



## **2025 Year 7 Forms and Agreement**

Please find enclosed the following:

1. CSEF Financial Assistance **Information** for Parents
2. CSEF Application **Form** (*if eligible*)
3. ICT Acceptable Use **Agreement**
4. Photography, Filming and Recording Students Consent **Form**

**Please complete, sign and email the following pages to  
[wulerrp.sc@education.vic.gov.au](mailto:wulerrp.sc@education.vic.gov.au) as soon as possible**

1. **Page 3** Camps, Sports and Excursions Fund Application  
(*if eligible*)
2. **Page 11** ICT Acceptable Use Student Agreement
3. **Page 13** Photography, Filming and Recording Students Consent Form



## FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

### CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$150 for primary school students
- \$250 for secondary school students

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### MORE INFORMATION

For more information about CSEF visit:

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

### HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

If you applied for CSEF at your child's school last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools this year.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.



# Camps, Sports and Excursions Fund APPLICATION Form

Wulerrp Secondary College

7724

School Name

School REF ID

## Parent/legal guardian details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-    -    -  **OR**

Foster parent\* **OR**  Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).

\*\*Applicants must provide a copy of the Veteran Affairs Gold card.

## Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – Eligibility

To be eligible\* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
  - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  - b) Be a temporary foster parent, and;
  - c) Submit an application to the school by the due date.

\* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://www.education.vic.gov.au/csef/eligibility)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

### Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

#### Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

## Payment amounts

#### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://www.education.vic.gov.au/csef/payment-amounts)

**Foundation and Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

## How to complete the application form

**NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN**

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.  
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. **You will also need to provide your concession card to the school.**  
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

**Queries relating to CSEF eligibility and payments should be directed to the school.**







## ICT Acceptable Use Agreement

### Information for parents



#### Our commitment to the responsible use of digital technology

At **Wulerrp Secondary College** we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

#### What we do




	<p>We set clear expectations</p> <ul style="list-style-type: none"><li>• We have clear expectations about appropriate conduct using digital technologies.</li><li>• Our <b>Mobile Phone Policy</b> outlines our school's expectations relating to students using mobile phones during school hours.</li><li>• We have clear and appropriate consequences when students breach these expectations, in line with our <b>Student Wellbeing and Engagement Policy</b>.</li></ul>
	<p>We teach appropriate conduct</p> <ul style="list-style-type: none"><li>• We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.</li></ul>
	<p>We partner with families</p> <ul style="list-style-type: none"><li>• We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.</li></ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"><li>• We provide access to educational software for students to use.</li><li>• We create student email accounts which are non-identifiable.</li></ul>
	<p>We supervise digital learning</p> <ul style="list-style-type: none"><li>• We supervise students using digital technologies in the classroom, consistent with our duty of care.</li></ul>



	<ul style="list-style-type: none"> <li>We use clear protocols and procedures to protect students working in online spaces</li> </ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"> <li>We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.</li> <li>We may access and monitor messages and files sent or saved <b>on</b> our network, if necessary and appropriate.</li> </ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"> <li>We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety.</li> <li>We refer suspected illegal online acts to the police.</li> </ul>



## How parents and carers can help

*Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.*

	<p><i>Establish clear routines</i></p> <ul style="list-style-type: none"> <li><i>Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:</i> <ul style="list-style-type: none"> <li>Requiring devices to be used in a common area, such as a living room or study area</li> <li>Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li> </ul> </li> </ul>
	<p><i>Restrict inappropriate content</i></p> <ul style="list-style-type: none"> <li><i>Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.</i></li> <li><i>Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</i></li> </ul>
	<p><i>Talk about online safety</i></p> <ul style="list-style-type: none"> <li><i>Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.</i></li> <li><i>Encourage your child to talk to you or another trusted adult if they feel unsafe online.</i></li> </ul>





	<p><i>Model responsible and balanced technology use</i></p> <ul style="list-style-type: none"><li>• <i>Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.*</i></li><li>• <i>Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</i></li></ul>
	<p><i>Work with us</i></p> <ul style="list-style-type: none"><li>• <i>Let your child's teacher know about concerns you have regarding their technology use</i></li><li>• <i>Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</i></li></ul>

**\*Australia's physical activity and sedentary behaviour guidelines** include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- *no more than 2 hours of sedentary recreational screen time per day*
- *avoiding screen time 1 hour before sleep*
- *keeping screens out of the bedroom.*

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

### Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).





## **Personal devices at Wulerrp Secondary College**

**Wulerrp Secondary College** operates a *Bring Your Own Device (BYOD)* program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with **Learning with Technologies (LWT)** who offer purchase of devices for our students.

