



CAVENDISH ROAD

State High School

Nil sine pulvere, nil praeter optima.

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DETE (Department of Education and Training) CRICOS No 00608A

Dear Parents/Caregivers of Year 7 Students

The purpose of this information pack is to inform you of the payment arrangements and the necessary forms to be completed for the Student Resource Scheme for 2023. You will have a choice of either:

- (a) making payment in full;
- (b) making equal payment instalments over terms 1, 2 and 3; or
- (c) negotiating a registered payment plan through Centrelink or BPoint. To arrange this, please contact our Finance Team by [email](mailto:srs@cavendishroadshs.eq.edu.au) , srs@cavendishroadshs.eq.edu.au or by phoning either 3394-0777.

Please ensure the following forms are completed and returned to our Finance Team:

- a) *Student Resource Scheme Participation Agreement Form* - One (1) form per student, valid for the duration of the student's enrolment
- b) *Student Resource Scheme Payment Arrangement Form* - One (1) form per student, valid for the duration of the student's enrolment
- c) Click link to Student information booklets
(<https://cavendishroadshs.eq.edu.au/support-and-resources/student-resource-scheme>)

Invoices will be raised for payment of your student fees, only when forms have been returned.

Payment of all Academy Fees is required in full 30 days from the date of the invoice in order to secure the student's place in the course. Please note that this fee is non-refundable if the student changes subjects or leaves the school.

Please return the signed completed forms to the Finance Window or email SRS@cavendishroadshs.eq.edu.au by the 18th November 2022.

Yours sincerely

Richard Usher
Executive Principal – Cavendish Road State High School

Cavendish Road State High School



Student Resource Scheme

Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the 2023 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, Cavendish Road State High School operates an SRS for 2023.

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 18/10/2022.

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 3/02/2023, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child. 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 link to [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, laptops).
 - 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	\$136 estimate
Years 11 to 12	\$295 estimate

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's 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. Financial hardship arrangements to not continue from year to year and parents experiencing financial hardship must contact the school each school year to discuss available options.

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 (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>).

Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- 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.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with Finance on 3394-0777 (srs@cavendishroadshs.eq.edu.au).

Please complete the SRS Fee Payment Arrangement Form and return to the school finance office by 18/11/2022 only if you wish to change your previous arrangement.



CAVENDISH ROAD *State High School*

Student BYOD Charter Agreement



**Years 7 – 8
Bring Your Own iPad Program
2023**



Contents

BYOD overview.....	3
iPad selection and specifications.....	3
iPad care and Damage/Loss	3
Data security and back-ups	4
Acceptable personal iPad use	4
Passwords	4
Web filtering.....	5
Privacy and confidentiality	5
Intellectual property and copyright.....	6
Software	6
Monitoring and reporting	6
Misuse and breaches of acceptable usage.....	6
Responsible use of BYOD.....	7



CAVENDISH ROAD *State High School*

BYOD Overview

Bring Your Own iPad (BYOD) is being offered at Cavendish Road State High School as a new pathway supporting the delivery of 21st century learning. It is a term used to describe a personally owned iPad that meets Cavendish Road State High School's minimum specifications and can be connected to the Department of Education and Training (DET) information and communication (ICT) network for teaching and learning.

iPad Selection and Specifications

Cavendish Road State High has specifications for BYOD iPads that are consistent with meeting curriculum needs for students of the school. Before acquiring an iPad to use at school the parent or caregiver and student should carefully read the minimum specifications on the BYOD page on the school website. These specifications relate to the suitability of the iPad to enable class activities, meeting student needs and promoting safe and secure access to the department's network.

iPad Connectivity and Access while at School

The school's BYOD program supports access to printing, filtered internet access, and file access and storage through the department's network while at school.

iPad Technical Support

The school provides technical support limited to enabling the iPad to access the school network and software.

Physical damage, faulty hardware and operating system software, or removal of non- school software that prevents the iPad from accessing the school network are the responsibility of the student and parent/guardian.

iPad Care and Damage/Loss

The student is responsible for taking care of and securing the iPad. Responsibility for loss or damage of an iPad at home, in transit and at school belongs to the student and parent. Independent advice should be sought regarding inclusion in home and contents insurance policy or separate insurance for the iPad. The school takes no responsibility for damage or loss.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should an iPad not be operational.



Data Security and Back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All students are required to backup work to OneDrive. Students are also able to save data locally to their iPad for use away from the school network, though is not recommended due to storage concerns.

