal of a Queensland state school.

Benefits for your school

Schools that host a Community Principal are able to forge an important partnership with a key business or community leader.

This is your chance to showcase the many exciting and innovative programs in your school and provide an influential member of the community with an insight into the daily operations of Queensland's state schools.

Students have the opportunity to interact with a community role model and learn about the world beyond school, while staff also benefit from interacting with a key business or community leader.

In addition, the Community Principal program, with the assistance of Community Engagement and Partnerships (CEP) Branch, helps participating schools generate positive media interest and raise their profiles within their communities.

Registering for Community Principal

Thank you for registering for the Community Principal program. Schools were able to find their own Community Principal, or alternatively our project team will endeavour to find a suitable match for your school.

Please visit <http://education.qld.gov.au/community/events/edweek/community-principal.html> to find out more about the Community Principal program. Alternatively please contact the Community Principal project coordinator.

Coordinator contact details

Rachael Earp
Senior Project Coordinator
Community Principal
Community Engagement and Partnerships
Department of Education and Training
Level 5, 30 Mary Street
PO Box 15033
City East Qld 4002
Phone: 07 332 86649
Email: Rachael.Earp@det.qld.gov.au

Invite your own Community Principal

The following guide will assist you in inviting your own Community Principal.

The lead up to Community Principal

Firstly, you will need to choose a Community Principal coordinator for your school.

ACTION	✓
<p>Step 1 – Register online You will have registered your school's interest online at http://education.qld.gov.au/community/events/edweek/community-principal.html and advised that you will be sourcing your own Community Principal.</p>	<input type="checkbox"/>
<p>Step 2 – Invite your Community Principal</p> <ul style="list-style-type: none"> • Identify the person your school would like to invite to participate. Tips include: <ul style="list-style-type: none"> ○ selecting a key business and/or community leader to help forge important partnerships with your school ○ selecting an important role model students can interact with and gain insight into their work/achievements beyond school <p>It is recommended that Community Principal matches are non-political</p> <ul style="list-style-type: none"> • Send a letter to your Community Principal inviting them to participate (Attachment A). • Enclose details of the Community Principal program with the invitation (Attachment B). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Step 3 – Confirm and inform</p> <ul style="list-style-type: none"> • Send a confirmation letter to the accepting Community Principal (Attachment C). • Enclose the following forms with the confirmation letter: <ul style="list-style-type: none"> ○ School profile (Attachment D) ○ Media questions (Attachment E) ○ Security and confidentiality agreement (Attachment F) ○ Project Consent form (Attachment H) – please add your school website and social media URLs to Section 5 – Other. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Step 4 – Inform Community Engagement and Partnerships</p> <ul style="list-style-type: none"> • Email the Community Principal project coordinator at Rachael.earp@det.qld.gov.au to confirm your school's Community Principal. • Scan and email signed versions of Attachments E, F and H to Rachael.earp@det.qld.gov.au. 	<input type="checkbox"/> <input type="checkbox"/>

<p>Step 5 – Organise your visit</p> <ul style="list-style-type: none"> • Contact your Community Principal to introduce yourself and discuss possible activities— you may find that they are eager to participate in particular activities. • Develop a timetable (Attachment G). 	<input type="checkbox"/> <input type="checkbox"/>
<p>Step 6 – Media and promotion</p> <ul style="list-style-type: none"> • Approximately 1-2 weeks before Community Principal, contact your local media (in consultation with the department’s Media Team) and let them know about the event. • Please complete a project consent form (Attachment H) for each person involved in promotional photography or videos. • Promote your upcoming activities via your own communications channels including social media. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

On the day

<p>Step 7 – Celebrate and capture</p> <ul style="list-style-type: none"> • Meet your Community Principal and brief them on the day’s activities. Please note that the Community Principal will shadow the principal on the day and therefore does not require a blue card. • Take photos/video footage of the event (ensuring consent forms (Attachment H) have been completed). • Share you photos/videos on social media. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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After the event

<p>Step 8 – Feedback session</p> <ul style="list-style-type: none"> • Complete the survey (which will be distributed to schools closer to the event) and return to the senior project coordinator, Rachael.earp@det.qld.gov.au. • Send copies of any photos taken on the day, clippings of any media coverage and feedback from students, staff or community members to the senior project coordinator. 	<input type="checkbox"/> <input type="checkbox"/>
<p>Step 9 – Staying in contact with your Community Principal</p> <ul style="list-style-type: none"> • Invite your Community Principal to join your mailing list for school newsletters and other publications. • Invite your Community Principal back to the school for ceremonies or special events and ensure they are made to feel part of the school community. 	<input type="checkbox"/> <input type="checkbox"/>

Assistance to find a Community Principal

If your school requires help finding a Community Principal, the project team will endeavour to find a suitable match for your school. Please follow the guide below to register for a Community Principal match.

