



Parent/Caregiver 1	Parent/Caregiver 2
Relationship to student: _____	Relationship to student: _____
Full Name: _____	Full Name: _____
Ethnicity: _____	Ethnicity: _____
<input type="checkbox"/> Tick if same as Student's details above, or fill in below:	<input type="checkbox"/> Tick if same as Student's details above, or fill in below:
Home Address: _____	Home Address: _____
Home Ph: _____ Mobile: _____	Home Ph: _____ Mobile: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Work Ph: _____	Work Ph: _____
Please tick: <input type="checkbox"/> Student lives with most of the time <input type="checkbox"/> Shared arrangement 50/50 <input type="checkbox"/> Shared arrangement other ____/____	Please tick: <input type="checkbox"/> Student lives with most of the time <input type="checkbox"/> Shared arrangement 50/50 <input type="checkbox"/> Shared arrangement other ____/____

**Emergency Contact (someone other than parent/caregiver)**

Full Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Proof of Birth/Immunisation**

**This enrolment can't be process with out a birth certificate or passport**

Birth Certificate                       Passport (**Please provide before student starts school**)

**Immunisation Certificate**

Has your child been fully immunised?     Yes     No (**Please provide proof of vaccination**)

**Medical Information**

Doctor: \_\_\_\_\_ Clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any allergies, medication requirements, or other serious health problems? Eg. Asthma, Sight, Hearing, Speech: \_\_\_\_\_

\_\_\_\_\_

I consent to my child's vision and hearing being tested

I give/do not give permission for Oruaiti School to administer Basic First Aid to treat minor injuries

I give/do not give permission for Oruaiti School to administer paracetamol.

**Learning**

Have any of the following agencies been involved with your child?     YES If yes please tick below     NO

Ministry of Education     Special Education     RTLB     Social Workers in Schools

Does your child have any learning behaviour needs?

Yes     No

If yes what are these: \_\_\_\_\_

\_\_\_\_\_

Please tick if you would like your child to take part in bible classes. Bible classes run for 6 week each term and take place at 12.15-12.45 (during part of lunchtime)

**Early Childhood Education (For new entrants only)**

Did you child attend one or more Early Childhood service/s in the six months prior to starting school?

Yes, for the last \_\_\_\_\_ year/s and \_\_\_\_\_ months.

No

Please enter the number of hours for up to three services

	Service 1	Service 2	Service 3
a. Kohanga Reo			
b. Playcentre			
c. Kindergarten or Education and care Centre			
d. Home Based Service			
e. Playgroup			
f. The Correspondence School – Te Aho O Te Kura Pounamu			
g. Attended, but only outside New Zealand		Only place a tick in the box(es) at left as appropriate if section above is left blank	
h. Attended, but don't know what type of service			
i. Did not Attend			
j. Unable to establish if attended or not			

**Travelling to School (tick first box) and travelling from school (tick second box)**

Please contact the office before using the school bus

Taipa Bus     Taratara/Taupo Bay Bus     Hihi Bus (3.30pm)    Car morning    Car afternoon

**Privacy Statement, Permissions & Signatures**

- I agree to this information being used for enrolment, school business and fundraising purposes
- I agree for Oruaiti School to publish samples of work or photographs of my child in the school newsletter, local newspaper, notice board or website.
- I give permission for my child to attend school trips.
- I have read and signed the Cyber Safety agreement

Signature of Parent/Caregiver: \_\_\_\_\_

Date: \_\_\_/\_\_\_/20\_\_\_

# CYBERSAFE AT Oruaiti School

## CYBERSAFE USE AGREEMENT

This document is comprised of this cover page and three sections:

- Section A: Introduction
- Section B: Cybersafe Rules for Primary / Intermediate Students
- Section C: Cybersafe Use Agreement Form.

Instructions for parents\*/caregivers/legal guardians

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafe rules with your child.
3. Sign the use agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

### **Important terms used in this document:**

- (a) The abbreviation '**ICT**' in this document refers to the term '**Information and Communication Technologies**'
- (b) '**Cybersafe**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

## SECTION A - ORUAITI SCHOOL CYBERSAFETY USE AGREEMENT FORM

The measures to ensure the cybersafe of Oruaiti School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Oruaiti School and to the effective operation of the school.

Our school has rigorous cybersafe practices in place, which include cybersafe use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafe culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafe breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on *or* off the school site.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

## SECTION B - RULES TO HELP KEEP ORUAITI SCHOOL STUDENTS CYBERSAFE

### **As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules**

1. I cannot use school ICT equipment until my parent(s), and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.

3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission, and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones, or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or rude or things, I know are not acceptable at our school on any ICT, I will:
  - Not show others
  - Turn off the screen.
  - Get a teacher straight away.
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives. These must be handed to the school office, before school starts, each day.
12. I will not connect any device (such as a USB drive, camera, or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
13. The school cybersafe rules apply to any ICT brought to school like a mobile phone.
14. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.
  - **Personal Information includes:**
  - **Name**
  - **Address**
  - **Email address**
  - **Phone numbers**
  - **Photos.**
15. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cybersafe rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
16. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

#### SECTION C - ORUAITI SCHOOL CYBERSAFE USE AGREEMENT FORM

#### To the parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

#### I understand that Oruaiti School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafe through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafe issues.

#### My responsibilities include:

- I will read this cybersafe use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafe programme by encouraging my child to follow the cybersafe rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school cybersafe manager to discuss any questions I might have about cybersafe and/or this use agreement and I am welcome to do this at any time.

**Additional information can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

**Please detach and return this section to school.**

**I have read this cybersafe use agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

**Name of student:** .....

**Student's signature:** .....

**Name of parent/caregiver:** .....

**Parent's signature:** .....

**Date:** .....

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**