



Information Handbook

Please remove and keep this section for reference



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General Information

Bus Travel

Students are expected to maintain the highest behaviour standards on school buses and public transport while travelling to and from school. Students who use school buses remain in our school grounds until the bus arrives each afternoon. Bus passes are issued only to those students who live further than a 4.8 kilometer radius from the school. Students who breach the Bus Travel Code of the bus company may have bus travel denied by the bus company.

Enquiries regarding the bus passes should be directed to Kinetic directly by phone or website. The School Behaviour Management plan applies to students travelling to and from school on buses.

Change of Address/ Telephone/ Family Situation/ Access

If your address, telephone or other family details change, please report this to the office. This information is necessary so that official records can be updated. Copies of any relevant court orders limiting normal access to students by others must also be provided for our records. This is very important in case of illness or injury at school so that we can contact parent/guardians efficiently.

Concerns

If you have a concern, please let us know. Concerns should be directed to the school. Please contact the school office so you can talk directly to the teacher involved, a Year Level Coordinator, Head of Department, Deputy Principal or Principal. Written concerns should be addressed to the Principal.

Damage to School Property

Students are expected to treat all school property with respect and care. Where students cause damage to buildings, books or other property through negligence or willful actions, they will be expected to make restitution by paying to repair or replace the affected item. Payments are to be made through the office. Receipts will always be issued.

After School Back on Track Sessions

Under the Education Act, students can be kept behind after school for breaches of school discipline. Parents will be given 24 hours prior notice. Parents will be contacted by the Year Level Coordinator, Head of Department or Administration team member if students are involved in this. Contact is normally by letter, phone or text message.

Emergency Contact

When you enroll a student we ask for an emergency contact number. So that parents/guardians can be reached easily in an urgent situation. It is essential that the school has access to an up-to-date contact number. Accidents may happen – we need to be able to reach a responsible member of the family or a friend of the family as quickly as possible. Keep that number up-to-date so we can contact carers in an emergency.



First Aid and Illness

Since we are unable to look after sick children at school, parents are requested not to send students who are already unwell. Students who become ill at school must report to the office where arrangements will be made for them to rest for a short period or parents will be asked to come and collect them. Medical opinion may be sought or an ambulance called if it is deemed in the student's best interest and parents cannot be contacted quickly, so it is imperative that the information on student's admission forms is updated regularly (especially addresses, telephone numbers). Student who become ill at school must not leave the grounds without first gaining permission from the office and signing out. They will be issued with a leave pass.

Late Arrivals

Students who arrive late must, in every case obtain a "late pass" from the main office, before being admitted to class. A note from the parent/guardian is expected (handed to the office staff). Students should be at school by 8.30am allowing time to prepare themselves before school starts at 9.00am. Students who are late are expected to make up the lost time.

Medication (Administration to students at school)

Any student who has medication prescribed by their doctor to take while at school will need to adhere to the Education Queensland regulations relating to this. The parent or guardian must, in the first instance, notify the school and complete a medical form to administer. Administration of that medication will be supervised by an adult staff member designated by the Principal.

At all times medication must be kept at the school office. One exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian and with the approval of the school Principal, the student may be responsible for the inhaler.

Non-prescribed medications, e.g. analgesics, cough medicines and the like, should not be brought to school and will not be administered by school staff. Stated below is the minimum information which parents will need to inform the school, in writing, before medication can be administered:

- Student's name and TAG class
- Name of medication
- Dosage
- Times of administration
- Doctor who prescribed medication and contact details
- Probable period of treatment
- Parent/guardian contact numbers

***Any medication brought to school must have written instructions provided on the medication package by the pharmacist at the doctor's direction. A permission form is valid for one week unless there is permanent medication where special negotiation will take place.**

Newsletter

A newsletter is available on the Friday proceeding the P & C meeting of each month. This is sent to the email address supplied and is also available through the school website.

P & C Association

The Parent and Citizens' Association promotes the welfare of students and the development of the school. Meetings are held on the third Tuesday of each month at 6.00pm in B Block – B09. Parents are encouraged to come along, even if you are unable to come every time. Your attendance is always welcome.



Personal Property/ Lost Property

All students are expected to take care of their personal property. Do not bring unnecessary items to school. Money, wallets, pens, instruments, calculators, watches etc. should not be left unsupervised. The school is not able to accept responsibility for lost items. Labeling of school uniforms and personal equipment is essential.

*** Parents who wish to see the Principal, Deputy Principals, Guidance Officers, Year Level Coordinators or teachers are expected to call and make an appointment as these personnel may not always be readily available. Meetings are generally arranged in the administration block. Visitors leaving the office building must sign our visitors register and sign out on departure. A system of visitor's badges is in place for when visitors need to move to another area. The visitor's badge must be worn prominently while on the premises outside the main office.**

Student Resource Scheme

Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2026 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Townsville State High School operates a SRS for 2026.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 18/06/2024.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school.....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **7/02/2026**, the school will take the view that the parent has chosen to opt in of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the SRS Resource list. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.



Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

| Year level | TRA Rate |
|----------------|----------|
| Years 7 to 10 | \$160 |
| Years 11 to 12 | \$348 |

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

Payment Method

SRS payments can be made by QParent/BPOINT, EFTPOS (Credit/Debit Card) and cash.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.