All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Acceptable Personal iPad Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student access to the internet. Communication through internet and online communication services must also comply with the [Student Code of Conduct](#) available on the school website, and the Student BYOD Charter Agreement. This document must be signed by parent/guardian and student at the commencement of the student joining the BYOD Program.

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

The password should be changed regularly, as well as when prompted by the department or when known by another user.



Web Filtering

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. To help protect students (and staff) from malicious web activity and inappropriate websites, the Department of Education and Training (DET) operates a comprehensive web filtering system. Any iPad connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The filtering approach applied by DET represents global best-practice in internet protection measures. However, despite internal departmental controls to filter content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed on the screen. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students must comply with the provisions of Cavendish Road State High School's [Information Communication Technology Acceptable Use Policy and Agreement](#) as stated in the 2022 Student Study Planner.

Privacy and Confidentiality

Students must not use another student's or staff member's username or password to access the school network or another student's iPad, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.



Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Software

Cavendish Road State High School may recommend software applications to meet the curriculum needs of particular subjects. Parents/Caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the iPad upon the cancellation of student enrolment, transfer or completion of their studies at school.

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the iPad is subject to review by authorised school staff.

Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

Misuse and Breaches of Acceptable Usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by another person knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned iPads to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned iPads may result in disciplinary action which includes, but is not limited to, the withdrawal of access and or iPad to the school supplied services.



Responsible use of BYOD

Responsibilities of stakeholders involved in the BYOD program:

School

- BYOD program induction — including information on connection, care of iPad at school, workplace health and safety, network connection at school
- Some school-supplied software e.g. Adobe (install by D10 staff), Microsoft Office 365 (to be installed at home)
- Access to shared network and printing facilities (Mac and Windows)
- Principal signature on BYOD Charter Agreement

Student

- Participation in BYOD program induction
- Acknowledgement that core purpose of iPad at school is for educational purposes
- Care of iPad
- Appropriate digital citizenship and online safety
- Security of iPad and password protection
- Maintaining a current back-up of data
- Charging of iPad fully overnight for use each day
- Abiding by intellectual property and copyright laws
- Internet filtering (when not connected to the school's network)
- Understanding and signing the BYOD iPad Charter Agreement

Parents and Caregivers

- Provision of an iPad that meets school minimum specifications
- Acknowledgement that core purpose of iPad at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cyber safety
- Arranging for repair of damage or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
- Required software, including sufficient anti-virus software
- Protective backpack or case for the iPad
- Adequate warranty and insurance of the iPad
- Understanding and signing the BYOD iPad Charter Agreement



CAVENDISH ROAD

State High School

Year 7 SRS 2023

Dear Parents/Guardians,

This letter includes important information about the fees and inclusions for the SRS. If you have previously opted in to the SRS your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the SRS.

What is provided by the Queensland Government?

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

The types of resources that will be included are:

- **Owned by the student** – e.g. student diary – once provided, these items are retained by the student and used at their discretion.
- **Hired to the student** for a specific duration of time – e.g. textbooks or musical instruments—these items will need to be returned to the school in reasonable condition at the end of the hire period or if the student leaves the school.
- **Used in class** – e.g. stationery, timber, material, workbooks – these items will be used in class. Finished products that are created from these resources will generally come home with the student.

The Fee

Year 7 Textbook, BYOD Program, and Consumable Resources

If you are not satisfied that the SRS fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the SRS. If that is the case, please complete a new Participation Agreement Form, indicating that you no longer wish to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

The TRA

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 as shown in the table below. Thus the SRS invoice you receive will be the full cost of participation in the SRS minus the TRA already held at the school.

Please be aware that there may be two lines of charges on your invoice indicating the GST inclusive and GST exclusive fees depending on the resources supplied by the SRS .

Cost Breakdown

The diagrams below reflect how the TRA has been deducted from the SRS fee for eligible students who have opted in to the Curriculum SRS.

Cost of SRS	TRA	SRS fee due
\$486.00	— \$136.00 =	\$350.00

If you have opted to pay the SRS by term instalments you will receive an invoice for the full amount and term instalments of \$120.00 will be due on 27 February, 2023 and 1 May, 2023, \$110.00 will be due on the 24 July, 2023.

Financial Difficulty

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential.

Release of resources

Resources will not be distributed until the full or first payment has been paid to 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 extra-curricular activities until payments are made.

Return of hired resources

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

Contact us

If you have any queries regarding the SRS and its inclusions, please contact and arrange an appointment with:

the Finance Team at SRS@cavendishroadshs.eq.edu.au or phone (07) 3394 0777.

