

***PLEASE KEEP THIS
PAPERWORK***

FOR YOUR INFORMATION



Toolooa SHS



YEAR 7 TRANSITION 2026

Toolooa State High School



Complete enrolment forms and return to
Toolooa SHS Office by 19th September

Provide proof of address and birth
certificate to process enrolment

Attend an information session
Either 19th August or 4th November

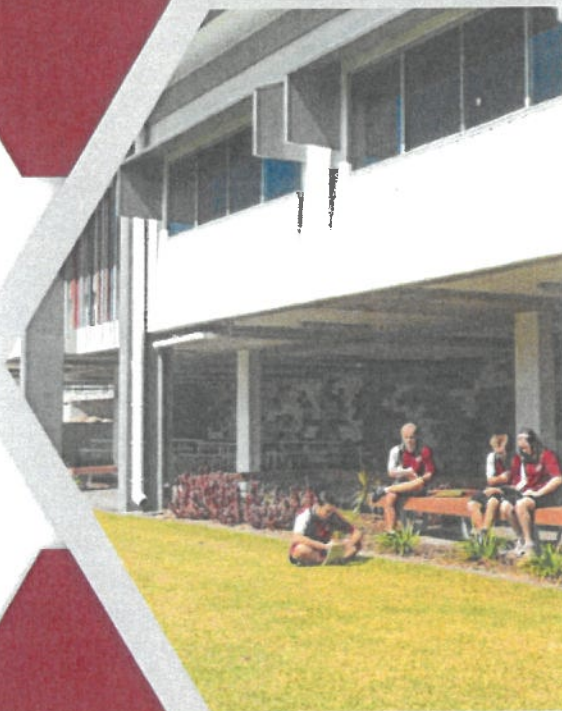
Students attend transition days - 1st
and 2nd December

Follow the school's Facebook page for
any updates and extra information

Contact information for enrolment officers:

Phone: 49 714 333

Email: 2152_enrolment@eq.edu.au





Every day counts

How can I get my teenager to go to school?

Many teenagers seek independence and think they know best. No matter how hard parents try, some students may be **reluctant** or **refuse to go to school**. These are some ideas which may assist parents in dealing with teenagers and school refusal. Addressing this issue promptly and **setting up good patterns** in adolescence can lead to future success.

Did you know?

- Missing one day of school each week adds up to 2 months missed over a year.
- Regular school attendance increases access to learning, helps maintain friendships, and results in better long-term life outcomes.

What you can do

- Talk about the **importance of showing up to school** every day, make that the expectation. Regular attendance at school sets up good behaviours for regular attendance at work.
- Help your teenager maintain **daily routines** such as finishing **homework** and getting a good night's sleep. On average, teenagers need 8-9 hours sleep to be healthy and alert. You may also need to monitor their use of the Internet, mobile phone and TV at night to ensure they are not staying up too late or being disturbed while sleeping.
- Try not to schedule hair, dental or medical appointments during school hours. Arrange family holidays during scheduled school holidays so that they are not missing out on classes and, therefore, will not have to struggle to make up for lost time.
- Don't let your teenager stay home unless genuinely sick. Complaints of headaches or stomach aches may be signs of anxiety.
- If your teenager wants to stay home to finish an assignment, rather than letting them stay home, expect them to go to school – make attendance the number one priority. Later, you can discuss with them how they can improve their study habits or adjust their schedule.
- If your school has an assessment calendar on their website, use this to help your teenager plan their study so that they avoid working late the night before an assignment is due.
- Be sure to set a good example – how you meet your commitments impacts on how they will meet theirs.
- **Talk to your teenager.** What are their feelings about school? What interests them at school? Are there any difficult situations? It helps if you open these discussions in a relaxed way so that your teenager knows you are demonstrating concern, not authority.
- Try to be aware of your teenager's social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage meaningful **extracurricular activities** that your teenager enjoys, such as sports and clubs, to develop positive relationships and have success outside of a classroom setting. These activities can help your child feel part of the group, important to the school, and more motivated.
- Set clear parameters around part-time work. Make sure that the hours your teenager is working do not

impact on their ability to go to school the next day, or interfere with school assessment expectations or exam preparation.