Contact Us

For all queries regarding the SRS and its inclusions, please contact the financial team at the School or SRS@townsvilleshs.eq.edu.au

Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by 7/02/2026.

LISTED BELOW ARE ADDITIONAL CHARGES FOR SPECIFIC SUBJECT RESOURCES PAYMENT OF SUBJECT RESOURCES ARE DUE BY THE END OF MARCH 2026

| | Amount per year |
|---|-----------------|
| TROPICS ACADEMY | \$50 |
| YEAR 10 CERTIFICATE II IN MANUFACTURING | \$160 |
| YEAR 11 CERTIFICATE III BUSINESS | No Charge |
| YEAR 11 CERTIFICATE II SPORTS COACHING | No Charge |
| YEAR 11 CERTIFICATE II COMMUNITY SERVICES | \$100 |
| YEAR 11 / 12 AQUATIC PRACTICES (SNORKLING) - Excursion | \$110 |
| YEAR 11 – CERTIFICATE II IN HOSPITALITY | \$160 |
| YEAR 12 – CERTIFICATE II IN HOSPITALITY | \$160 |
| YEAR 11 – FURNISHINGS SKILLS | \$160 |
| YEAR 12 – FURNISHINGS SKILLS | \$160 |
| YEAR 11 CERTIFICATE II IN ELECTROTECHNOLOGY | \$160 |
| YEAR 11 CERTIFICATE II IN AIRCRAFT LINE MAINTENANCE | No Charge |
| YEAR 12 CERTIFICATE III IN AVIATION (UNMANNED) | \$100 |
| YEAR 12 CERTIFICATE III HEALTH (continuing on from Cert II only) | \$498 |
| RESOURCE HIRE SCHEME FEES FOR YR 10, 11 AND YR 12 (ALL STUDENTS) | \$200 |
| TOTAL AMOUNT TO BE PAID | \$ |

NOT INCLUDED:

ALL STUDENT RESOURCE SCHEME FEES DO NOT INCLUDE ANY OF THE FOLLOWING:

- INTERSCHOOL SPORT
- EXCURSIONS/CAMPS
- EXTRA CURRICULAR ACTIVITIES
- ANY ITEMS LISTED ON THE STATIONERY LIST
- ANY EXTERNAL STUDIES e.g. CERT. COURSES

THESE ARE OPTIONAL EXTRAS AND WILL BE INVOICED SEPARATELY AS REQUIRED.



OUTSTANDING DEBTS:

Students who have not paid Resource Hire Scheme fees or who have outstanding debts with the school may be ineligible to attend non-compulsory education and school organised activities. This includes but not limited to – purchasing a Senior Jersey, Senior Formal, Recreational Trips, Tours and Excursions, Sponsorship support from the P & C Association, use of the school bus (charge per trip of \$10 will be payable), extra-curricular activities including sporting teams and TAFE Courses.

Resource Scheme (2026)

To assist parents in meeting the costs of textbooks and other resources, Townsville State High School together with the Parents and Citizens Association offers a Resource Scheme involving the temporary use of text books and other equipment and the purchase of consumables and materials for their children in return for a specified fee.

**YOUR CONTRIBUTION: \$180 Yrs 7 - 9
\$200 Yrs 10 - 12**

Participation in the Resource Scheme is voluntary. Any parent who does not wish to participate in the scheme is still responsible for providing their student with the necessary items and covering the cost of activities for engaging in the curriculum.

Your contribution of \$180 Yrs 7-9 and \$200 Yrs 10-12 plus the Government Textbook and Resource Allowance cheque forwarded directly to the school for students in Years 7 to 12 will provide the following towards your student's education:

- Use of a variety of textbooks, specialized reading resources, dictionary and class sets
- All printed class worksheets and handouts, excluding colour photocopies and student's personal photo copying
- Basic materials, equipment and consumables used for The Arts, Industrial Design and Technology, Hospitality, Health
- Materials used for classroom projects
- Printing, software. (Print Manager will record and control printing for your student)

The Resource Scheme provided in this package is for a set contribution. It is not available in part. You may be eligible to claim this cost on your tax return so please retain your receipt for proof of purchase.

Townsville State High School provides a Resource Scheme to benefit all student and parents. Participation in the Resource Scheme is voluntary, however, the school can provide the best value for money through bulk purchasing of quality products. Participation in the Resource Scheme also ensures that teachers can distribute resources to students immediately, thus improving the quality of teaching and learning time for all.

The following conditions apply to the Resource Scheme:

- Students will provide their own personal stationery requirements
- Resources issued to students are to be kept in good condition
- Students may be responsible for up to the full cost of books that are negligently damaged or lost. The school should be immediately notified of the loss of any books.
- Students must return resources prior to leaving the school and/or at the end of each year
- If a student starts during the school year, the contribution is reduced on a pro-rata basis
- If a student exits the school having paid a fee, a pro-rata refund will be made. Refunds are based on the full charge (which include the textbook Allowance and parent/carers charge), less cost of consumed materials and/or cost of replacing lost or damaged textbooks
- Resources provided under the Resource Scheme cannot be issued to students whose parents/caregivers choose not to participate
- The Principal may refuse to admit a student to the Resources Scheme if there are outstanding payments from the previous year.

