This document provides information on the following forms of electronic communication at St Francis College:

• St Francis College Public Website
• St Francis College eNewsletter
• BCE Parent Portal
• BCE Connect Mobile App
• St Francis College Facebook Page

Information on Media Consent is also provided.
The St Francis College Website provides parents, students and the wider community with important information about the College.

Our website is updated regularly. Check out the Feature Articles that appear on the home page. Explore the Quick Links that take you to where you need to go in a flash. Details of Upcoming Events is particularly handy, and this also appears on the BCE Connect Mobile App.

Current and past editions of our eNewsletter are stored here. If you haven’t subscribed to our eNewsletter, you can do so within the News and Events menu.

Headings on our website are listed in the table below.

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http://www.sfcc.qld.edu.au/
St Francis College eNewsletter

The College e-Newsletter is an important form of communication between the school and home. It serves to:

• Report on the progress made in achieving the strategic goals of the college
• Reinforce expectations such as behaviour, uniform, academic rigor and resilience
• Promote the mission, ethos and values of the college
• Act as a reference point for events and activities within the school
• Celebrate achievements of the college and its members.

Schoolzine is our current e-Newsletter provider. It offers many practical and enticing features. For instance:

• A calendar that is regularly updated and can be synced with most phones and computers
• An area where commonly requested forms and documents are easily accessible
• Impressive picture galleries showcasing school events.

Schoolzine e-Newsletters are easy to navigate and designed to be read on a range of devices. You can choose which links you wish to open. You can even elect to read the newsletter in another language!

Friends, family and community members are welcome to subscribe to our fortnightly e-Newsletter. http://sfccrestmead.schoolzinenewsletters.com/subscribe
BCE Parent Portal

The Parent Portal holds a range of information about happenings in the school, forms that need to be returned, names and contact details of staff members, policy information and more.

How to Get Started

1. Go to the St Francis College Website
   http://www.sfcc.qld.edu.au/Pages/default.aspx
   Go to Community Access and follow the link to the Parent Portal.
   You will be directed to a logon page.

2. Your credentials are as follows:
   - BCE Username – Your email address (as supplied to the school)
   - BCE Password – As per your letter from the school (case sensitive).

3. Click ‘I Understand and Accept these Conditions’. You may read them now by clicking the link or you will be presented with the conditions further on.

4. Follow the prompts to change your password. Please note the password requirements.

5. Follow the prompts to set secret questions

6. At this point you may be presented with a full list of terms and conditions. Accept to continue.

7. You will now be directed to the Parent Portal.
   You can see a video of this process at:-

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Did you know that
Announcements on our Parent Portal can also be viewed on the BCE Connect Mobile App?
Please take the time to explore the Parent Portal. This is a live document – it is updated regularly.

We encourage you to Report Student Absences and Update Details via the Parent Portal. This is a quick and easy process for parents/caregivers to complete and is time-efficient for our Office Staff.

Examining the Parent Portal, prior to making a telephone enquiry, can often provide the answer to questions. Plus, this is available 24/7! Forms and Documents should prove particularly useful.
**BCE Connect Mobile App**

The BCE Connect mobile app is a great way to participate in our community.

BCE Connect gives parents, staff, extended family, friends and the public easy access to school information, making it easier to keep track and stay in touch.

Our app works with Google maps for location and directions, and gives instant access to phone numbers, emails and school calendars.

BCE Connect has been designed to work on both Apple and Android devices.

You can download our app from:
St Francis College Facebook Page

For those who love social media, the St Francis College Facebook page is the place to go to learn about life at SFC.
https://www.facebook.com/StFrancisCollegeCrestmead/

We love including photographs of our awesome students and staff. In order to post a photo, however, it is imperative that we have obtained full media consent from parents and caregivers. If you are unsure if consent has been given, please contact the College Office.

Should you have any queries or concerns regarding life at St Francis College, we ask that you contact the College Office on 3489 4800, rather than using Facebook. Not only is this the best source of information; staff are always on hand to assist. Our Parent Portal is another useful source of information, particularly in terms of calendar events and announcements.

Keeping our parents, students and community members up-to-date and celebrating significant events and achievements is important to us at St Francis College. This is the main intent of having a Facebook account, rather than hosting a chat forum. We kindly ask that you respect this.

We hope you enjoy our posts and “Like” us a lot. Please share our posts with your family and friends.
Media Consent

Schools collect digital, photographic and multimedia images of students for a wide range of reasons, including showing parents/guardians activities undertaken by students and to promote the school. These images may be used on school websites, in newsletters, brochures, promotional materials, and sometimes in the mass media or other publications.

Photographs and multimedia images may also be taken of students for record and archival purposes, such as class and individual photographs and similar multimedia productions. On occasion, the media may visit the school and may take photographs of newsworthy events.

The consent form gives permission for the student to take part in such activities and for the student’s school and Brisbane Catholic Education (BCE) to publish the images, video or audio recordings.

There are two types of consent possible:

a) Brisbane Catholic Education Community
b) BCE and Wider Community.

Brisbane Catholic Education (BCE) Community – this permits the taking of group and individual photographs for school records and for distribution to members of the school community via printed or digital means. Additionally, images and audio recordings may also be made of the student during school and school-related activities and these may be published in the school newsletter or other school or Brisbane Catholic Education publications, including websites (with or without password protection). These images may also be displayed on the school premises.

If this type of consent is not provided, the student’s image/details cannot appear in any school-related photographs, websites or publications (in so far as the school can exercise control).

BCE and Wider Community – this permits the taking of group and individual photographs, and digital and audio images in the course of the student’s school or school-related activities allowing these to be published in school or Brisbane Catholic Education or associated publications, productions, presentations, or media. This includes digital media such as the school or Brisbane Catholic Education websites. Consent also authorises the use of the student’s image and details (if appropriate) in mass media, under the school’s supervision, and authorises supervised media access to the student in circumstances deemed appropriate by, and managed by, the school. Examples of this type of media include (though are not restricted to): the student’s selection in a regional, state or national team; visits made by VIPs to the school; Channel 7 weather visits; publicity for the school and its events; participation in musical or dramatic performances; or participation in community events such as ANZAC day commemorations.

Where consent is not provided (for either or both of the types of consent above), the school requests that parents/legal guardians inform the student of their decision.

At St Francis College, we require BCE and Wider Community Permission in order for photographs to be placed in the school eNewsletter and Facebook page.

Accompanying the BCE Media Consent form is a “Simplified Version” that has been created by the college. We strongly encourage parents/caregivers to select Option 2.

The Media Consent Form can be found in several locations:
Schoolzine eNewsletter – left hand side panel under Forms and Documents.

Last Reviewed – November 2015