

2021 Enrolment Form

OFFICE USE ONLY

Re-Enrolment

Start Date _____ Student Number _____ Whanau _____ NSN Number _____

Student Information

YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13
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Year Level Student is applying for:

First Name(s) _____ Surname _____

Date of Birth _____ Student Cell phone _____
(Copy of Birth Certificate or passport must be attached)

Home Address _____
Postal Code _____

Ethnicity (tick one or more boxes)

*If your child was born in NZ a copy of a Birth Certificate or Passport must be attached.
If your child was not born in NZ a copy of Passport and a Visa must be attached.*

NZ Māori Hapu/Iwi _____

Ngati Whakaue Affiliated YES NO

Pacific Island Please State _____

NZ European

Asian Please State _____

Other European Please State _____

Other Please State _____

Other Details

Name of previous school _____ Town/Country _____

Any sporting/cultural interests and/or achievements? _____

Sibling Information

Number of Children in the family _____ Place in Whanau/Family _____

Do you have siblings attending or who have attended Rotorua Girls' High School? YES?NO

Name _____ Year(s) of Enrolment _____

Name _____ Year (s) of Enrolment _____

Student Lives with?

Both Parents	Mother	Father	Other
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NB If there are any documents pertaining to Custody, Access, Protection Orders etc please provide copies for our records. We are unable to uphold verbal instructions without legal documentation on file.

Parent/Caregiver Information

Caregiver 1		Caregiver 2	
Title		Title	
Surname		Surname	
First name		First name	
Street Address		Street Address	
Suburb		Suburb	
City & Post Code		City & Post Code	
Home Phone		Home Phone	
Cell phone		Cell phone	
Email		Email	
Occupation		Occupation	
Workplace		Workplace	
Work Phone		Work Phone	
Relationship to student		Relationship to student	

Emergency Contact (Other than Above)

Name _____ Relationship to student _____
 Contact Number _____ Contact Number _____

Declaration

I / We also agree to the following:

1. Requesting relevant information from other schools for enrolment purposes
2. Forwarding relevant information to another school for enrolment purposes
3. Forwarding relevant information to other institutions for the purpose of qualifications entry
4. Using information for statistical purposes
5. Using our daughter's name and photo on the school website and other school publications
6. I / we agree to our daughter / ward complying with all school rules and policies including uniform, attendance, extra-curricular/sports fees
7. To pay any fees or levies set, and for any careless damage of school property.
8. I agree that any information can be obtained and disclosed under the Privacy Act 1993.

Student Signed _____ Dated _____

Parent/Caregiver Signed _____ Dated _____

Parent/Caregiver Signed _____ Dated _____

NOTES:

Health and Pastoral Information 2021

Medical Contact Details

Doctor _____

Dentist _____

Current Medical Information

Immunisation – Has the student received all available vaccinations/immunisations?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Medication – I consent to Panadol be administered if deemed necessary?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Mobile dental clinic – I consent to the student accessing the mobile dental clinic.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Current Medical Conditions

Asthma	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Diabetes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Epilepsy	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Hearing Loss	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Impaired Vision	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Rheumatic Fever	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

Allergies

Food	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Medication	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Stings	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Other	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

Mental Health and Wellbeing

Does the student suffer from any other medical condition or disability? (ie: anxiety, depression etc)

Any personal, home or social circumstances which will assist in understanding the student

Support Agency _____

Case Worker _____



Education Outside The Classroom (EOTC) Consent/Health Form 2021

This EOTC form is to cover events which occur during the course of a school day and conclude prior to approximately 6.00pm. These are activities that are low risk such as; trips to local venues.

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. At the time of our seeking any further consents you will also be asked to update the health and contact information held by school.

It is important that this form is completed at the start of the year for all students who will be participating in EOTC events (as described above). Details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that you provide us with up to date information, that is accurate and complete, to allow us to plan appropriately for EOTC events.

Please note that is very important that student details such as health information and emergency contacts are kept up to date with the Rotorua Girls High School Office during the year.