In accordance with procedures for the operating of a Resource Scheme, parents/caregivers are required to sign a formal agreement of participation. This may be completed on enrolment.



Payment can be made by cash, direct Internet payment, BPoint/QParents, Visa, MasterCard or EFTPOS. A receipt will be provided. This payment is requested to be made in full by the end of March 2026. Parents/caregivers experiencing financial difficulty, or who cannot make payment by this time, are asked to complete a payment plan with our Finance Team.

****** If you do not wish to participate in the scheme, please advise the school via**

SRS@townsvilleshs.eq.edu.au

Parents will be expected to provide all necessary textbooks and resources above for their student's as required for all courses of study.

****Resource lists are accurate at time of printing; please confirm classroom requirements with staff prior to purchasing.***

Please contact our Finance Team if you have any questions or concerns about this scheme

Refund Guidelines

At Townsville State High School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school;
- A specialised educational program, and
- A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the School Office or from our website. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

REFUNDS:

All refunds of \$25.00 and under will be credited to the student's account. If students have school fees or other outstanding debts with the school, this refund will be offset against the debt/s. Refunds over \$25.00 without any outstanding debts to the school will be refunded via EFT or credit on student's account.

Education (General Provisions) Act 2006
SCM-Pr-002: School Excursions
FNM-PR-019: State Education Fees



Homework Policy (Version 1- Edited September, 2022)

RATIONALE

Homework provides students with opportunities to consolidate their classroom learning and to develop healthy learning behaviours required for learning beyond the classroom. School occupies just 13% of a child's waking hours from the ages of 0-18 years, making homework necessary for the forming of good habits.

The setting of homework also takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:

- is purposeful and relevant to student's needs.
- is age appropriate.
- is appropriate to the capability of the student.
- develops the student's independence as a learner.
- is varied, challenging and clearly related to class work.
- allows for student commitment to recreational, employment, family and cultural activities.

PURPOSE

Homework engages students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising and deepening).
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue).
- pursuing knowledge individually and imitatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, previewing information).
- daily independent reading.

IMPLEMENTATION

Homework is set in three ways:

- by the teacher with a set time for short-term completion.
- by the assessment program where an assignment is completed over a longer period of time.
- by the student as they study, preview and review classwork, find alternative explanations of content.

Teachers will:

- set homework on a regular basis.
- clearly communicate the purpose, benefits and expectations of all homework and ensure that this links to the learning goals.
- check homework regularly and provide timely and useful feedback.
- use homework that is varied, challenging and directly related to class work and appropriate to students' learning needs.
- explicitly teach strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework.
- give consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework, typically providing completion times that are more than one night.
- discuss with parents and guardians any developing problems concerning their child's homework and suggesting strategies to assist with their homework

Phones and Wearable Devices Policy

(Version 3 – Edited February 2024)

RATIONALE

Townsville State High School is committed to reducing the distraction of mobile phones and other devices to provide optimal learning environments for all students. Therefore, student mobile phones and certain wearable devices, such as smartwatches and earbuds, need to be **'away for the day'**, including during break times.

Exemptions will be available for digital learning opportunities or as part of a reasonable adjustment for student learning and wellbeing – including reasons related to disability and health such as monitoring blood sugar levels for students with diabetes.

PURPOSE

This policy is designed to:

- limit the times students may be exposed to negative impacts from inappropriate or unsafe use of devices, such as cyberbullying or harmful content
- promote classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- encourage use of breaks as quality time away from screens for more physical activity, play and face-to-face connections.

IMPLEMENTATION

Student mobile phones and ear buds must be **'away for the day'**, and kept in the student's school bag. This means phones are not to be used for the duration of the school day, including break times. Wearable devices, such as smartwatches must be switched off or unpaired so that phone calls, messages and other notifications cannot be sent or received during school hours.

- Students will be allowed the use of mobile phones and wearable devices to make school payments, including for tuckshop and office payments.
- Teachers, may give permission for students to use their mobile phone or wearable device in the classroom, for a specific and agreed educational purpose.
- Students will be allowed access and use mobile phones and wearable devices during school representative sports and camps.

As outlined in the Student Code of Conduct, students who use phones during school time will be subject to disciplinary action by the school.

COMMUNICATING WITH YOUR STUDENT AT SCHOOL

- Students will only be able to use their mobile phones immediately before or after school hours for contact with their families, friends, and out-of-hours commitments such as part-time employment.
- Parents and carers will be able to contact their child during school hours using the school's existing communication channels.
- Likewise, school staff will contact you directly wherever needed.
- Students are to report to a school staff member if they become unwell or experience an issue at school. Staff can then provide appropriate support, including contact with parents and following formal processes for early collection from school where necessary.



CONSEQUENCES

Students seen using their phone or wearable device during the school day will be issued with the following consequences -

- The phone or wearable device will be confiscated and held securely in the office to be collected at the end of the school day. Students will be allowed 2 confiscations only.
- After a third confiscation, the phone will be temporarily retained at the office for collection by parents.
- Ongoing, persistent and/or deliberate non-compliant behaviour may result in a detention, completing an after-school Digital Licence course, or a Student Disciplinary Absence (SDA).