- Familiarise yourself with the school's attendance policy. This can help when trying to reason with teenagers.
- Monitor your teenager's attendance and school performance. Periodically check with their teachers to find out how things are going. If you find it difficult to contact several different teachers **by phone**, **try email**. Alternatively, if your school has a year level coordinator, they may be a helpful point of contact in relation to specific issues.

Remember...

You can **talk with school staff** (such as the teacher, year level coordinator, deputy principal or principal) to find out what assistance they can provide to keep your teenager attending and engaged.

Useful websites

- ReachOut.com
<http://au.reachout.com/>
- Spark their Future
<https://www.sparktheirfuture.qld.edu.au/>
- Supporting student's wellbeing and mental health
<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-wellbeing>
- Ten Hints for Creating Resilient Families
<http://andrewfuller.com.au/wp-content/uploads/2014/08/Ten-Resilience-Hints.pdf>
- The Australian Parenting Website
<http://raisingchildren.net.au/>
- Youth – Health and looking after yourself
<http://www.qld.gov.au/youth/health-looking-after-yourself/>





Every day counts

Preparing your child for high school

The move from primary to high school can be a time of excitement and new experiences. It can also be challenging or worrying for some students. Helping your child prepare for high school and making them feel supported will reduce the risk of disengagement from school in the future.

What to expect

- **Relationships** — your child will meet new people, make new friends, and need to re-establish their position within a peer group.
- **School work** — your child will need to adapt to new teaching and assessment styles, cope with a wide range of subjects, adjust to having different teachers and classrooms, become more responsible for their own learning, manage a heavier study and homework load, and learn a new and more complex timetable.
- **Getting around** — your child will have to adjust to a new school site, get to class on time with the correct books and materials, and possibly cope with new transport arrangements.
- **Adolescent developmental changes** — your child will be experiencing normal developmental changes during this time (e.g. physical changes, emotional swings, and an increased desire for independence). Peers will become a greater influence in their life.

How can I help my child transition to high school?

Before your child starts:

- Attend parent information/enrolment sessions

and open days.

- Take your child to school open days.
- Involve your child in selecting the appropriate school.
- Encourage your child to develop their independence (e.g. look after their own belongings, use a diary to plan their homework and activities, read a timetable).
- Ensure your child has all of the things needed to support their learning (e.g. stationery and books, uniform).
- Familiarise yourself with the new school's policies and procedures so you can answer questions and support your child's decision-making.
- Find out what transition services and supports are offered by your child's new school which may include visiting the school prior to enrolment.
- Talk to your child before the move happens. Discuss what they're most looking forward to and what they're worried about. Give your child lots of reassurance.
- Emphasise the positives and highlight the new opportunities your child will have.
- Involve your child in decision-making (e.g. transport to and from school, selection of school bag and additional school materials, and subject choices if applicable).

During or after the time your child starts high school:

- Find out who your child's form teacher or year level coordinator is and make contact or ask questions.
- Ensure your child has a suitable place to study at home, away from distractions such as the television or mobile phone.

- If your child has access to the internet for study, ensure they are visiting appropriate websites.
- Assist your child in developing a homework/study plan and assist with supervision of homework in the junior secondary years.
- Attend parent nights and interviews. Keep in regular contact with class teachers and support staff (email is a great way to do this).
- Encourage your child to join an extra-curricular program offered by the school.
- Discuss your child's achievement results and reports with them and help them to set future learning goals.
- Talk to other parents to check whether your child's experiences and feelings are similar to those of others.
- Ensure your child gets plenty of sleep, eats well and gets regular exercise as this is important for a successful transition to high school.
- Ensure you maintain consistent routines with your child (e.g. getting ready for school).
- Celebrate milestones with your child (e.g. the first day, first week, end of term).

What are some of the signs to look for when my child is not coping?

Be aware there may not be obvious or visible signs that things are not going well for your child. Be conscious of any changes in your child's behaviour, attitude, communication or reactions that are different to what you would normally expect. For example, they may:

- show a lack of involvement in the new school
- lose confidence or self-esteem
- refuse to talk about school or friends/peers
- have no desire to go to school, or refuse to go
- show a decline in academic performance
- become withdrawn or display excessive behaviours
- become easily emotional (crying or angry at the slightest instance).