The lead up to Community Principal

Choose a coordinator for Community Principal at your school.

ACTION	✓
<p>Step 1 – Register online</p> <ul style="list-style-type: none"> You will have registered your school's interest in Community Principal at http://education.qld.gov.au/community/events/edweek/community-principal.html and requested assistance to find a suitable match. 	<input type="checkbox"/>
<p>Step 2 – Provide information</p> <ul style="list-style-type: none"> Forward the completed School Profile (Attachment D), a map of the school and a draft program for the day (optional) to the senior project coordinator by email Rachael.earp@det.qld.gov.au. 	<input type="checkbox"/>
<p>Step 3 – Confirmation of Community Principal</p> <ul style="list-style-type: none"> Once the senior project coordinator has found a suitable match, she will contact you to confirm your Community Principal. The senior project coordinator will send background information about your Community Principal to you. 	<input type="checkbox"/> <input type="checkbox"/>
<p>Follow steps 5–9 on previous page</p>	

Activity suggestions

Ideas for students

- Have the Community Principal help students build or make something to remember the day
- Nominate a student 'master of ceremonies' for the day (for example, school captain)
- Have students organise a tour of the school with information on planned projects
- Conduct an interview with students and Community Principal for the school newsletter, magazine, social media or school website.

Ideas for the school

- Hold a special event such as a whole-of-school assembly, morning tea, afternoon tea or lunch to introduce your Community Principal to the school community including students, teachers, P&C representatives, parents and other stakeholders
- Plant a tree to commemorate the day and dedicate it to your Community Principal
- Ask your Community Principal to write an article for the end of year newsletter or school magazine
- Encourage an ongoing relationship with your Community Principal.

Ideas for your Community Principal

- Ask your Community Principal to speak to senior students about leadership
- Involve your Community Principal in any special or innovative curriculum programs Invite your Community Principal to participate in an activity that allows them to pass on their expertise to students — for example, a business leader may be a guest speaker in a business class, or an athlete may participate in a sports class.

What if your Community Principal can't attend?

If your Community Principal is unable to attend on the day, you may wish to reschedule the event. Any positive opportunities offered by your Community Principal can be taken at any time, and do not have to occur during the designated State Education Week 23-27 October 2017.

Contacting the media for Community Principal

Before Community Principal

In consultation with the department's Media Team, contact your local media (radio, television, newspaper etc.) and tell them about the Community Principal program, what you are planning at your school and why the program is important to your school and school community.

Give them:

- the date, time and location of the visit
- the name of your Community Principal
- a description of the activities you are planning for the day
- possible photo opportunities
- an invitation to attend a celebration or activity.

After Community Principal

In consultation with the department's Media Team, send an interesting, positive story with photos to your local media. Nominate a school contact person for further information and provide an overview of the day — for example, what happened, who attended and how students reacted. Speak with students and teachers to obtain positive comments about the day and include these as quotes in your story.

The department's Media Team can be contact on 3328 6639 or email media@det.qld.gov.au.

Attachment A - Letter of invitation to participate

Date

Address

Dear [name of Community Principal]

I am pleased to invite you to join with [school name] in celebrating State Education Week by becoming a Community Principal for a day (or even a few hours) any day from 23 October to 3 November 2017.

Community Principal is an exciting community partnership program that brings business and community leaders into Queensland state schools to experience a day as a principal.

Your participation in Community Principal will provide a valuable opportunity for students to benefit from your experience, and will also provide you with an opportunity to gain insight into the innovative programs and successes occurring in our school.

I invite you to visit our school for all or part of the school day, observing and participating in activities planned jointly with myself. You will have the opportunity to job shadow, take classes with students, talk to parents or perhaps do a shift at the school tuckshop.

I understand the value of your time and would appreciate your participation in the program this year. I am confident that you will find this a rewarding experience and believe that our staff and students will benefit from your involvement both on the day and into the future.

I have enclosed some background information on Community Principal for your information.