EXEMPTIONS

Exemptions are considered and may be approved by the principal on a case-by-case basis where:

- the student uses their device to monitor or manage a medical condition (to be documented in the student's health care plan)
- the device is an agreed adjustment for a student with disability or learning difficulties (to be documented in the student's Oneschool or other support plan)
- the device is used for translation by a student with English as an additional language or dialect (EALD)
- the student has extenuating personal circumstances requiring more immediate access to their device, such as being the primary carer for a child or family member.

Please speak with the school if you need to discuss an exemption request due to these exceptional circumstances.

Attendance Policy

RATIONALE

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Townsville State High School expects all students to attend school every day. Townsville State High School is aware that the issue of absenteeism is complex and covers a range of behaviours including chronic absenteeism, school refusal and truancy. Partnerships between the school, parents and the local community can assist in reducing absenteeism

The Townsville State High School attendance Policy aims to:

- Develop a positive school culture,
- Identify absences quickly,
- Follow-up promptly, and send clear messages to students and parents that attendance is vital.

The importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. At Townsville State High School:

- We are committed to promoting the key messages of Every Day Counts
- We believe all children enrolled at our school attend school all day, every school day
- We monitor, communicate and implement strategies to improve regular school attendance
- We believe truanting can place a student in unsafe situations and impact on their future employability and life choices
- We believe attendance at school is the responsibility of everyone in the community.

Student Responsibilities

- Attend school every scheduled school day (including all sports days and carnival days)
- Arrive to school on time every day
- Provide an explanation for any absences

Parent Responsibilities

- Support and encourage their child to attend school every day
- Ensure their child arrives to school on time every day
- Provide an explanation for any student absences or late arrivals

The Education Act (2006) requires that students of compulsory school age (at least 6 years and 6 months and less than 16 years) attend school until the completion of Year 10 or until they turn 16 years of age, (whichever comes first). Students are then required to participate in the Compulsory Participation Phase in education or training until they either:

- Gain a Certificate of Achievement, Senior Statement, Certificate II or Certificate IV or
- Participate in eligible options for 2 years after the person stopped being of compulsory school age or
- Turn 17



Strategies

At Townsville State High School, we support 100% attendance by:

- Rewarding outstanding attendance (95% and above) and improved attendance
- Supporting Positive Behaviour for Learning initiatives
- Ensuring consistent follow up of absences with parents/ caregivers
- Providing intervention and support to individual students and families to reduce absenteeism

Attendance Targets

At Townsville State High School, we are committed to achieving the following targets in improving attendance:

- 100% explained absences
- Continually improve the School's attendance rates each year.

Reporting of Student Absences

At Townsville State High School, reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Telephone the School: (07) 47218 777
- Email the Administration Office: absencesadmin@townsvilleshs.eq.edu.au
- Signed/dated note sent with the student
- In person to the Administration Office
- In person to the Attendance Officer before 9.30am

Unexplained or Unauthorised Absences

- Referral to Student Support Services Team and/or outside agencies
- Meeting with parents/guardians
- Student being placed on an Attendance Monitoring Card
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act 2066 (Queensland).

Authorised Absences

If a student is unable to attend school for a period longer than 10 consecutive school days, an exemption is required. Please contact the school for further information.

Enforcement of Compulsory School Attendance

Townsville State High School will refer to and comply with the Department of Education and Training processes for enforcing parental obligation that a child of compulsory school age attends on every school day, for the educational program in which the child is enrolled.

Some Related Resources

Every Day Counts

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

Departmental Policies and Procedures

Managing Student Absences and Enforcing Enrolment and Attendance at State Schools

Roll Marking in State Schools

Uniform Policy

PURPOSE

Townsville State High School dress standards reflect the community expectations and standards as determined by the Principal in consultation with school community representatives. This policy has been written in accordance with section 360 of the Education (General provisions) Act 2006 (Qld).

The school believes that a clearly stated and sensibly implemented Uniform Policy is important for the following reasons:

- To provide a disciplined learning focus, setting the scene in a classroom environment.
- To provide a sense of identity for students attending the school.
- To provide an opportunity for parents and staff to instil in students a sense of pride in their appearance.
- To provide a united team and increase school spirit.

IMPLEMENTATION

Students must be in school uniform at all times unless indicated otherwise.

At all times when travelling to and from school, and at school, the **school uniform**, as defined in the Uniform Policy, **is to be worn**. This includes when participating in school excursions; travelling to and from sport; travelling to sports training in the morning and leaving training in the afternoon; being spectators at after school sport or activities.

Sports/HPE

- Tropics training shirts can only be worn on Monday period 1 and Wednesday period 1-3.
- Students who have Tropics training or HPE lessons during the day must change from their sport specific attire into their day uniform prior to attending their next lesson.

Sun Safety

A hat must be worn at all times when in sunlight (this includes dappled sunlight), including HPE lessons and lunch time activities.