My child is having difficulties adjusting in high school. What can I do?

It is important that you don't wait for things to improve on their own. Talk to your child to find out what the issues are. Be aware that they may be reluctant to open up to you. It is also a good idea to have a discussion with your child's form teacher, year level coordinator or guidance officer so they can assist you in developing some strategies to address these issues.

Useful websites

- Ten Hints for Creating Resilient Families
<http://andrewfuller.com.au/wp-content/uploads/2014/08/Ten-Resilience-Hints.pdf>
- Resources to build and sustain positive school cultures
<https://behaviour.education.qld.gov.au>
- Advice for parents to help children have safe experiences online
<https://www.esafety.gov.au/>
- Supporting student's wellbeing and mental health
<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-wellbeing>
- Youth – Health and looking after yourself
<http://www.qld.gov.au/youth/health-looking-after-yourself/>
- The Australian Parenting Website
<http://raisingchildren.net.au/>



Communicating with your child's school

We value open and respectful communication with parents and carers, to support student learning.



You can expect schools to:

- recognise and celebrate your child's achievements
- report on your child's academic progress
- communicate about your child's learning, wellbeing and development
- inform you of any serious issues concerning your child
- alert you on the same day if your child is absent without a reason
- forward requests needing your consent or payment
- provide regular school updates and notify you of school events
- offer opportunities and ways to give feedback
- offer parent/carers-teacher interviews twice per year.



You should not expect:

- an immediate response to non-urgent inquiries - it may take a minimum of 2 or more business days
- staff to return calls or reply to emails outside standard business hours (including evenings and weekends)
- a response from staff to social media messages from their personal account
- access to teachers' personal phone numbers or emails
- teachers to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community)
- meetings with staff during the school day without an appointment
- to be allowed on school grounds if you have been aggressive or harassed staff or students.



Contact your child's school if:

- your child will be absent, providing the reason
- you are concerned about your child's learning, social progress or wellbeing

- there are changes to your child's medical information
- there are changes in family circumstances
- you notice safety issues or behaviour changes at home
- issues arise that may affect student and/or staff safety at school
- you need to make or change an appointment.



When contacting your child's school:

- contact the school administration for general inquiries
- follow the school's processes for requesting meetings or contact with teachers
- for more complex or sensitive issues, request a face-to-face meeting to give the matter the attention it needs
- allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.



How you can help your child's school:

- keep your contact details up-to-date
- read school communications
- use polite language in all spoken and written messages
- be open to ideas and willing to compromise if needed to reach an agreement.



If you are unhappy about something that has happened at school, you can make a complaint:

- first raise your concern with the school by making an appointment or sending an email
- if you're not happy with the outcome, you can speak with the principal or take your [complaint](#) to the school's [Regional Office](#). All complaints about staff or school operations are handled fairly.








Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents¹ and other members of our diverse community into schools across Queensland.

Working together with their school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
Communication 	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
Collaboration 	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
School Culture 	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy. 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

²The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.





Toolooa now has QKR!





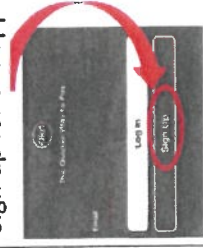
QKR! is an online payment app that you can use on your smartphone to conduct all your financial business with the school.

The app is secure, easy to set up, it accepts payments 24 hours a day, 7 days a week and it is completely free for parents!

All fees and goods for sale through the school office are now available for purchase on the QKR! app during the year meaning you no longer need to attend the office to make payments.

All other payment methods continue to be accepted such as bpoint, eftpos and cash. QKR! is just one more way in which our families can conduct business with Toolooa State High School.