I will contact you in the coming weeks to discuss your participation. In the meantime, please do not hesitate to contact me on [phone number] if you wish to confirm your involvement or if you have any questions.

I look forward to working with you in this exciting program.

Yours sincerely

[Principal name]

Principal

[school name]

Attachment B – Background information on Community Principal

What is Community Principal?

Community Principal provides a behind-the-scenes look at some of the great things happening in Queensland state schools.

High-profile business and community leaders job shadow a principal for a normal school day (or part of the day) and have the chance to interact with students, serve as a role model and provide students with the benefit of their particular areas of expertise.

Participants gain an insight into the innovative, successful and challenging programs at the heart of Queensland's state education system.

What are the benefits of Community Principal?

Community Principal is designed to help each school forge an important partnership with a key business or community leader.

Each school has the opportunity to showcase the exciting and innovative programs it offers and provide a key member of the community with an insight into the daily operations of a state school.

Students interact with an important role model and gain insight into the world beyond school, while staff can network with a key business or community leader.

The Community Principal partnership may result in opportunities to develop and expand the innovative programs offered to state school students.

What happens at Community Principal?

Participants of Community Principal spend a day (or part of a day) experiencing the operations of a state school.

Activities vary from school to school and depend on the particular expertise and interests of the participant and the characteristics of the host school.

However, activities for participants usually include meeting and interacting with students and staff, talking with parents and other members of the school community, doing playground duty and working in the school tuckshop.

When will Community Principal take place?

Community Principal is being held to celebrate State Education Week which runs 22-28 October 2017 and can occur any time in October or early November in line with the availability of the Community Principal and at the convenience of the school.

How are participants chosen?

A number of high-profile business and community leaders are invited to take part in Community Principal because they are valuable role models for students and are likely to form a lasting partnership with a school.

How are schools and participants matched up?

The Department of Education and Training can connect schools with suitable Community Principals if requested. Participants can indicate their preference for a primary or secondary school.

Alternatively, schools can invite their own local community or business leader to be a Community Principal.

Will participants be paid?

No. All participants take part in the program on a voluntary basis and the program is a not-for-profit initiative of the Department of Education and Training.

Attachment C - Letter of confirmation

Date

Name of Community Principal
Address
Suburb state p/code

Dear [name of Community Principal]

Thank you for agreeing to be part of Queensland's Community Principal program on [insert date 2017].

We are excited about your visit and look forward to liaising with you in the coming weeks to plan your program of activities.

To ensure your participation in the program is as successful as possible, I am enclosing details of the program and all relevant forms.

Please sign and return the following forms at your earliest convenience to the school coordinator, [name of school coordinator], by email: [email address] or post to [postal address]:

- Media questions
- Security and confidentiality agreement
- Project consent form.

Once again, thank you for agreeing to participate in this exciting program. I am confident you will enjoy a rewarding day and forge a mutually beneficial partnership with our school.

If you have any further questions, please don't hesitate to contact me on telephone [Principal's number] or via email [email address].

Yours sincerely

[Principal name]
Principal
[school name]

Attachment D – School profile

School name	
School address (physical)	
Details of school coordinator for Community Principal	Name: Phone: Email: Mobile:
Where should your participant report to on the day? (e.g.: staff room 1)	
Is the school a: Primary Secondary Prep to Year 10 – (P-10) Prep to Year 12 – (P-12) Other	
How many students attend the school?	
How many teachers are at the school?	
Are there any specific areas of expertise at the school? (e.g. arts, ICT, media studies)	
Has the school received any recent awards or special nominations?	
Is the school involved in any community programs? Please list.	
Any other comments that may be of interest?	

Please forward this school profile, a map of the school and a draft program for the day (optional) to the department's senior project coordinator by email Rachael.earp@det.qld.gov.au.

Attachment E – Media questions

Thank you for agreeing to be part of Community Principal. Could you please respond to the following questions so that information is available for media releases and other materials to promote the program?

1. Why did you volunteer for the Community Principal program?

2. What do you hope to gain from your experiences as Community Principal?

3. Do you have any other comments about your intended participation in the program? For example, any school activities/initiatives that particularly interest you or changes that may have occurred since you were last at school?

4. How do you like to be described? For example: businessperson, community leader, sports star etc.

Attachment F - Security and confidentiality agreement

During the course of the Community Principal program, you may observe confidential discussions or view confidential documents concerning students, parents or members of the school staff, and may witness various school activities.