GENERAL

JUNIOR SCHOOL (Years 7 to 9)

Shirts:

- School polo shirt (long or short sleeve);
- *Visible undershirts are not permitted.*



Junior Polo



Long Sleeved



New in 2025

SENIOR SCHOOL (Years 10 to 12)

Shirts:

- Green and white striped school shirt with school logo (long or short sleeve). Must be worn buttoned up.
- School tie – optional.
- School polo
- *Visible undershirts are not permitted.*



Senior Boys Shirt



Senior Girls Shirt



Senior Girls Tie



New in 2025

ALL STUDENTS (Years 7 to 12)

Shorts or skirts:

- School shorts with logo; or
- Navy blue skirt with inverted box pleats (All skirts should be worn from the waist to near the knee); or
- Navy blue ankle-length skirt; or
- Navy blue long pants
- Navy coloured tights may be worn under a skirt



Boys Shorts



Girls Shorts



Navy Skirt



Jumpers:

- Navy blue or black jumper (single logo, no bigger than 10cm x 10cm)
- The school jersey; or
- Senior jacket; or
- Tropics basketball jumper
- NQ or QLD school sport representative jackets may be worn.
- School Tour jumpers
- ***Offensive and inappropriate logo's and any logo bigger than 10cm x 10cm is not permitted***

Examples of jumpers that **are acceptable**:



Examples of jumpers that are **not acceptable**:

**Socks:**

- White sports socks; or
- black sport socks

Headwear:

- A hat must be worn at ALL times when in sunlight, including HPE lessons and lunch time activities.
- Hijabs / head coverings, worn for religious or cultural reasons, are to be no longer than shoulder length and must be navy blue in colour.

Hair:

- Natural hair colours and styles that meet workplace safety requirements.



Shoes:

- Lace up sports shoes (See attached pictures for acceptable styles); or
- black school shoes
- *Slip-on shoes are not permitted.*

Examples of shoes that **are acceptable**:



Examples of jumpers that are **not acceptable**:

**Jewellery:**

- Jewellery must be compliant with appropriate safety standards as listed.
- If ears are pierced, a maximum of two sleepers or studs may be worn in each ear. Sleepers must be small enough that a finger cannot fit into them. Studs that are not positioned in the earlobe must be plain, small and discreet.
- One plain, small and discreet facial stud.
- One plain ring.
- One necklace. This must be worn inside the shirt for safety reasons.
- One plain bangle or bracelet, no wider than 1cm. It must be small enough that a finger cannot fit between it and the arm.

Make-up: Noticeable make-up is not permitted.

False nails: Nail length must meet safety standards.

Tattoos: Visible tattoos must be covered.



NON-COMPLIANCE WITH DRESS CODE

If there are medical reasons that prevent a student from complying or an emergent situation, a parent may contact the relevant Deputy Principal to explain why a student is not able to comply with the Dress Code on a particular day. This may be done in person, via telephone or note. Contact is expected on each day that the student has the medical or emergent reason. *Please note that emergent situations are expected to be addressed in a timely manner, and in some circumstances consequences for non-compliance may still be issued.*

When a student is able to comply with the school's Dress Code (e.g. by removing a non-compliant item), but chooses not to when requested, this will be considered as an act of defiance by the student and may be dealt with according to the Student Code of Conduct. Students will be offered compliant uniform items to change into whenever possible. If replacement uniform is not returned, the school will charge the costs to parents/carers.

Under the school's Student Code of Conduct and the Education (General Provisions) Act 2006, permitted sanctions for:

- Detention of the student for a period mentioned in the Education (General Provisions) Act 2006;
- Preventing the student from attending, or participating in, any activity for which the student would have been representing the school;
- Preventing the student from attending, or participating in any activity that, in the reasonable opinion of the school's Principal, is not part of the essential educational program of the school.



Third Party Website Providers – Register

| | | | |
|--|--|---------------|----------|
| Service name: | ABC.net | Data hosting: | Offshore |
| Url: | https://www.abc.net.au/ | | |
| Purpose of use: | ABC (Australian Broadcasting Corporation) hosts news, popular culture content, education resources and games | | |
| Terms of use: | https://about.abc.net.au/terms-of-use/ | | |
| Privacy policy: | https://about.abc.net.au/abc-privacy-policy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: This service features advertising and/or offers to users. This may result in exposure to promotional materials, add-ons, in-app purchases from other parties which may not be appropriate for users under 18 years. | | |

| | | | |
|--|---|---------------|----------|
| Service name: | Scratch | Data hosting: | Offshore |
| Url: | https://scratch.mit.edu/ | | |
| Purpose of use: | Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations | | |
| Terms of use: | https://scratch.mit.edu/terms_of_use | | |
| Privacy policy: | https://scratch.mit.edu/privacy_policy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Month and year of birth, Gender | | |

| | | | |
|--|--|---------------|---------|
| Service name: | ACER Online Assessment and Reporting Platform (OARS) | Data hosting: | Onshore |
| Url: | https://oars.acer.edu.au/ | | |
| Purpose of use: | ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools. NOTE – This assessment is based on the following School Assessments only: ACER General Ability Tests (AGAT), Abstract Reasoning Test (ART), Assessment of Languages Competence (ALC), Attitudes and Values Questionnaire (AVQ), Compass, PAT (Maths, Reading, Vocabulary, Grammar and Punctuation, Spelling, Science, Inquiry and Problem Solving), Social-Emotional Wellbeing Survey (SEW) and School Life Questionnaire (SLQ). | | |
| Terms of use: | https://oars.acer.edu.au/terms-conditions | | |
| Privacy policy: | https://www.acer.org/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Gender, Date of Birth, Year Level, Well-being information | | |