GETTING STARTED

Step 1: Download QKR!	Step 3: Find our school
Download the app for apple or android to get started    https://apps.apple.com/au/app/qkr-by-mastercard/id589799471 https://play.google.com/store/apps/details?id=com.mastercard.labs.qkr&hl=en	Locate Toolooa State High School with the search function 
Step 2: Sign Up	Step 4: Register your children
Sign up for the app 	When first accessing our school, you will be prompted to set up a profile for each of your students. This allows you to make orders and payments for that specific student. It is so easy!



P & C UNIFORM SHOP ORDER FORM

Student Name: _____ Form/Year: _____

Parent/Guardian Name: _____

Phone: (home) _____ (mobile) _____

Email: _____

Item	Size	Qty	Price	Total
Everyday Polo Size 6-14			\$30.00	
Everyday Polo Size 16+			\$32.00	
Everyday Shorts – Unisex			\$25.00	
Formal Skirt			\$37.00	
Formal Blouse			\$35.00	
Formal Shirt			\$35.00	
Girls/Boys Music Shirt			\$45.00	
TOTAL				

P & C OFFICE USE ONLY – PAYMENT DETAILS

DATE	EFTPOS	OWING	RECEIPT No.

DATE ORDER COLLECTED/...../..... SIGNATURE.....

UNIFORM SHOP TIMES:

1. Uniform Shop will be open on Tuesdays: 8.00am to 12.00 noon.
2. Alternatively, orders can be emailed directly to the uniform shop at:
uniformshop@toolooashs.eq.edu.au
3. Uniform shop hours may vary over the holidays.



TOOLOOA STATE HIGH SCHOOL TUCKSHOP MENU



BREAKFAST

BACON & EGG MUFFIN	\$ 5.50
TOASTIE - CHICKEN & CHEESE	\$ 5.00
TOASTIE - HAM & CHEESE	\$ 5.00
HAM & CHEESE CROISSANT	\$ 3.00
SAUSAGE ROLL	\$ 5.50
CHICKEN, CHEESE, BACON WRAP	\$ 6.00
SWEET MUFFIN	\$ 5.00

HOT FOOD

STEAK BURGER	\$ 7.50
CHICKEN BURGER	\$ 7.50
CHICKEN WINGS & CHIPS	\$ 6.00
CHICKEN CHIPPIES	\$ 4.00
CRUMBED SAUSAGES	\$ 2.00
SAUSAGE ROLL	\$ 5.50
PIE	\$ 6.00
GARLIC BREAD	\$ 3.00
WEDGES WITH GRAVY	\$ 5.00
POTATO GEMS	\$ 4.00
NACHOS (Inc. Sweet Chilli & Sour Cream)	\$ 5.50
POTATO BAKE	\$ 5.50
PASTA - BOLOGNESE	\$ 5.00
PASTA - CARBONARA	\$ 5.00
LASAGNE	\$ 5.00
BUTTER CHICKEN	\$ 5.00
QUICHE	\$ 4.00
QUICHE & SALAD	\$ 6.00
SINGAPORE NOODLES	\$ 6.00
CHICKEN, CHEESE, BACON WRAP	\$ 6.00
TOASTIE - CHICKEN & CHEESE	\$ 5.00
TOASTIE - HAM & CHEESE	\$ 5.00
TOASTIE - CHEESE & TOMATO	\$ 4.00

SALADS

CAESAR SALAD	\$ 5.50
CAESAR SALAD WITH CHICKEN	\$ 6.50
GARDEN SALAD	\$ 5.50
GARDEN SALAD WITH MEAT	\$ 6.50

Garden Salad Dressing Choices
Included with Salad Price:

Mayonnaise
Honey Mustard
Ranch
Aioli



SAUCES

TOMATO SAUCE	\$ 0.50
BBQ SAUCE	\$ 0.50
GRAVY	\$ 0.50

SANDWICHES

SANDWICH (Choice of Ham or Chicken) \$ 4.50

*Add Salad choices below:



Lettuce
Tomato
Cucumber
Carrot
Beetroot
Red Onion
Avocado
Pineapple



*ADD CHEESE	\$ 5.00
*ADD SALAD & CHEESE	\$ 6.00
SANDWICH - EGG & LETTUCE	\$ 5.50

WRAPS

DICED ROAST CHICKEN - LARGE	\$ 8.00
DICED ROAST CHICKEN - SMALL	\$ 4.00
FLAME GRILLED CHICKEN - LARGE	\$ 8.00
FLAME GRILLED CHICKEN - SMALL	\$ 4.00
SOUTHERN STYLE CHICKEN - LARGE	\$ 8.00
SOUTHERN STYLE CHICKEN - SMALL	\$ 4.00