Please ensure that all sections of this form are completed and returned with the enrolment information.

Privacy Statement:

Please note: the personal information being collected on this form is for the purpose of running EOTC events. It won't be used or disclosed for any other purpose except in accordance with the Privacy Act 1993. You have the right under that Act to access and seek correction of the information from the school.

Name:

Year:

Swimming Consent

For activities where being able to swim is essential. Consent does not remove the need for group leaders to ascertain for themselves the level of the student's swimming ability.

Swimming ability

- | | | | |
|---|-----|----|------------|
| • Is your child able to swim 50 metres? | Yes | No | Don't know |
| • Is your child water confident in a pool? | Yes | No | Don't know |
| • Is your child confident in deep water? | Yes | No | Don't know |
| • Is your child able to tread water? | Yes | No | Don't know |
| • Is your child able to survival float? | Yes | No | Don't know |
| • Is your child confident in the sea or in open inland water? | Yes | No | Don't know |
| • Is your child safety conscious in and around water? | Yes | No | Don't know |

Parent Signature

Medical Consent

- In an emergency if a parent/caregiver cannot be contacted the school may act on my behalf
- School may administer pain relief, after checking school records.
- I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will inform Rotorua Girls High school as soon as possible of any changes in the medical or other circumstances.
- I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present in consultation with a parent/caregiver.
- Any medical costs not covered by ACC or a community service card will be paid by me.
- If my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expense.

Parent Signature:.....

Student Contract

To be read and signed by all participating students.

- I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
 - I realise that this requires me to take on genuine responsibility for my own learning and the safety and that of myself and others.
- I agree to do the following to make this happen:
 - Show courtesy and consideration for others; Follow the rules and instructions of staff and other supervisors at any event; Take part in all activities within challenge-by-choice options; Look after myself and my personal belongings; Declare medical conditions that could affect participation in the event; Accept the rules set by the school for any event, even if they are different from what is accepted at home.
- I understand that my parent/caregivers will be contacted and I may be sent home at their expense if:
 - My actions are considered unacceptable by staff; I break the school drugs and alcohol policy; My actions put me or others in any danger.

Student Signature: Date/...../.....

Parental Consent

- I agree to my child taking part in EOTC events. I acknowledge the need for them to behave responsibly.
- I understand that there are risks associated with involvement in Rotorua Girls High school's EOTC events and that these risks cannot be completely eliminated.
- I understand Rotorua Girls High school will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- I understand that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- I acknowledge that in order to gain a better understanding of the risks involved I am able to ask any questions of Rotorua Girls High school about the activities in which my child will be involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- I understand that Rotorua Girls High school does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.

Parent Signature: Date/...../.....

(Full name of parent/Caregiver)

.....

COMPLETE AND RETURN WITH YOUR ENROLMENT FORM

Please sign the following agreement. Some statements that relate to the agreement details on pages 3-4 of this document.

Home and Wi-Fi/Internet Access

I have WI-FI at home	YES	NO
I have a suitable device to work on (not phone)	YES	NO

Publication and Photo Release Agreement

I allow photographs of my child/daughter to be used for school publications/ promotions including newsletter, local media, school website and school managed sites

YES NO

Acceptable Use Student Agreement

I _____ (student) agree to abide by the conditions set out on **PAGE 3** of the **ROTORUA GIRLS' HIGH SCHOOL INTRANET and e LEARNING RESOURCES ACCEPTABLE USE AGREEMENT FOR STUDENTS** and understand the consequences of a breach of these.

Student Signature _____ Dated _____

Digital Citizenship Agreement

The student agrees to the terms and conditions on **PAGE 4** in the **ROTORUA GIRLS' HIGH SCHOOL INTRANET and e LEARNING RESOURCES ACCEPTABLE USE AGREEMENT FOR STUDENTS** and I understand the consequences of a breach of these conditions.