| | | | |
|--|---|---------------|---------|
| Service name: | ClickView Australia | Data hosting: | Onshore |
| Url: | https://www.clickview.com.au/ | | |
| Purpose of use: | Clickview produces curriculum-aligned video and interactive content for teachers and students. Educators can search the video library, including recorded free-to-air TV programmes, for relevant clips or to create their own interactive video content and activities. | | |
| Terms of use: | https://www.clickview.com.au/terms-and-conditions/ | | |
| Privacy policy: | https://www.clickview.com.au/privacy-policy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname | | |

| | | | |
|--|--|---------------|---------|
| Service name: | Grok Learning Pty Ltd | Data Hosting: | Onshore |
| Url: | https://groklearning.com/ | | |
| Purpose of use: | Online platform for learning programming and computational thinking skills. | | |
| Terms of use: | https://groklearning.com/policies/terms/ | | |
| Privacy policy: | https://groklearning.com/policies/privacy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored. <input checked="" type="checkbox"/> Student works are stored. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Gender, Responses – Online Learning | | |

| | | | |
|--|---|---------------|----------|
| Service name: | Education Perfect | Data Hosting: | Offshore |
| Url: | https://educationperfect.com/ | | |
| Purpose of use: | Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress. | | |
| Terms of use: | http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf | | |
| Privacy policy: | https://www.educationperfect.com/legal/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Academic Testing <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address | | |



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|--|---|---------------|----------|
| Service name: | IXL Learning | Data Hosting: | Offshore |
| Url: | https://au.ixl.com/ | | |
| Purpose of use: | IXL provides learning activities for Mathematics and English. Teachers can monitor students' progress using diagnostic information and learning analytics. | | |
| Terms of use: | https://au.ixl.com/termsofservice | | |
| Privacy policy: | https://au.ixl.com/privacypolicy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Email Address, Responses – Online learning, Academic testing, Unique ID number <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address | | |

| | | | |
|--|--|---------------|----------|
| Service name: | Kahoot! | Data Hosting: | Offshore |
| Url: | https://kahoot.it/ | | |
| Purpose of use: | Kahoot! is a game-based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages. | | |
| Terms of use: | https://kahoot.com/terms-and-conditions/ | | |
| Privacy policy: | https://kahoot.com/privacy-policy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Date of Birth | | |

| | | | |
|--|---|---------------|----------|
| Service name: | Literacy Planet | Data Hosting: | Offshore |
| Url: | https://www.literacyplanet.com/au/ | | |
| Purpose of use: | Online literacy application with assessment, diagnostic and reporting capabilities which allows teachers to assign curriculum-aligned interactive games and activities based on students' needs. | | |
| Terms of use: | https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/ | | |
| Privacy policy: | https://www.literacyplanet.com/au/about/privacy-policy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Student personal information may be collected, used or disclosed through use of the service <input checked="" type="checkbox"/> Other: Service provider requires parent consent for users under 13 years | | |

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|--|---|---------------|----------|
| Service name: | Padlet | Data Hosting: | Offshore |
| Url: | https://padlet.com/ | | |
| Purpose of use: | Padlet is an online collaboration tool used to share resources online between educators and students. | | |
| Terms of use: | https://padlet.com/about/terms | | |
| Privacy policy: | https://padlet.com/about/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address | | |



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|--|--|---------------|----------|
| Service name: | SurveyMonkey | Data Hosting: | Offshore |
| Url: | https://www.surveymonkey.com/ | | |
| Purpose of use: | SurveyMonkey is an online survey tool that supports the creation, deployment, analysis, and administration of surveys. | | |
| Terms of use: | https://www.surveymonkey.com/mp/legal/terms-of-use | | |
| Privacy policy: | https://www.surveymonkey.com/mp/legal/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> The following parent personal information is disclosed: Responses – surveys, forms | | |

| | | | |
|--|---|---------------|----------|
| Service name: | YouTube | Data Hosting: | Offshore |
| Url: | https://youtube.com/ | | |
| Purpose of use: | YouTube is a free community platform for video content. | | |
| Terms of use: | https://www.youtube.com/t/terms | | |
| Privacy policy: | https://www.youtube.com/yt/about/policies/#community-guidelines | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> Other: Some YouTube search results may contain inappropriate or explicit videos, including thumbnails, search results and comments which may not be deemed suitable for student use. These thumbnail images, results and comments cannot be blocked or removed by the department without blocking the whole application. | | |

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|--|---|---------------|---------|
| Service name: | Edrolo Standard Resource | Data Hosting: | Onshore |
| Url: | http://edrolo.com.au/ | | |
| Purpose of use: | Curriculum-aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics featuring video lessons, practice exams, online activities, study notes, quizzes and solution videos. | | |
| Terms of use: | http://edrolo.com.au/terms/ | | |
| Privacy policy: | https://edrolo.com.au/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Academic testing, Responses – Online learning | | |