SWEETS

TIM TAMS (Limit 2 per person)	\$ 0.50
SWEET MUFFIN	\$ 5.00
PACKET OF CHIPS - LARGE	\$ 3.00
PACKET OF CHIPS - SMALL	\$ 1.00



DRINKS

SLUSHIE	\$ 2.50
MILK *FLAVOURED - POPPER SIZE	\$ 2.50
MILK * FLAVOURED - LARGE	\$ 5.00
MILK * PLAIN - LARGE	\$ 2.50
JUICE - POPPER SIZE	\$ 2.50
ICED TEA	\$ 4.50
GFORCE	\$ 5.00
WATER - COOLRIDGE - 750ML	\$ 3.50
WATER - PUMP - 750ML	\$ 4.00



ICE-CREAMS

ZING	\$ 1.00
MAXIBON	\$ 5.00
MILO CUP	\$ 4.00
OREO COOKIE	\$ 4.00
ICYPOLE	\$ 2.00
LIFESAVER	\$ 2.00



Cookie Day - Wednesdays \$ 1.00



Bring Your Own Device Charter – Information for Parents and Carers

eLearning Vision

At Toolooa State High School we believe that teaching and learning practices that intentionally integrate and embed technology can do more than just *enhance* learning – they have the power to *transform* learning.

Our school's goal is for students to use iPads as a tool to support key processes in learning and for teachers to use them as an environment to facilitate deeper engagement in learning and higher-ordering thinking. All junior students (7-9) at Toolooa State High School are required to supply an iPad as standard school equipment through a Bring Your Own Device (BYOX) program.

Some of the ways the iPad will be used in the classroom include:

- Accessing content through textbooks available on the iPad in eBook format. This not only alleviates the need to carry heavy textbooks in their school bag, it provides on-demand access to these up-to date rich resources.
- Demonstrate learning using a carefully selected range of classroom apps.
- 24/7 access to learning resources and assessment via online platforms such as OneNote
- using specialised software to create film clips, compose music and code
- filming performance in practical classes to analyse and evaluate technique.
- communicating with staff via email
- Access to class materials via OneNote and/or Teams

Connection to the internet and printers will be provided via the school network.

Device Specifications

The following devices will not work on the Department of Education network:

- Any android based devices
- Any laptop that has a Snapdragon CPU (These are found in the new co-pilot laptops)
- Chromebooks
- Any device that does not support Windows 11
- Any device that does not support iPadOS 18 or MacOS18

Junior School – Strongly recommended for all students	Senior School – Strongly recommended, particularly for General Subjects
<ul style="list-style-type: none"> • iPad (see below for specifications) • Bluetooth keyboard / case • Apple pencil / stylus (optional) 	<ul style="list-style-type: none"> • iPad (preferred device) • Bluetooth keyboard / case • Apple pencil / stylus (optional) • Or laptop

Note: all devices must meet minimum requirements outlined in the following table:

Device	Operating System	Hardware	Not Supported
iPad	iPadOS 18.X	iPad Pro (4 th Gen+) iPad Air (4 th Gen+) iPad (8 th Gen+)	Any device that does not support iPadOS 18
Laptop	Windows 11	Hard Drive: 256/512 GB (SSD) RAM: 8/16GB CPU: Intel i3/ Intel i5 / Intel i7 (8 th Gen +) AMD – Ryzen 5/3 (5000 series +)	Any device that does not support Windows 11 Any device that has a Snapdragon CPU
Mac	MacOS 18	MacBook Air (2020 or later) (M1, M2, M3, M4) MacBook Pro (2020 or later) (2020-X, Intel)	Jailbroken or modified system Macs Any device that does not support MacOS 18

NOTE: It is not necessary to buy Microsoft or Apple Suites as these come free and complimentary with the Company Portal application provided to the students by the Department of Education.

