

Te Kāreti o Whangaroa College

Welcome to Whangaroa College



Enrolment Form / Pānui Kia Whakakī

Tēnā koe Please fill in the information below for the student being enrolled at Whangaroa College.			
Documentation required at enrolment time:	Student's birth Certificate Attached? YES / NO	In addition, Care-givers or Guardians (not parents): When enrolling a student, you must provide legal documentation or a verified document witnessed by a Justice of the Peace confirming the right to enrol the student at Whangaroa College. YES / NO	
Student's Preferred Surname			
Legal Surname			
First Name			
Middle Name(s)			
Date of Birth		Gender	
Physical Address		Postal Address (if different from physical address)	
Country of Birth		First language in the home	
Ethnic Background		Nationality	
IWI			
Last School Attended		Year level:	
Names of other siblings at college			
Names of any special friends at college			
Parent / Care-giver Information			
Father			
First Name		Surname	
Solo Parent? YES / NO		Living with child? YES / NO	
Address (if different to student's address)			
Cell Phone		Home Phone	Work Phone
Email Address			
Occupation		Work Place	
Father's signature			
Mother			
First Name		Surname	
Solo Parent? YES / NO		Living with Child? YES / NO	
Address (if different to student's address)			
Cell Phone		Home Phone	Work Phone
Email Address			
Occupation		Work Place	
Mother's signature			

Guardian or Care-giver or Homestay			
First Name		Surname	
Relationship to student			
Home Phone		Cell Phone	Work Phone
Email Address			
Occupation		Work Place	
Guardian / Homestay's signature			
Emergency Contact – In addition to the Parent or Caregiver (MUST BE COMPLETED IN FULL)			
Given Name		Surname	
Home Phone	Work Phone		Cell Phone
Relationship to the student:			
Bus run your student will use: (Tick the correct run)			
Kahoe		Pupuke	
Matauri		Totara North	
Omaunu		Wainui	
Otangaroa		Whangaroa	
Walk to school			
Medical, Health and Other Information			
Doctor		Dentist	
Allergies		Medication to be kept at school	
Disabilities or health issues		Any other agencies working with student	
Are there any current access restrictions imposed by the courts?		Is Youth Justice involved?	
Please note anything else we need to know about your student			

I give permission for the following:

- For the College to contact the previous school of my child and any other agencies involved with him/her for any information considered necessary.
- For my child's name, written work or photograph to be published in school newsletters, school publications, on the school web pages or in any other publication in connection with the promoting of a positive profile for Whangaroa College.
- For my child's name to be on work submitted for external moderation purposes.
- For the Resource Teachers of Learning and Behaviour to assess my child's current learning needs and attainment levels for the purpose of being able to plan and develop specific educational plans should the College have any concerns regarding the progress of my child at this school.
- I understand that students who deliberately damage school property will be required to pay all costs relating to the replacement of any item.
- I will ensure that my child wears the correct school uniform with pride at all times
- I will ensure my child follows the school rules at all times both in the classroom setting and around the school grounds, and also when away from the school representing Whangaroa College.

Signed: _____

Date: _____

Parent/Caregiver

For College use only

Task	Person to complete task	Initialled	Date completed	Comment
Interview with Principal	Principal			
Enrolled by	Office Staff			
Original birth certificate sighted	Office staff			
Birth certificate certified copy filed	Office Staff			
Previous school report copied	Office staff			
Interview with Director of Student Well-being includes the gathering of sensitive medical, mental health, educational or personal information not shared on the enrolment form.	DWB			
Previous school information consulted	DWB			
Enrolment form read and pastoral and educational information noted	DSE, DTL			
All external agencies have been contacted and all related data collected and stored for reference	DWB			
Enrolment approved / not approved by the Principal following consultation with the Director of Student Well-being.	Principal			

Photo taken	Data Manager			
Subjects set	DTL			
Student Expectations	DSE			
Entered in ENROL on line	Office staff			
Entered in PC School	Office staff			
Student Enrolment Number	Office staff			
Timetabled	Office Staff			
AsTTle set up				
School network logon completed	New Era IT			
Student folder made and enrolment documentation filed	Office staff			
Student issued with an orientation package, a tour of the school and introduced to the whanau teacher	DWB			



Whangaroa College

Computing / Cyber Safety

Student Use Agreement

*(Please return the
Student Use Agreement
to the school office after it
has been signed and
retain the contract pages
(1st page).*

Student:

I understand and will abide by the conditions and rules as set out in the school's Computing / Cyber Safety Use Agreement. I further understand that there may be consequences (including the possible loss of access and even disciplinary action) if I should commit any breach of these conditions.

