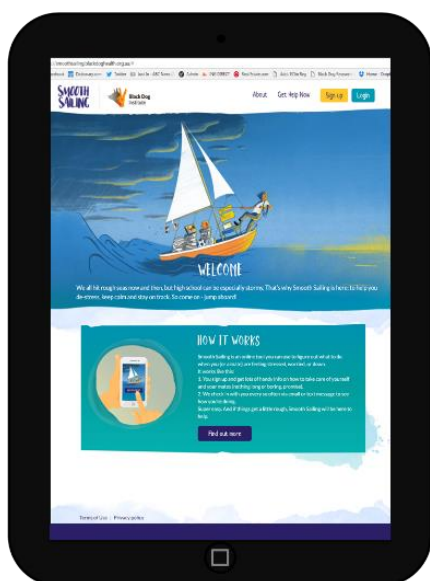


Appendix E: Student & Parent Information Sheet



Smooth Sailing is now available at your school. The Black Dog Institute invites you 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/carers, 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 your 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 do I have to do?

Participation in the service is entirely voluntary, so if you decide not to take part, that’s completely ok. Your relationship with the Black Dog Institute or the University of New South Wales will not be affected. It is important for all students and their parents/carers to read this form and discuss together what is involved.

If you decide you would like to use the service, you’ll be asked to register on the Smooth Sailing website in class time. You’ll create an online profile including your **name, email or mobile number, date of birth, gender, and state**. You can update this information at any time by clicking on “My Profile” in the home screen.

After this, you will also be asked to **answer some questions about whether you 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 to you. As you use the service, Smooth Sailing will record whether you complete the

Parents or carers 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.



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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- and 12-week check-in, if you are feeling really sad or worried or have thoughts that your life is not worth living, **your school counsellor will receive a notification to have a private chat** with you about this information. Your school counsellor will only be able to see your total score, use of the program and any areas of your life that you indicate are not going well for you.

What happens to my information?

All the information collected by Smooth Sailing is called “your information”. Your data which includes your **personal details, answers to questions and usage data of the online programs linked to Smooth Sailing** 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/carers, and other students are not able to view any of your information unless you choose to share it with them.



Your information will be used:

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

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

All of your personal information 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 you have concerns about your privacy, please contact us.

What if I sign up and change my mind?

You can change your mind at any time and providing a reason is optional. You can remove all your information at any time by either:

1. Clicking on the withdrawal link on your profile page or at the bottom of any email sent to you by the service, or
2. You can also email your request to smoothsailing@blackdog.org.au.



What if I or my friend needs immediate help for mental health?

Smooth Sailing is not a crisis service, so it can't provide emergency support. If you or a friend are faced with a crisis, we encourage you to tell a trusted adult such as parents/carers or a teacher. You 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 your 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.

What if I have 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 9065 9153).

If you wish to make a complaint, please contact the Human Research Ethics Committee by email humanethics@unsw.edu.au or by phone 02 9385 6222 and quote the HC reference number HC190382.

PARENTS/CARERS!

If you **do not wish** for your child to take part in the Smooth Sailing service – please contact your child's school as soon as possible. No reasons need to be given. You are also free to directly contact the research team smoothsailing@blackdog.org.au or you child's school to discuss any concerns you have about the service.

Students will provide their own consent to participate on the registration day which will be happening in two weeks from now. Your child can change their mind at any time.



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Appendix F: Student Consent Form (Online)

Hi there! We'll get you registered for Smooth Sailing in few easy steps! First, we need to double check that you know what Smooth Sailing is. Please read the following information.

What is Smooth Sailing?

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/carers, 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 your year group will be offered 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 do I have to do?

Participation in the service is entirely voluntary, so if you decide not to take part, that's completely ok. Your relationship with the Black Dog Institute or the University of New South Wales will not be affected. It is important for all students to have read this information and have discussed their participation with their parent.

If you decide you would like to use the service, you'll be asked to register on the Smooth Sailing website in class time. You'll create an online profile including your **name, email or mobile number, date of birth, gender, and state**. You can update this information at any time by clicking on "My Profile" in the home screen.

After this, you will also be asked to **answer some questions about whether you 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 to you. As you use the service, Smooth Sailing will record whether you 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- and 12-week check-in, if you are feeling really sad or worried or have thoughts that your life is not worth living, **your school counsellor will receive a notification to have a private chat** with you about this information. Your school counsellor will only be able to see your total score, use of the program and any areas of your life that you indicate are not going well for you.

What happens to my information?

All the information collected by Smooth Sailing is called "your information". Your data which includes your **personal details, answers to questions and usage data of the online programs linked to Smooth Sailing** 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/carers, and other students are not able to view any of your information unless you choose to share it with them.

Your information will be used:

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

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

All of your personal information 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 you have concerns about your privacy, please contact us.

Parents and carers will not know or be provided with the outcomes 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 the student to be at risk of suicide or self-harm.

What if I sign up and change my mind?

You can change your mind at any time and providing a reason is optional. You can remove all your information at any time by either:

1. Clicking on the withdrawal link on your profile page or at the bottom of any email sent to you by the service, or
2. You can also email your request to smoothsailing@blackdog.org.au.

What if I or my friend needs immediate help for mental health?

Smooth Sailing is not a crisis service, so it can’t provide emergency support. If you or a friend are faced with a crisis, we encourage you to tell a trusted adult such as parents/carers or a teacher. You 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 your 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.

What if I have 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 9065 9153). If you wish to make a complaint, please contact the Human Research Ethics Committee by email humanethics@unsw.edu.au or by phone 02 9385 6222 and quote the HC reference number HC190382.

Would you like to participate in the Smooth Sailing service?

YES – Please confirm the following:

- I agree to participate in the Smooth Sailing service and the associated research.
- I agree to the terms and conditions of the service.
- I have discussed Smooth Sailing with my parent or guardian.
- I understand that I may be followed up by the school counsellor.
- I would like to receive feedback from the Institute on the results of this research.

Now that you've told us you'd like to participate; we just need to check to make sure you know what you are signing up to!

What is Smooth Sailing?

- An online service to help high school students track their mental wellbeing
- A racing game for sailing boats
- I have no idea

How old do you have to be to use Smooth Sailing?

- Any age
- In high school
- I don't know

Do you feel pressured to sign up to Smooth Sailing?

- Yes
- No
- I'm not sure

When can you stop using Smooth Sailing?

- I am free to stop using it whenever I want
- I am forced to keep using it
- I don't know

Smooth Sailing will let the school counsellor know if anyone is in need of extra support. They will then follow up and help out - all in private. Are you okay with this?

- Yes
- No

IF CORRECT:

Great! Welcome onboard! It is great to have you here. We will now ask you some questions about yourself.

If INCORRECT:

Students are prompted to re-read the information sheet and ask the school staff and Black Dog Institute staff member.