The Department of Education and Training does not wish to prevent participants from undertaking the full scope of experiences but is obliged to protect the privacy of members of the school community, including students, parents and staff.

Participants should be aware that it is an offence to fail to preserve or aid in preserving the secrecy of confidential matters concerning students contained in school or departmental records (*Education (General Provisions) Act 2009 & Privacy Act 2009*).

In consideration of your participation in the program, you are required to agree to abide by the following conditions.

I agree to:

- preserve the secrecy of all confidential matters relating to the school, students, parents and school staff;
- ensure that no information is released without the approval of the school principal or other authorised person;
- ensure that records are kept confidential and are not disclosed to any person other than the school principal
- keep all records and other information in a secure location so that no unauthorised person is able to gain access to them
- comply with all reasonable directions of the school principal in relation to school activities, students, parents and staff
- use personal information only for the purposes of the program.

I acknowledge and accept the above conditions in relation to confidential matters that I may become aware of during the course of the Community Principal program at a Queensland state school.

At the completion of the program I undertake not to disclose or otherwise use anything that I observe or hear during the program or discuss any confidential matters with persons other than the principal of the school or other authorised persons.

Name of Community Principal:

Address of Community Principal:

Signed:

Date:

Attachment G - Sample program

[Insert date]

8.45am	Community Principal is greeted by school captains upon arrival
9.00am	Briefing with school principal on the program for the day
9.30am	Tour of school facilities and observe classroom activities
10.30am	Morning tea with teaching and administration staff
11.30am	Whole-school assembly to introduce Community Principal to the school <i>You may like to invite P&C representatives, parents and other members of your school community.</i>
12.30pm	The Community Principal undertakes playground duty or a shift in the school tuckshop
1.00pm	Lunch break with principal and other key staff
1.30pm	Discussion on special programs at the school or hold discussions with Year 6 or Year 12 students about leadership
2.30pm	Student interview for the school newsletter or website
3.00pm	Debriefing with principal
3.30pm	Depart

NOTE: This template is to be used as a guide only. Please tailor it to your Community Principal's preferences and the unique elements and strengths of your school. The format will also depend on how long your Community Principal can spend at the school.

Attachment H – Project consent form

Please add your school website and social media URLs to 'Other' in Section 5 (highlighted) to indicate where images will be used.

All participants must complete a Project Consent Form including Community Principal, students (parents / carers to complete), staff and community members.

1 I GIVE CONSENT

On behalf of the individual identified in Section 6 of this Consent Form (the **Individual**), the person or persons signing this Consent Form (the **Signatory**)* grant consent to and license the Department of Education and Training (the **Department**) and 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 Project Details section of this Consent Form (**personal information**); and
- copyright material, including their written, artistic or musical works or video or sound recordings (**Individual work**), created in connection with the Project identified in the Project Details section of this Consent Form.

The Signatory also irrevocably and unconditionally consents to the Individual being attributed or not attributed as the author of the Individual work in a form and manner acceptable to the Department or the State.

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.*

2 FOR THE PURPOSE OF

This consent only applies to the Department and the State using, including recording or disclosing, the Individual's personal information or Individual work, and permitting other persons to do so, for:

- the purposes identified in the Project Details section of this Consent Form;
- the purposes of public relations, promotion, advertising, media and commercial activities concerning the Project. This only includes via the internet, iTunes U and Social Media Websites if the relevant website is identified as a permitted website for the Project in Section 5 of this Consent Form; and
- where the material is uploaded to iTunes U, a Social Media Website or other website,
 - any purposes, commercial or otherwise, required by operators of the websites 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.

3 FOR THE DURATION OF

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 7 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 where 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.

4 I UNDERSTAND THAT

- '**Project**' means the project described in the Project Details section of this Consent Form.
- '**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 via the internet, iTunes U and Social Media Websites, in whole or in part, and to permit other persons to do so.
 - The Signatory or the Individual will not be paid for giving this Consent or 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 in the Project (subject to any limitations on revocation in those consent forms).
 - 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 or Individual work, copyright 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. The definition includes (without limitation) the following websites currently managed by the Department:
 - Facebook: <https://www.facebook.com/pages/Queensland-Department-of-Education-and-Training/136384799716300>
 - YouTube: <http://www.youtube.com/user/DETQueensland>
 - Twitter: <http://www.twitter.com/QLDDET>
 as amended or replaced from time to time.
 - '**iTunes U**' is an online digital content download service operated by Apple Pty Ltd or its affiliates for the purpose of enabling educational institutions to make educational materials and other content available through Apple's iTunes software. The definition includes (without limitation) the following iTunes U Site currently operated by the Department:
 - DETE 2 Go: [<http://itunes.apple.com/institution/department-education-training/id413610423>]
 - This consent only extends to the Social Media Websites and other websites specified in the Project Details section of this Consent Form.
 - 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.

