Policy and Procedure Register updates

Summary of changes to:

Obtaining and managing student and individual consent procedure

1. Reason for updated procedure		
☐ Change of policy/procedure requirements	☐ Audit/review recommendation	
☒ Change to legislation/delegations	☐ Due for review	☒ Other

Obtaining and managing student and individual consent procedure has been updated to reflect:

- legislative amendments regarding online services consent, and
- changes to the process stages for the Highly Accomplished and Lead Teacher (HAT and LT) certification

2. Summary of changes

Online services consent

- Queensland state schools use a variety of third-party online services to provide education or educational support to students and support the effective management of state schools. To support student access to some online services, personal information may be required to register an account, for example, the student's name, email address and school data.
- From 25 October 2026, schools can use and disclose relevant personal information about students to Approved Online Services without requiring individual consent. Where an online service requires the disclosure of sensitive information, valid consent will still be required before the service can be used.
- Enabled by legislative changes to the *Education (General Provisions) Act 2006* (Qld), the new framework reduces administrative burden for schools and families while maintaining privacy and security safeguards.
- Approved Online Services are assessed by appropriately qualified departmental employees against a national framework covering privacy, online security and other requirements under section 426A of the Act before they can be approved for use in Queensland state schools.
- Parents and independent students have the right to opt out of using Approved Online Services.

HAT and LT certification

- The certification process, administered by the Queensland College of Teachers, is being updated for 2027. The key change is that the order of the two stages of the process is reversing.
- To support the transition to this change, both the 2026 and 2027 versions of the guideline and the *Certification and renewal of certification consent form* are available on the Policy and Procedure Register. The 2026 versions will be removed when no longer in use.

3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities *in any way*?	☒ Yes	☐ No
If yes, select the type of change: *(select all that apply)*		
☐ Revised responsibilities	☒ New/additional responsibilities	☐ Removed responsibilities
Responsibilities remain the same, but the processes in the attachments for Online services consent and HAT and LT certification have been updated.		

4. Communication and support for implementation

- Direct communication to schools and stakeholder groups via emails, ICT newsletter, ConnectEd and networks
- News story on OnePortal home page and slider and OneSchool homepage message
- OnePortal (Approved Online Services for schools) and Education website page updates (Digital services used in schools)
- Student free day pack 2027 (for Approved Online Services)
- Online Service Risk Review Catalogue update
- Contacts to operational teams are provided on the procedure for further support.

For further assistance, please contact:

- For information on the consent procedure, State School Consent Form and Project Consent Forms, contact:

  Strategic Communication and Events

  Phone: (07) 3328 6624

  Email: communication@qed.qld.gov.au

- For information about copyright, contact:

  Copyright Team, Information & Technologies Branch

  Phone: (07) 3034 5234

  Email: Copyright.ITB@qed.qld.gov.au

- For further information about privacy, contact:

  Privacy Officer, Information & Technologies Branch

  Email: Privacy@qed.qld.gov.au

- For further information about HAT and LT certification and renewal of certification consent, contact:

  Teaching Expertise, Capability Branch

  Schools and Student Support

  Email: Teaching.Expertise@qed.qld.gov.au

- For further information about Online services consent, contact:

  Online Service Risk Reviews

  Email: riskreviews@qed.qld.gov.au

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