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|--|--|---------------|----------|
| Service name: | StudyLadder | Data Hosting: | Offshore |
| Url: | https://www.studyladder.com.au/ | | |
| Purpose of use: | Free online educational activities created by Australian teachers to support teachers and students. | | |
| Terms of use: | https://www.studyladder.com.au/about/terms | | |
| Privacy policy: | https://www.studyladder.com.au/about/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname | | |



| | | | |
|--|---|---------------|----------|
| Service name: | Tinkercad | Data Hosting: | Offshore |
| Url: | https://www.tinkercad.com/ | | |
| Purpose of use: | Tinkercad is a free 3D design, electronics, and coding application. | | |
| Terms of use: | https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad | | |
| Privacy policy: | https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. | | |

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|--|---|---------------|----------|
| Service name: | Twinkl | Data Hosting: | Offshore |
| Url: | https://www.twinkl.com.au/ | | |
| Purpose of use: | An educational resource providing schools with digital teaching materials including lesson plans, assessments and interactive activities. | | |
| Terms of use: | https://www.twinkl.com.au/page/terms-and-conditions-schools | | |
| Privacy policy: | https://www.twinkl.com.au/legal | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address, First name, Surname <input checked="" type="checkbox"/> Other: Responses – online learning stored against user when not using de-identified information | | |

| | | | |
|--|---|---------------|----------|
| Service name: | Arduino | Data Hosting: | Offshore |
| Url: | https://www.arduino.cc/ | | |
| Purpose of use: | Arduino is an electronics platform allowing users to learn coding and programming through writing code, configuring Arduino boards, and sharing projects. | | |
| Terms of use: | https://www.arduino.cc/en/Main/TermsOfService | | |
| Privacy policy: | https://www.arduino.cc/en/Main/PrivacyPolicy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: Account registration is required to access this service. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.). When creating an account using the standard account creation process, the following mandatory information is disclosed: • Email address • Username | | |

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|--|---|---------------|----------|
| Service name: | Learn English Teens | Data hosting: | Offshore |
| Url: | https://learnenglishteens.britishcouncil.org/ | | |
| Purpose of use: | Learn English Teens provides ways to improve and learn the English language. It allows reading, writing and listening practice, tips for exams, grammar and vocabulary exercises, games and videos | | |
| Terms of use: | https://www.britishcouncil.org/terms?_ga=2.30042431.1649689010.1655184470-688557085.1655184470 | | |
| Privacy policy: | https://www.britishcouncil.org/privacy-cookies?_ga=2.58265002.1649689010.1655184470-688557085.1655184470 | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.). | | |



| | | | |
|--|---|---------------|----------|
| Service name: | Learn English Kids | Data hosting: | Offshore |
| Url: | https://learnenglishkids.britishcouncil.org/ | | |
| Purpose of use: | Learn English Kids is created by the British Council, it provides ways to improve and learn the English language. It allows reading, writing, songs and listening practice, tips for exams, grammar and vocabulary exercises, games and videos | | |
| Terms of use: | https://www.britishcouncil.org/terms | | |
| Privacy policy: | https://www.britishcouncil.org/privacy-cookies | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.). | | |

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|--|---|---------------|----------|
| Service name: | Cambridge dictionary | Data hosting: | Offshore |
| Url: | https://dictionary.cambridge.org/ | | |
| Purpose of use: | Provides online dictionary - Cambridge University Press has been publishing dictionaries for learners of English since 1995. Cambridge Dictionaries Online began offering these dictionaries completely free of charge in 1999 | | |
| Terms of use: | http://www.cambridge.org/about-us/terms-use/ | | |
| Privacy policy: | http://www.cambridge.org/about-us/legal-notice/privacy-notice | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.). | | |

| | | | |
|--|---|---------------|----------|
| Service name: | OnShape | Data Hosting: | Offshore |
| Url: | https://cad.onshape.com/ | | |
| Purpose of use: | Onshape is a Computer Aided Design(CAD)and design management service with real-time collaboration tools and business analytics.. | | |
| Terms of use: | https://www.onshape.com/en/legal/terms-of-use | | |
| Privacy policy: | https://www.onshape.com/en/privacy-center/privacy-policy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Gender <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. | | |

| | | | |
|--|---|---------------|----------|
| Service name: | Canva for Education(Canva Pty Ltd) | Data Hosting: | Offshore |
| Url: | https://www.canva.com/education/ | | |
| Purpose of use: | Creative design tools; Graphic design / Drawing / Illustrating; Image libraries; Presentation tools; Concept mapping/ Mind mapping / Brainstorming | | |
| Terms of use: | https://about.canva.com/terms-of-use/ | | |
| Privacy policy: | https://about.canva.com/privacy-policy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. | | |



| | | | |
|--|---|---------------|----------|
| Service name: | Molview | Data Hosting: | Offshore |
| Url: | https://molview.org/ | | |
| Purpose of use: | MolView is an intuitive, Open-Source web-application to make science and education more awesome! MolView is mainly intended as web-based data visualization platform | | |
| Terms of use: | https://molview.org/legal | | |
| Privacy policy: | https://molview.org/legal | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: site uses a client-side local storage technology (WebStorage) in order to save user preferences. Site uses its own Matomo Analytics instance for data aggregating and analyzing the actions taken by the user. No personal data is stored however all analytics can be disabled if the user wishes to do so. | | |

| | | | |
|--|--|---------------|----------|
| Service name: | Padlet | Data Hosting: | Offshore |
| Url: | http://padlet.com | | |
| Purpose of use: | Padlet is an online collaboration tool used to share resources online between educators and students. | | |
| Terms of use: | https://padlet.com/about/terms | | |
| Privacy policy: | https://padlet.com/about/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Email Address | | |