Parent Signature _____ Dated _____

Acceptable Use Parent/Caregiver Agreement

I _____ (parent/caregiver) state that I and my daughter/child have read the **AGREEMENT FOR STUDENTS**. I allow her to use the internet at school and if there is a situation I am concerned with, I will contact the school at the first instance to discuss these.

Parent Signature _____ Date _____

ACCEPTABLE USE AGREEMENT FOR STUDENTS

Dear Parent/Caregiver

Rotorua Girls' High School's Intranet and eLearning Resources (e.g. internet, digital and video cameras and computers) are available to students. However, before being granted access to the Rotorua Girls' High School intranet and eLearning resources, all students must have the permission of their parent/caregiver. Both you and your daughter/ward must sign below as evidence of your approval and their acceptance of the rules of access.

Please read the following requirements and discuss them with your daughter/ward, then complete and submit the permission section. Please retain the agreement section for your records.

ACCEPTABLE USE

The use of computers at Rotorua Girls' High School must support education and research that is consistent with the Learning Outcomes of the curriculum. Transmission of any material in violation of any New Zealand Regulations is prohibited. This includes, but is not limited to:

- Copyrighted material; or
- Threatening material; or
- Obscene material; or
- Material protected by trade secrets.

When using a global information system such as the internet, it is possible that students may find material on the internet that parents/caregivers considered objectionable. It is not always possible for Rotorua Girls' High School to filter or screen all material, which is inappropriate. Although students will be supervised when they use the internet, this does not guarantee that students' will not access inappropriate materials.

Parents/caregivers are encouraged to discuss responsible use of the internet with their children and how this responsibility includes using the internet at school, as well as from home.

INAPPRORATE USE

Rotorua Girls' High School teachers and Principal will deem what is appropriate use.

- Any user identified as a security risk or having a history of violations with any services provided by Rotorua Girls' High School may be **denied access** to the Rotorua Girls' High School internet. It may also involve the student being **stood-down** or **suspended**.
- The IT Manager and/or Principal reserve the right, at their sole discretion, to **suspend** or **terminate** the student's access to, and the use of, the Rotorua Girls' High School intranet upon any breach of "Acceptable Use" by the student. Prior to a suspension or termination, or as soon after as is practicable, the IT Manager and/or Principal will inform the student of the suspected breach and give the student and parents/caregivers an opportunity to present an explanation.
- If there are grounds to investigate the inappropriate use of ICT the staff reserves the right to collect evidence for the purposes of establishing a breach of this Agreement including electronic communication, and to lay a complaint with the Police, Netsafe and internet companies, such as Facebook, Google etc. that manage this systems.
- **If this action results in results in any financial costs to the school, such as, the use of a professional person to rectify the action, the parent/caregiver will receive an invoice for the amount of the services and/or repairs.**

The following are some examples of inappropriate use of Rotorua Girls' High School resources and are strictly prohibited. This is not an all-inclusive list:

- Supporting or accessing sites that promote hate language, harassment or threats.

- Supporting or accessing sites that ridicule others on the basis of race, creed, religion, sex, disability or nationality.
- Misleading someone into believing you are acting in an official capacity.
- Using any software that allows your computer to be shared outside the Rotorua Girls' High School firewall without first obtaining approval from the IT Manager.
- Creating and/or forwarding chain letters and mass mailings.
- Violating license and other company related contract provisions, particular those that expose Rotorua Girls' High School to legal costs and/or damages.
- Using software, such as password-cracking tools, vulnerability scanners, and network sniffers, without the express written consent of the IT Manager.
- Storing any material on the Rotorua Girls' High School serve that may infringe The New Zealand Copyright Act 1994.
- Accessing or attempting access to inappropriate, age restricted, or objectionable material.

VANDALISM

Vandalism will result in cancellation of privileges as well as other sanctions (see Inappropriate Use). Vandalism includes any malicious attempt to harm, modify or destroy computer hardware or data of another user, any attempt to degrade or disrupt system or network performance and internet use that includes, but is not limited to, the uploading or creation of computer viruses.