### **Technical specifications for BYOD devices**

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at **Wulerrp Secondary College**, please ensure that it complies with the following specifications:

- Specified device model/s **Lenova Yoga Gen 4 or Gen 2**
- Students are welcome to bring an alternative device with the following features:

#### *Required device features:*

- Intel Processor N100 - 4 Cores, Up to 3.4GHz
- 8GB RAM and
- **Operating System: Windows 11**
- **Minimum Hours of Battery Life: 10 hours**
- 128 GB storage (minimum) 256GB storage(for longer use over 3 years),
- Carry case

#### *Highly recommended device features:*

- Screen protection
- Insurance
- Up-to-date antivirus and security software
- USB and headphone jacks

### **Behavioural Expectations – Personal devices**

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored in lockable storage when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

### **Supports and services provided**

**Wulerrp Secondary College** will provide the following technical support services for personal devices brought to school:

- Support to access software **from Edustar**
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account








Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

*Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact **the General Office for referral to the ICT Technician.***

## For students

### What we expect

Below are our expectations of students at Wulerrp Secondary College when using digital technologies.

<p>Be safe</p> 	<p><i>At Wulerrp Secondary College we protect personal information and keep safe online.</i></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Not sharing our password or using someone else's username or password.</li><li>• Logging out of our devices when they are not in use.</li><li>• Restricting the personal information we post online, including images and videos.</li></ul>
<p>Be respectful</p> 	<p><i>At Wulerrp Secondary College, we are kind and show respect to others when using technology.</i></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Acting with kindness and never bullying or impersonating others online.</li><li>• Thinking about how our words might make others feel before we say or write them.</li><li>• Not photographing or recording others.</li><li>• Seeking permission before sharing others' information online.</li><li>• Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.</li></ul>
<p>Be responsible</p> 	<p><i>At Wulerrp Secondary College, we are honest, handle technology with care and follow the school rules.</i></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.</li><li>• Following the terms and conditions of any digital tool we use.</li></ul>





- Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.
- Not using technology to cheat or steal, and always acknowledging when we use information or content sourced from other platforms.
- Turning off and securely storing our mobile phone during school hours.
- *Ensuring a healthy balance between screen time and offline activities at school.*

*At Wulerrp Secondary College, we ask for help if we feel unsure or see something inappropriate.*

#### Ask for help



We do this by talking to a teacher or a trusted adult if:

- We feel uncomfortable or unsafe.
- We see others participating in unsafe, inappropriate, or hurtful online behaviour.
- We notice any damage to school technologies.
- We need help understanding about a digital tool or how it can be used.

Support for students:

For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

#### Instructions

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.



## **Student Agreement**

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*(Student name)*

I understand and commit to uphold the expectations on me as a student at Wulerrp Secondary College when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

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*(Student's signature)*

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*(Date)*

## **Parent/carer acknowledgement**

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*(Parent/carer name)*

I acknowledge your commitment and will support you to safely use and learn about digital technologies.



## **Photographing, Filming and Recording Students**

### **at Wulerrp Secondary College**

#### **Consent Form**

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey on camps, excursions, at sports events etc, and to communicate with our parents and school community in newsletters.

Our **Photographing, Filming and Recording Students Policy**, describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

**Please note** there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact a Principal class team member.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us by emailing [wulerrp.sc@education.vic.gov.au](mailto:wulerrp.sc@education.vic.gov.au). If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via Compass. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of





students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer/s.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on [wulerrp.sc@education.vic.gov.au](mailto:wulerrp.sc@education.vic.gov.au).

## Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information.

The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

## Ownership and reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

## Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

### Use of images within the physical school environment

**If you consent**, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)
- for the purposes of display in the school foyer, or for school assemblies, or at a school events, such as Year 12 Graduation Dinner or Open Night, to share student activities, experiences at school and school events

### Use of images within the school community

**If you consent**, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)





### **Use of images beyond the school community/publicly**

**If you consent**, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website, including in the school newsletter which is publicly available on the website
- on the school's social media accounts

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

### **Your consent**

I have read this form and I consent to Wulerrp Secondary College collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

- I consent to the use of images of my child **within the physical school environment**
- I consent to the use of images of my child **within the school community**
- I consent to the use of images of my child **beyond the school community/publicly i.e. the school's website and social media accounts**

<b>Name of student:</b>	
<b>Name of parent/carer:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Further information about how Wulerrp Secondary College collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.