Name: _____

Whanau: _____

Signed: _____

Date: _____

Parents or Guardian:

General use of computing/communication technology resources:

As the parent or guardian of this student, I have read the Computing / Cyber safety Use Agreement. I believe my child has read the document and understands his/her obligations. I understand that the computer/communication technology resources at Whangaroa College are designed for educational purposes and that any breach of the rules and conditions as set out in this agreement can lead to loss of privileges or disciplinary action. I understand if my child steals or damages equipment this could result in a bill for the cost of replacement or repairs. I also understand this agreement applies to communication technologies my child brings into the school environment.

Access to cyberspace:

As the parent or guardian of this student, I understand that it is may not be possible for the school to fully restrict exposure to inappropriate material in cyberspace, accessed through such means as the Internet, email or text messaging. I also understand that while the school will take appropriate measures to limit access to illegal, dangerous or inappropriate material, ultimately it is each student's responsibility not to initiate access to, or have any involvement with, such material.

I hereby give my permission for _____ to be given access to computing and communication technologies such as the Internet.

Signed: _____

Date: _____

Parent / Guardian Signature

Computing / Cyber Safety Student Use Agreement

I understand that:

- I cannot use the Internet at school without signing and handing in this Use Agreement.
- Computers and other communication technology equipment that belongs to Whangaroa College are intended for educational purposes. Any other communication technology equipment that I use within the school environment (e.g. mobile phone) will be used in accordance with the school regulations.
- All internet information is filtered by N4L. However, all material which is inappropriate, (e.g. legal pornography), dangerous, (e.g. bomb designs), or illegal (e.g. child pornography or stolen credit card numbers) may not be picked up by the filter. It is therefore **each student's responsibility** not to initiate access to such material, to distribute such material by copying, storing or printing, or have any involvement with such activity.
- When using the email facilities at school, it may not be possible for the school to monitor or filter all messages; it is therefore **each student's responsibility** to ensure that any electronic correspondence will not cause offence or be otherwise inappropriate.
- The school will view seriously involvement in any incident in which communication technologies are used to facilitate misconduct e.g. harassment, bullying, plagiarism, exam cheating etc.
- The school reserves the right to check at any time, work or data related to communication technologies in the school environment.

I will take care of information technology resources, including:

- I will not damage computer equipment or furniture and will use the resources with due care.
- I will not attempt to breach copyright (e.g. by illegally copying software).
- I will not bring software from home to use on a Whangaroa College computer without written permission from the teacher in charge of the computer department.
- I will not plagiarise by illegally copying text without referencing the source.

I will be considerate to other users, including:

- I will not monopolise equipment.
- I will not intentionally disrupt the smooth running of any computer or the school's network.
- I will not scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- I will not access chat rooms or other social networks in class time unless directed to by a teacher as part of a teaching and learning program.
- If I accidentally encounter inappropriate, dangerous or illegal material I will immediately remove it from the screen/turn off the screen and notify a supervising teacher without disclosing the material to any other student.

I will respect the need for privacy and security, including:

- I will not reveal home addresses or phone numbers, mine or anyone else's, in cyberspace.
- I will use storage media in accordance with the school regulations.
- I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.
- I will immediately report any cyber safety problems to a class teacher.

I accept that:

Breaching this agreement (or any involvement in such a breach) may result in my access to the Computing and Communication Technology resources at Whangaroa College being withdrawn, which could make me ineligible to continue studying a particular subject. I also understand it could result in disciplinary action by the School.

*(Please return the **Student Use Agreement** to the school office after it has been signed and retain this page).*