If equipment/data is damaged and/or stolen, a parent/caregiver will receive an invoice for the amount of the replacement item and/or services provided to rectify the issue.

INTELLECTUAL PROPERTY

Intellectual Property refers to any image/video and/or design used/created to represent Rotorua Girls' High School. Any of the above created during school activities remains the property of Rotorua Girls' High School.

PASSWORD

You will need to think of a password that has strong protection qualities. Your password must consist of eight or more characters that are a combination of letters, numbers, and a special character (e.g. ! @\$%^&*?).

It is prohibited to write, share or distribute your password to others for security reasons. If other students know your password, you will also be solely responsible for their actions as well.

AGREEMENTS

On the following pages there are three agreements:

- Acceptable Use Agreement
- Bring Your Own Device (BYOD) Agreement
- Digital Citizenship Agreement

Please sign for these agreements on pages 5 of this document. The final page of this document is to be returned to the school. This page is to be signed by student and parent/caregiver to indicate the consent to the conditions of each agreement.

ACCEPTABLE USE AGREEMENT

As a school user of Rotorua Girls' High School Intranet and e-learning Resources, I understand and will abide by the Rotorua Girls High School rules on the use of ICT technologies. In signing this agreement on page 7, I (the student) accept the following:

1. I agree to comply with the school rules on acceptable use of Rotorua Girls' High School's intranet and e-learning resources and on the rules and prohibitions on unacceptable use.
2. I agree that all my communication via any technological device and internet system (either in school or on personal ICT devices) will not be used to humiliate, degrade, harass, threaten, offend or defame any person, including fellow students and staff of the school even if it is meant as a joke.
3. I agree that I will not use Information Communication Technology to undermine the good name and reputation of the school.
4. I agree that I will not post any material which is offensive, discriminatory or incites hatred or puts any member of the school community at risk (e.g. bullying or harassment).
5. I accept that any breach of conditions '2', '3' or '4' of this agreement may be deemed 'gross misconduct' for the purposes of a stand down or suspension under the Education Act 1989.
6. I accept that any breach may also result in my removal from a leadership position (or not being considered for one), or may result in the school not recommending me for a scholarship or to a tertiary institution, employer or external programme, including not providing a reference.

The school recognises your right to privacy and freedom of expression and undertakes not to disclose any information about you or your communication except that which is in breach of conditions.

Breaching this Agreement (or any involvement in such a breach) may result in my access to the computing and technology resources at Rotorua Girls' High School being withdrawn, which could make me ineligible to continue studying a particular subject. I understand that my parents may be informed if I breach this agreement.

PARENT / CAREGIVER

As a parent/ caregiver of the above student, I have read the Rotorua Girls' High School document on the use of Intranet and e-Learning resources and the Acceptable Use Agreement. My child has read the document and understands his / her obligations. I give my permission to allow Internet access for my child. I understand that access is designed for educational purposes and that students can be held accountable for their own actions. I also understand that some material on the Internet may be objectionable. Rotorua Girls' High School will take appropriate measures to limit access to illegal, dangerous and/ or inappropriate material and I accept responsibility for setting standards for my child to follow when using email and the Internet.

I understand if my child steals or damages equipment, this will result in an invoice for the cost or replacement parts and repairs and any other associated costs. I also understand this agreement applies to communication technologies my child may bring into the school environment.

BRING YOUR OWN DEVICE (BYOD) AGREEMENT

I want my child to bring their own digital device to school for use in the classroom learning programme. I understand:

- All devices brought to school are my child's responsibility and the insurance for the device is my responsibility.
- All devices must arrive at school each day fully charged.
- Devices are only to be used under adult supervision. They are not to be used at break times and all use is at the teacher's discretion.
- Devices brought to school are for the use of my child. Any sharing is at my child's discretion.
- Teachers will encourage the use of personal digital devices whenever possible and students will be able to use them for homework activities.
- Rules, including the cyber-safety policies, governing the use of any school-owned digital device will apply to student-owned devices, while they are at school, including adherence to the Copyright Act.