The Curriculum Student Resource Scheme Inclusions

The Curriculum Student Resource Scheme (SRS) is made up of two components. The components are general items and resources for core and elective subjects. The tables below detail the SRS inclusions for these components.

General Items	Resource	Type of Resource	Acquisition cost	Value (to parent)
General Items	Technology Consumables (Includes Adobe)	Used	\$263.88	\$15.00
	Administration	Used	\$50.00	\$50.00
	Student Planner	Used	\$11.00	\$11.00
Grand Total			\$324.88	\$76.00

Subject	Resource	Type of Resource	Acquisition cost	Value (to parent)
Digital Technology			\$55.00	\$23.50

	Printed reference material to complement and or substitute for textbooks	Used	\$10.00	\$10.00
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	Consumables, student materials used for classroom project, group work materials, stationery, displays, Arduino arts, iPad micro-controller (use of and replacement). Please refer to school. 2	Used	\$45.00	\$13.50
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Drama			\$114.94	\$38.24
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	Printed reference material to complement and or substitute for textbooks	Used	\$20.00	\$20.00
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	Drama Presentation Materials: fabric, cardboard, craft supplies, profile folder, 64mb USB, hard drive.	Used	\$35.00	\$5.00
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	Play: Burnt	Hired	\$35.95	\$7.84
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	Play: Lockie Leonard, Human Torpedo, New Play - TBA	Hired	\$23.99	\$5.40
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English			\$39.99	\$23.85
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	Printed reference material to complement and or substitute for textbooks	Used	\$20.00	\$20.00
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English	Novels used by Year 7 cohort, please refer to teacher for individual student use: Black Snake, Holes; New Boy; The Giver; The Hobbit;	Hired	\$19.99	\$3.85
	Geography		\$97.95	\$48.38
	Printed reference material to complement and or substitute for textbooks	Used	\$25.00	\$25.00
German	Textbook; Oxford Big Ideas History/Geography Obook Access	Used	\$72.95	\$23.38
	German		\$25.00	\$25.00
	Printed reference material to complement and or substitute for textbooks	Used	\$20.00	\$20.00
Health & Physical Education	Stationery and Consumables; Cultural craft activities, Gingerbread House, Karneval Masks	Used	\$5.00	\$5.00
	Health & Physical Education		\$20.00	\$20.00
Humanities & Social Sciences	Printed reference material to complement and or substitute for textbooks	Used	\$20.00	\$20.00
	Humanities & Social Sciences		\$97.95	\$48.38
	Printed reference material to complement and or substitute for textbooks	Used	\$25.00	\$25.00
Japanese	Textbook; Oxford Big Ideas History/Geography Obook Access	Used	\$72.95	\$23.38
	Japanese		\$103.95	\$55.99
	Printed reference material to complement and or substitute for textbooks	Used	\$30.00	\$30.00
	Textbook; Obento Deluxe Student Book 5th Edition	Used	\$65.95	\$17.99

	Stationery and Consumables, Origami paper, calligraphy brushes, calligraphy paper, ink, scissors, glue stick, flashcards, Ziplock bags for flashcards, cooking, tea ceremony etc for Food Unit	Used	\$8.00	\$8.00
Japanese				
Mathematics			\$63.45	\$22.55
	Printed reference material to complement and or substitute for textbooks	Used	\$8.50	\$8.50
	Stationery and Consumables, graph paper, lines paper used support learning in class, stationery items.	Used	\$5.00	\$5.00
	Textbook; Pearson Maths 7 2E	Used	\$49.95	\$9.05
Media Arts (Film & TV)			\$20.00	\$20.00
	Printed reference material to complement and or substitute for textbooks	Used	\$20.00	\$20.00
Music			\$16.00	\$16.00
	Consumables, please refer to teacher for individual student items	Used	\$10.00	\$10.00
	Printed reference material to complement and or substitute for textbooks	Used	\$6.00	\$6.00
Science			\$95.95	\$49.05
	Printed reference material to complement and or substitute for textbooks	Used	\$30.00	\$30.00
	Textbook; Pearson Science 7 2E (Print & Digital)	Used	\$65.95	\$19.05
Visual Art			\$179.95	\$51.36
	Printed reference material to complement and or substitute for textbooks	Used	\$5.00	\$5.00

Visual Art	Textbook; Artwise, Visual Art 7-10	Used	\$74.95	\$21.36
	Consumables; Chromachryl Acrylic Paint, Visual Art Journal, Clay (Buff Raku), Lino Tile, Cutting Tools, Drawing Materials, Paint Brushes, Art Paper, Visual Journal, Paint Brushes, Art Paper	Used	\$100.00	\$25.00