Kuranda District State College

Introduction to the Online Services Consent Form for Kuranda District State College.

Our school uses tools and resources to support student learning, including third-party (non-departmental) online services hosted and managed outside of the Department of Education (the department) network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including their personal information and work they create (student works), may be collected, used, disclosed, and published to the services.

Refer to the Obtaining and managing student and individual consent procedure for more information.

Third-party online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third-party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data (including personal information) that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy,* which outline how information and student works will be used and under what circumstances they may be shared.

Student information

The consent obtained by the department as collected through the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed to, and stored within online services (e.g., when registering accounts only mandatory information such as student username and student email address will be disclosed).

Student works

Student works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or student works will be viewable by the public), this will be indicated in 'additional information' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional information' in Section 5 of the Online Services Consent Form.

Approved Online Services

From 25 October 2026, section 426A *Confidentiality—Approved Online Services* of the *Education (General Provisions) Act 2006* (EGPA) permits a streamlined approach to consent for third-party online services used in Queensland state schools, while continuing to support the safe use of third-party online services. Under this provision, a state school students' personal information may be disclosed to third-party online services approved by the Director-General without requiring parent/carer or independent student consent (Approved Online Service).

For a third-party online service that requires the disclosure of sensitive information, valid parent/carer or individual student consent for that third-party online service is still required. Sensitive information includes, for example, racial or ethnic origin, religious beliefs, health and biometric information.

Parents and independent students have the right to opt out of using an Approved Online Service at any time by notifying the school in writing (by email or letter).

When considering whether to opt out of using an Approved Online Service we encourage you to read the information provided about each Approved Online Service, including the *terms of use* and *privacy policy,* which outline how information and student works will be used and under what circumstances they may be shared.

Information about the Approved Online Services used by our school including the purpose of use of each Approved Online Service, is provided in Section 6 of the Online Services Consent Form. A full list of Approved Online Services available for use within Queensland state schools is published on the department's website.

Purpose of consent

Third-party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register for an account, use, and, where specified, publish their work to third-party online services where personal or sensitive information is used or disclosed, and the service is not listed as an Approved Online Service under s426A of the EGPA. The form also collects your consent for school staff to collect, store, and transfer personal information to online services in order to manage school operations and communicate with parents and students.

The Online Services Consent Form is a record of the consent provided.

Voluntary consent provision

It is not compulsory to provide consent to use third-party online services or to use the Approved Online Services. If your consent is not given, limited, withdrawn or you have opted out of using an Approved Online Service, this will not adversely affect any learning opportunities provided by the school to your child.

Limiting or withdrawing consent and opting out

You may limit your consent by providing consent for some, but not all, third-party online services listed on the form.

Requests to limit consent in relation to how the ‘Information covered by this consent form’ and the ‘Approved purpose’ (Section 2 and 3 of the form) are applied to a specific third-party online service, will be treated as “do not consent”, as the school cannot guarantee correct implementation of individual requests.

You may withdraw your consent at any time by notifying the school in writing (by email or letter).

You may opt out of using an Approved Online Service at any time by notifying the school in writing (by email or letter).

The school will confirm the receipt of your request via email or letter. After a notice to withdraw consent to a third-party online service or to opt out of an Approved Online Service, is received, the school will not be able to make any ‘new’ collection, use, disclosure and publication of the information or student work.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and student works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child’s consent circumstances to online service providers.

You may not limit, withdraw or opt out of using Departmental Core Digital Systems. These services provide core schooling and business functions that are necessary to deliver education services and to meet our legal and administrative obligations. These services are owned, managed or contracted by the department and comply with strict privacy and security standards.

A full list of Departmental Core Digital Systems is published on the department’s website.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter) in accordance with the Obtaining and managing student and individual consent procedure.