Please retain this document for your reference.

Frequently Asked Questions



Toolooa State High School

Broken or Damaged Device

While Toolooa SHS will continue to deal with inappropriate behaviour in line with existing policies, Toolooa SHS is not liable for any damage or replacement costs incurred while the device is at school.

We would advise parents to consider purchasing Accidental Damage Protection for the BYO device. Some House Insurance Policies may cover devices when they are at alternate sites, such as the student's school. There may be a requirement to individually list this device. Close examination of these damage protection and insurance documents and consultation with your insurance representatives, is highly recommended. ***Toolooa State High School does not accept responsibility for damage, loss, or theft of BYO devices.***

Backing up

Technology failure is a fact of life and it is the responsibility of the student to ensure that their material is backed up regularly. Students should be saving all documents to OneDrive; free cloud based storage for all students. No USBs are to be used.

Toolooa SHS will not be held responsible for loss of material or assessment on BYO devices.

Device repairs

The device will need to be returned to the supplier or alternative repairer and the necessary repairs made. You will need to make sure you are clear on the relevant arrangements with the supplier at the time of purchase. The school will have an equity pool of devices which can be utilised by students who do not have a device. These devices will be available to students who are having their devices repaired by their supplier. Alternatively, if you have another suitable device at home, the student may use this during the repair period; as long as this device meets all the relevant specifications set out in this document.

Charging devices

There will not be any charging facilities at school to charge devices. All charging should be done at home. ***This is one reason iPads are recommended over laptops, which often require charging throughout the school day.***

Warranty selection

When purchasing a device, it is important to check the warranty details as some companies are offering three year on site warranties. Some companies even offer a replacement device while the device is being fixed. Other companies may offer a warranty but it may mean that you have to send the device away and this would mean long periods without the device.

Toolooa State High School will not be involved in any way with warranty or insurance claims. This will be between the purchaser and the retailer.

Equity pool

Please contact the school if you are unable to provide your child with a device.

No hot spotting

Toolooa SHS provides a filtered internet connection that students can use while on school grounds. No hot spotting from phones or other services is permitted while at school.

Please retain this document for your reference.

Joining the BYOD Program



Toolooa State High School













To join the program students, need to

1. Complete and return the *BYOD Charter*.
2. Know their EQ Username & Password (Can be reset by school staff / IT technician)
3. Download 'Company Portal' app.
4. Once the 'Company Portal' app has been downloaded and connection to InTune is established (Completed in the first few weeks of school in students' technology subjects), the following core apps can be downloaded, using 'Company Portal' free of charge through EQ.



Company Portal App

Additional subject specific apps may be required to downloaded from Company Portal at the discretion of your teachers.

Microsoft 365 Suite		Apple iWork Suite	
	Microsoft Word		Pages
	Microsoft Excel		Numbers
	Microsoft PowerPoint		Keynote
	Microsoft Outlook		iMovie
	Microsoft OneNote		Clips
	Microsoft OneDrive		GarageBand

Please retain this document for your reference.

Digital Learning Expectations & Network User Policy



Toolooa State High School

DIGITAL LEARNING EXPECTATIONS

All students use technology to support their learning at Toolooa State High School and are required to comply with the following expectations regarding their use. The iPad is a learning tool that students are expected to bring to every lesson. Students not meeting these expectations will be managed according to school's Student Code of Conduct.

BYO as a Learning Tool

We expect all students arrive to school ready and prepared to learn. This includes ensuring your ICT equipment is functional and in good working order.

- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- While at school, devices should be used for educational purpose. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others (This includes your username & password)
- Regularly check that all ICT equipment, is tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is always available for use in learning activities.
- Update your device and apps regularly. Running the latest version of iOS and apps ensures you can make the most of your device.
- Only run approved and officially released versions of iPadOS.
- Ensure that the device is well maintained and in good working order

During Lessons

An iPad is a valuable teaching and learning tool. To make the most of learning time, the following routines for the use of your device have been developed.

- Wait to use your device or open apps until your teacher instructs you to do so.
- Ensure you are connected to Apple Classroom
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a smart board may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.

