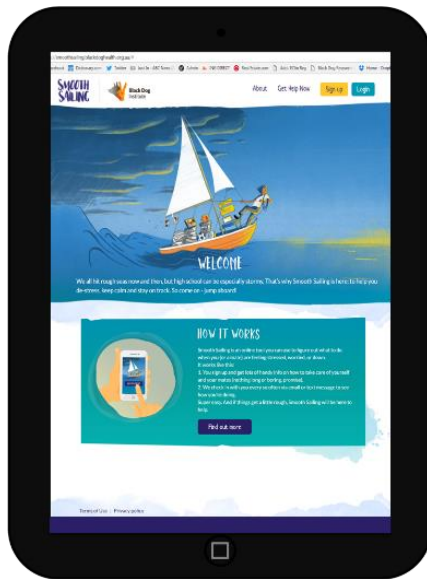


Appendix M: Student & Parent Information Sheet for Wagga Wagga Catholic Schools



Smooth Sailing is now available at your school. The Black Dog Institute invites students to use this new and exciting service!



Smooth Sailing is a web-based mental health service for high school students. The service is delivered by the Black Dog Institute – one of Australia’s leading mental health organisations. Smooth Sailing was built by a team of researchers at the Institute in partnership with young people, their parents, school counsellors, and health professionals. The service has been shown to improve students’ help-seeking for mental health and reduce feelings of worry. All students in the selected year group will be able to use the service for two school terms.

This service gives students access to a range of internet activities, resources and online modules which include information about mental health symptoms and teaches young people skills to talk to their family, friends and trusted adults about their mental health.

What is involved?

Students’ participation in the service is entirely voluntary, so if a student or their parent decides not to take part, that’s completely ok. This does not affect anyone’s relationship with the school, the Black Dog Institute or the University of New South Wales. It is important for all students and their parents to read this form and discuss together what is involved.

If a student decides that they would like to use the service, and their parent has consented, students will be asked to register to the Smooth Sailing website in class time. Students will create an online profile including their **name, email or mobile number, date of birth, gender, and state**. This information can be updated at any time by clicking on “My Profile” in the home screen.

Parents will not know or be provided with the answers of their child’s responses to any of the surveys or activities included in the Smooth Sailing service.

Mandatory reporting requires that a parent or guardian is informed if a school counsellor deems a student to be at risk of suicide or self-harm.



After this, students will be asked to **answer some questions about whether they have felt down, sad, or worried** in the past two weeks. These questions are used to work out what types of activities and information will be most helpful. As students use the service, Smooth Sailing will record whether they complete the suggested online modules and activities. Smooth Sailing will also track your program usage and how long you spend on any of the Black Dog Institute programs or apps that are recommended by Smooth Sailing.



At the 6-week and 12-week check-in, if a student is feeling really sad or worried or has thoughts that their life is not worth living, **the school counsellor will receive a notification to have a private chat** with the student about this. The school counsellor will only be able to see information about the student's total score, their use of the program and any areas of their life that they indicated were not going well for them.

What happens to the information collected?

All the information collected about students by Smooth Sailing is called "your information". This data includes student's **personal details, answers to questions and usage data of the online program linked to Smooth Sailing**. It will be stored securely on the Black Dog Institute servers for 15 years. These servers use the same level of encryption as internet banking. Teachers, parents, and other students are not able to view any of this information unless students choose to share it with them.



A student's information will be used:

- To create a personal profile and work out the activities and information to suggest
- To give access to the positive psychology program "Bite Back"
- To see whether a student may benefit from a check-in from the school counsellor
- To see whether the service is helping students' mental health

All of students' answers will be confidential and recorded in a way that will not identify the student. At no point in time will students' data be identifiable when used for any research purpose. The information will never be shared or accessed by anyone other than authorised researchers at the Black Dog Institute. Any researcher who wishes to use students' data will be required to contact and be approved the University of New South Wales Human Research Ethics Committee.

All of the personal information collected will remain confidential and all use of data will strictly comply with the Institute's privacy policy. To read the policy in full, please visit <http://www.blackdoginstitute.org.au/privacy/>

If there are any changes to these terms and conditions or our privacy policy, all students will be informed by email. If there are concerns about privacy, please contact us.

What if I sign up and change my mind?

A student or their parent can change their mind at any time and no reasons need to be given. All information collected can be removed at any time by either:

1. Clicking on the withdrawal link on a student's profile page or at the bottom of any email or SMS sent to students by the service, or
2. Email your request to smoothsailing@blackdog.org.au.

What if immediate help for mental health is needed?

Smooth Sailing is not a crisis service, so it can't provide emergency support. If a student or a friend are faced with a crisis, we encourage the student to tell a trusted adult such as a parent or teacher. Students and parents can also visit the Get Help Now section of the website which has a list of all youth-friendly services.

Are there any risks involved?

Aside from time, we do not think that there will be risks or costs associated with taking part. This service may identify mental health symptoms; however, this will be responded to accordingly and appropriate care will be provided.

Questions or complaints?

If you have any questions about the service, you can contact the Smooth Sailing team via email (smoothsailing@blackdog.org.au) or by telephone (02 9382 8509).

If you wish to make a complaint, please contact the Human Research Ethics Committee by email humanethics@unsw.edu.au or by phone 02 93856222 and quote the HC reference number HC190382.

PARENTS!

Please visit the following link [Parent Consent Form](#) to indicate if you **would like** your child to take part in the Smooth Sailing service or if you **do not wish** for your child to take part in the Smooth Sailing service.

You are free to directly contact the research team smoothsailing@blackdog.org.au or you child's school to discuss any questions or concerns you may have about the service.

Please note that if you would like your child to receive the Smooth Sailing service, students will also be asked to provide their own consent to participate on the registration day which will be happening in two weeks from now. You or your child can change their mind at any time.