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new third-party online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact:

Principal@kurandadistrictsc.eq.edu.au OR phone the office on (07) 4085 5333

Online Services Consent Form

Privacy Collection Notice

The Department of Education (the department) through ***Click to add school name***, is collecting the personal information you provide on this form, including the full name of the student, the full name and signature of the consenter and witness and the consent response. The purpose of this collection is to obtain consent regarding the use of online services listed in Section 5 of this form for the student named below. If you do not provide the required information, no consent will be recorded for the student and they will be unable to use the online services listed in Section 5 of this form. This information and completed form will be stored securely and managed in accordance with the *Information Privacy Act 2009* and the *Education (General Provisions) Act 2006* (EGPA). Should consent be provided, the personal information collected on this form will be disclosed to the third-party online services listed in Section 5 of this form, for the purposes outlined in Section 3 of this form. The personal information provided on this form may also be disclosed to the third-party online services approved by the Director-General under section 426A of the EGPA as an Approved Online Service, as listed in Section 6 of this form, without your consent, unless you opt-out under section 426A of the EGPA. Personal information collected on this form may also be used by or disclosed to third parties by the department where authorised or required by law. Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at https://qed.qld.gov.au/privacy/. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*
- Student over 18 years or
- Student with independent status.

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.*

1. Identify the person to whom the consent relates

Full name of student: _____

2. Information covered by this consent form

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

**In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.*

b) If an online service collects, uses, discloses and/or publishes student works, parent information or additional student information, not listed above (Section 2a)), the school will specify it as part of the *additional information* in Section 5 on the form. Examples may include:

- student image, video, and/or audio recording
- student works (e.g. assessments, projects, assignments, portfolios)
- student sensitive information (e.g., health information, wellbeing, racial or ethnic origin, religious beliefs or affiliations, biometric information)
- parent personal information (e.g. name, email, mobile phone number).

3. Approved purpose

This form records your consent for the collection, use, disclosure and publication of the information listed in section 2 above, and any information or student works listed under the 'additional information' in Section 5, and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services.
- For your child to use the online services in accordance with each service's terms of use and privacy policy (including service provider use of the information in accordance with their terms of use and privacy policy).
- For the school to:
  - administer and plan for the provision of appropriate education, training and support services to students
  - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. Timeframe for consent

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12), or until consent is withdrawn in accordance with the Obtaining and managing student and individual consent procedure. Consent is obtained upon enrolment, renewed when students move into a new phase of learning and when additional consent is required (e.g. in the event that new online services are identified for use).

5. Consent for online services

For each online service listed below, please indicate your choice to give consent or not give consent for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Parents/carers and independent students are encouraged to review the terms of service and privacy policy for each online service.

Service name:	Enter service name	Data hosting:	Choose an item	☐ I give consent	☐ I do not give consent
Url:	Enter url of service				
Purpose of use:	Enter purpose of use for service				
Terms of service:	Enter the url of the service's terms of use				
Privacy policy:	Enter the url of the service's privacy policy				
Additional information: *(as per section 2b))*	☐ Student image, video, and/or audio recording ☐ Student works e.g. assessments, student projects, assignments, portfolios) ☐ Student sensitive information (e.g., health information, wellbeing, racial or ethnic origin, religious beliefs or affiliations, biometric information): Insert data types ☐ Parent personal information (e.g. name, email, mobile number): Insert data types ☐ Student information is able to be viewed by the public. ☐ Parent information is able to be viewed by the public. ☐ Other: Insert reason				

6. Notification of Approved Online Services used

Service name:	Enter service name	Data hosting:	Choose an item

Url:	Enter url of service
Purpose of use:	Enter purpose of use for service
Terms of service:	Enter the url of the service's terms of use
Privacy policy:	Enter the url of the service's privacy policy

7. Consent and agreement

Person giving consent – I am (tick the applicable box):

☐ parent/carer of the person identified in Section 1

☐ the person identified in Section 1 (if student is over 18 years or has independent status)

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 for the information outlined in Section 2 and any additional information outlined in Section 5 *to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

Print name of student: _____

Print name of consenter: _____

Signature or mark of consenter: _____

Date: _____

Signature or mark of student*: _____

Date: _____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

b) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**

c) when the person giving consent is an independent student under the age of 18.

➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- *The identified information will be used in accordance with the Online Services Consent Form*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: _____