5 PROJECT DETAILS

Name and description of Project:

Community Principal

Description of what is to be made, used, retained or reproduced:

Individual's copyright material Individual's name Individual's image Individual's recording
Image or recording includes photographs, videos, films or sound recordings of the Individual.

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

Individuals, staff and students will be digitally recorded and photographed as part of the Community Principal

program.

Description of the purpose for which the personal information or Individual work is required (i.e. details of the nature and scope of the use of the personal information or Individual work), and the medium of reproduction (e.g. paper, electronic or other form). How will the personal information or Individual work be made, used, retained or reproduced, and will it be distributed, disclosed, published or communicated to any third parties or to the broader public (e.g. on the internet)?

The Community Principal program is designed to build partnerships between schools and their communities by providing the opportunity for business and community leaders to experience first-hand what it is like to be the principal of a Queensland state school. The program will help participating schools to generate positive media interest and raise their profiles within their communities.

Images will be used in school and departmental newsletters, websites, as well as social media, to promote State Education Week and the Community Principal program. Images will also be provided to the media and used by the school and department for promotional purposes, including communication and marketing materials.

Description of the timeframe during which the Individual's name, image, recording or Individual work is required (e.g. Is it for one-time use? For what date or dates?):

Ongoing unless revoked in accordance with Section 3.

Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual's personal information or Individual work:

Rachael Earp, Senior Project Coordinator, Community Principal, Community Engagement and Partnerships
rachael.earp@det.qld.gov.au

Name that should be used in association with the Individual or the Individual's image or Individual work:

Full name First name only No name Other: [Print]

Will the Individual's personal information or Individual work be published on the iTunes U Site, a Social Media Website or another website (i.e. permanently published to the public)?

Yes No

If yes, which of the websites below (as amended or replaced from time to time) will the Individual's personal information or Individual work be published on:

Facebook Page:

<https://www.facebook.com/pages/Queensland-Department-of-Education-and-Training/136384799716300>
The Department's Facebook page is publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its Facebook page.

YouTube Channel:

<http://www.youtube.com/user/DETQueensland>

The Department's YouTube channel is publicly accessible by all internet users. The Department may share videos related to the Department's programs, activities and initiatives (including the Project) with users through its YouTube channel. The Department does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the Department's settings.

Twitter Profile:

<http://www.twitter.com/QLDDET>

The Department's Twitter profile is publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its Twitter profile.

 iTunes U Site:

[<http://itunes.apple.com/institution/department-education-training/id413610423>]

The Department's iTunes U Site is a dedicated store on iTunes U which provides online digital educational materials and other content for download. It is publicly accessible by all internet users who have established an iTunes account. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its iTunes U Site.

 Official Websites:

<http://dete.qld.gov.au>

<http://education.qld.gov.au>

<http://training.qld.gov.au>

The Department's official websites are publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its official websites.

 Other:

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

6 DETAILS**IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT**

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Name of Individual

Address of Individual

Name of organisation or school (at which the Individual is enrolled, employed, or works as a volunteer, if any):

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)

Date

/ /

Signature of the parent or guardian (required if the Individual is under 18 years of age)	Date / /
Name of signing parent or guardian	Address of signing parent or guardian

7 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: Please specify relevant officer, position, branch and fax number.

Rachael Earp, Senior Project Coordinator, Community Principal, Community Engagement and Partnerships, rachael.earp@det.qld.gov.au

8 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 the purposes specified in the Project Details section of the Consent Form. This 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 iTunes U and 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 websites, including iTunes U and Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on 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 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 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 website if the Individual or the 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 website, that material will be governed by the privacy policy and terms of use of the relevant 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 website which is not under the direct control of the Department, for example, iTunes U and Social Media Websites.

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 Project file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 7 of this Consent Form.

What if I give my consent and later change my mind?

The 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 7 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 iTunes U, 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 the 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 relevant organisation or school.