Communicating with Others

Your device will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Remember respectful communication conventions should be used at all times, either on the iPad, BYO or school-owned device when using other communication methods.
- Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.
- Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time if directly instructed by a teacher.

Please retain this document for your reference.



NETWORK USER POLICY

The computer network provides resources to enhance our learner-centred community. The Network User Policy has been designed to maximise the benefits that come from using a networked computer system with internet access while minimising the risks. Access to the network for all students is conditional on complying with this user policy statement and guidelines.

Key Conditions of Use

All users have an individual logon user name that is password protected. The individual user name provides rights and privileges such as internet, a personal folder, common areas and printing. Activities are being monitored at all times through student logon user names. This consists of:

- Formal Monitoring: Traced by user logon details and includes proxy logs, printing records, workstation records.
- Informal Monitoring: Staff access to student folders, network administrators applying filters and regular searches and removal of harmful data.

1. User Logon Integrity

- Each user must keep all passwords secret. No user may share their password or give others access to their account, even by logging in for another person.
- No user may attempt to gain access to another user's account.
- Users are responsible to select a password that complies with Education Queensland's minimum standards for password complexity, as per password creation guidelines at time of creation or reset.

2. Network Security and Student Safety

- Students must connect their device through the school's network and are not to connect through 3G/4G
- No student may create, access, store, transfer, email, redistribute or use files that are illegal, offensive, dangerous or harmful in any way.
- Students must always ensure files, including files transferred by USB and Wi-Fi links, are used for educational purposes and are scanned for viruses prior to use. Inappropriate files such as trojans or keygens that are introduced to the school network will be detected and will require action.
- School ICT hardware may not be altered in any way.
- Students are to inform staff immediately of any suspected inappropriate activity.

3. Internet and Email Use

- Internet and email is provided for assigned class work and assignments set by teachers, solely for educational purposes as supervised and approved by the school.
- Internet and email are to be used appropriately and legally with consideration of other users and respecting the privacy, safety and reputation of themselves, others and the school.
- Students should consider 'Netiquette' when communicating online. Personal details, images or information should never be included in online communication.
- The use of inappropriate language in emails will be a breach and be picked up by EQ Wordscan.
- A monthly internet download quota limit will be applied to all user accounts. The limit will be sufficient for educational activities to be carried out.

Consequences

Any student participating in activities that breach network security will be dealt with in accordance with our school's Student Code of Conduct. Consequences may include detention, loss of privileges and access or suspension.

Please retain this document for your reference.



4. Cybersafety & Security

The safety of our students when working in an online environment is a high priority.

1. Ensure your cybersafety by keeping your personal details, including username, password, address or phone number, private.
2. Your account details need to be kept private. It is not appropriate to share these details with another student for their use.
3. In line with cybersafety guidelines, ensure you do not, under any circumstances, store, send or upload photos of yourself, other students, teachers or visitors to the school.
4. Social media (e.g. Facebook, AskFM, Instagram, Twitter, SnapChat, etc.) are not to be accessed during class time.
5. All activities on the school network, including internet history, may be stored, accessed and monitored by authorised EQ staff to determine your compliance with this agreement.
6. Hacking or attempting to hack the network and other accounts or bypassing network security or filtering are seriously inappropriate uses of ICT equipment and will incur consequences.
7. Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school.
8. The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain, including the internet, is a breach of the school's Responsible Behaviour Plan for Students.
9. The viewing, scanning, storing, transmitting, forwarding, printing, playing, etc. of inappropriate images, video, audio or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.

5. Third Party Website Consent

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers. At Toolooa State High, we wish to utilise third party web-based service provider/s to aid students learning.

Registering with these providers may require student personal information to be disclosed to the provider of the service. In the case of the services outlined below, they are private companies that are hosted onshore and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your child, such as:

- Student's Name;
- Student's ID Number;
- Student's Age;
- Student's Year Level;
- Class teacher; and/or
- Student's school email address

Consequences

All inappropriate use of technology (school owned or BYOD) will be managed as per the Student Code of Conduct.

Please retain this document for your reference.