| | | | |
|--|--|---------------|----------|
| Service name: | Tracker | Data Hosting: | Offshore |
| Url: | https://physlets.org/tracker/ | | |
| Purpose of use: | Tracker is a free video analysis and modeling tool built on the Open Source Physics (OSP) Java framework. It is designed to be used in physics education. | | |
| Terms of use: | https://www.compadre.org/osp/webdocs/Terms.cfm | | |
| Privacy policy: | https://www.compadre.org/osp/webdocs/Privacy.cfm | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.).. | | |

| | | | |
|--|---|---------------|----------|
| Service name: | Liminal | Data Hosting: | Offshore |
| Url: | https://liminalvr.com/ | | |
| Purpose of use: | Based in Melbourne, Australia, Liminal VR is a multi-award-winning digital studio delivering emotionally moving augmented, mixed and virtual reality experiences in areas as diverse as training and simulation, sales and marketing, brand activations, education, research and development, corporate wellness and clinical applications. | | |
| Terms of use: | https://liminalvr.com/terms-conditions/ | | |
| Privacy policy: | https://liminalvr.com/privacy-statement/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Other: Action/Responses – online activities/responses stored against user when not using de-identified information <input checked="" type="checkbox"/> The following additional de-identified student personal information is disclosed: Well-being information <input checked="" type="checkbox"/> Other: Application uses a client-side local storage technology in order to save user preferences. App uses Analytics instance for analysing the actions taken by the user such as rating their emotional experience. No personal data is stored or transmitted; however, experience analytics can be sent to the provider when a user interacts with the application. | | |



| | | | |
|--|--|---------------|----------|
| Service name: | Meta | Data hosting: | Offshore |
| Url: | https://www.meta.com/au/ | | |
| Purpose of use: | Meta Quest provides immersive headsets delivering interactive experiences in 3D spaces that go beyond the physical world, allowing you to do what you love in new ways – whether it's gaming, entertainment, fitness and wellness, travel, design or hanging out and playing virtually with friends. | | |
| Terms of use: | https://www.facebook.com/terms.php/ | | |
| Privacy policy: | https://www.facebook.com/privacy/policy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <p><input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.).</p> <p><input checked="" type="checkbox"/> Other: If a student is trying to login with their own account / internet connection, content may contain inappropriate applications, including icons, search results and comments which may not be deemed suitable for student use. These results and comments cannot be blocked by the department when a student is circumventing the current processes put into place.</p> | | |

| | | | |
|--|---|---------------|----------|
| Service name: | Seesaw | Data hosting: | Offshore |
| Url: | https://app.seesaw.me/#/login | | |
| Purpose of use: | A digital portfolio platform that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the wholeclass | | |
| Terms of use: | https://seesaw.com/terms-of-service/ | | |
| Privacy policy: | https://seesaw.com/privacy-policy/ | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <p><input checked="" type="checkbox"/> Student personal information is disclosed to register an account</p> <p><input checked="" type="checkbox"/> Student personal information is collected, used or disclosed through use of the service</p> <p><input checked="" type="checkbox"/> Student images, video, work and/or results are uploaded and published to the service</p> <p><input checked="" type="checkbox"/> The service provider requires parent consent for users under 18 to register an account and/or use the service</p> | | |



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|--|--|---------------|----------|
| Service name: | Quizlet | Data hosting: | Offshore |
| Url: | https://quizlet.com/au | | |
| Purpose of use: | Quizlet offers personalized quizzes and practice tests, expert-written homework solutions, and transformative AI study | | |
| Terms of use: | https://quizlet.com/tos | | |
| Privacy policy: | https://quizlet.com/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student personal information is disclosed to register an account <input checked="" type="checkbox"/> Student personal information is collected, used or disclosed through use of the service <input checked="" type="checkbox"/> The service requires students to provide date of birth to comply with local laws. <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address; DOB; | | |

| | | | |
|--|--|---------------|----------|
| Service name: | Blooket | Data hosting: | Offshore |
| Url: | https://www.blooket.com/ | | |
| Purpose of use: | Blooket is an online learning website that matches action with education to make learning exciting. Teachers can create question sets on any topic | | |
| Terms of use: | https://www.blooket.com/terms | | |
| Privacy policy: | https://www.blooket.com/privacy | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student personal information is disclosed to register an account <input checked="" type="checkbox"/> Student personal information is collected, used or disclosed through use of the service <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address; | | |

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|--|--|---------------|----------|--|---|
| Service name: | Soundtrap for Education | Data Hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://www.soundtrap.com/edu | | | | |
| Purpose of use: | Soundtrap for Education is a creative audio recording platform that enables learning through creation of music, podcasts, sound recordings and transcripts. The service allows users to create, communicate and collaborate on sound projects, access recording tools, search instrument and sound effects libraries and integrate with additional third party services. | | | | |
| Terms of use: | https://www.soundtrap.com/legal/terms/edu/world | | | | |
| Privacy policy: | https://www.soundtrap.com/public/legal/trust_center.pdf https://www.soundtrap.com/legal/privacy/edu | | | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. | | | | |





*Information as at July 2025