

NSN # _____	SMS _____	E-enrol _____	Finance _____	Reqtd _____
Class _____	Room _____	Date Enrolled ____ / ____ / ____		

Pupil Details (One form per pupil)

Legal Surname _____ Legal First/Middle Names _____
 Preferred Surname _____ Preferred First Name _____
 Home address _____ Post code _____
 Place of Birth: NZ or _____ Language spoken at home: English or _____
 Previous School/ Kindergarten _____ Address _____
 Gender: M / F Date first started school ____ / ____ / ____ **Date of birth** ____ / ____ / ____

Primary Caregiver Details : Relationship to child _____
 Name _____ Mrs/Ms/Miss/Mr
Family name First names
 Address _____ Post Code _____
 Home Phone _____ Cell Phone _____
 Email: _____
 Occupation and Employer _____ Work phone _____
 Full-time / Part-time / Casual / Other Usual Work Hours _____
For contact purposes only
 Other siblings likely to attend: _____ DOB _____
 _____ DOB _____
 Name of sibling already attending Donovan Primary _____

Caregiver 2 Details : Relationship to Child _____
 Name _____ Mrs/Ms/Miss/Mr
Family name First names
 Address _____ Post Code _____
 Home Phone _____ Cell Phone _____
 Email: _____
 Occupation and Employer _____ Work phone _____
 Full-time / Part-time / Casual / Other Usual Work Hours _____
For contact purposes only

Caregiver 3 Details : Emergency contact: Relationship to student _____
 Name _____ Mr/Mrs/Ms/Miss
Family name First names
 Home phone _____ Cell phone _____ Work Phone _____

Caregiver 4 Details : Emergency contact: Relationship to student _____
 Name _____ Mr/Mrs/Ms/Miss
Family name First names
 Home phone _____ Cell phone _____ Work phone _____

Medical details : (List any medical problems and information the school should be aware of) **Had B4 School Check** Yes / No

 Dr _____ Phone _____ Immunisation Cert shown: Yes / No Complete: Yes / No

Ethnicity (Cultural identification with a particular ethnic group. Dual ethnicity may be selected) NZ European / NZ Maori or _____

Iwi 1 _____ Iwi 2 _____ Iwi 3 _____

Do you wish your child to participate in our Religious Education programme?: Yes / No (non denominational)

Can the school administer mild medication (ie Paracetamol/Arnica) at the discretion of the staff? Yes / No

Early Childhood Education: If your child attended one or more Early Childhood Education service(s) in the six months prior to starting school please complete the table below.

Please enter the number of hours per week for up to 3 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			

Did your child regularly attend Early Childhood Education?

- Yes, for the last ____ year(s)
- Not regularly, only occasionally with no on-going schedule
- No, did not attend ECE

OR

Please tick the appropriate box	
g. Attended, but only outside new Zealand	
h. Attended, but don't know what type of service	
i. Did not attend	
j. Unable to establish if attended or not	

Milk in Schools Programme.

- I would like my child to participate
- I would **not** like my child to participate
- My child is unable to participate due to health reasons.

Further Details:

Parental Order or Court order issued? Yes / No / NA. Type _____ Further information attached Yes / No

Extra copy of School Report to Name: _____ Address/Email: _____

Fortnightly Newsletter is available on School Stream App, Facebook and Donovan Primary Website. Please contact the school office if you are unable to access these options.

Any other information the school should be aware of: (special needs/learning/behaviour/Agencies involvement etc)

Confidentiality

This information is requested by the school in order to communicate with parents and caregivers, to maintain the safety of the pupil, in order to meet the statutory requirements of the Ministry of Education. Information is held securely and used for the purpose of education and may be disclosed to appropriate education, health and welfare authorities and for data-gathering purposes by the NZ Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Parent / Caregiver Verification:

The information above is true and correct. I undertake to advise the school of any change in circumstances so that accuracy and contacts may be maintained. I agree that the school will take action on my behalf in case of sudden illness or injury, to abide by the school's policies.

Remember to include the following items with your Enrolment Form	
	Signed Cyber Safety Form
	Original Birth Certificate
	Immunisation (Plunket Book)
	Proof of Residence
	School Stream App is uploaded

Signed _____

Date _____

CYBER SAFETY USE AGREEMENT FOR DONOVAN PRIMARY STUDENTS

To the Parent(s) / Legal Guardian(s) / Caregiver(s)

Please read these documents carefully as they include information about safety and security issues associated with privacy, the use of Information and Communication Technologies (ICT) equipment and the internet.

There are **four** important sections

- This page: Permission for displaying work and name. (Parents to read, tick the box, sign and return to school)
- and Section A: Introduction about Cyber Safety at Donovan Primary.
- Section B: Student Cyber Safety information, rules and agreement. (Students are to read, discuss this at school and at home, sign it and then return it to school)
- Section C: Parent Cyber Safety information, responsibilities and agreement. (Parents are to read and sign this and then return it to school)

This form is regarding permissions associated for your child relating to publication of images etc. (Parents are to read this, tick the appropriate box and return it to school). You are welcome to contact the school to discuss any of these documents if you wish. In the interest of safety and security Donovan Primary requires parent permission for the publishing of student's names, photographs, videos and learning on our website, in our newsletters (which are handed out, posted out and posted on the school website), newspapers, classroom blogs and for school reporting (via internet, video recording or paper format, for parents, teacher professional development and sharing as well as school reporting to the Ministry of Education).

We believe it is important to celebrate children's achievement, but are aware of the potential risks when personal information or material is published on a global information system such as the Internet.

Please indicate your wishes by ticking the relevant box.

- I am happy for my child's name, photograph, video footage or learning to appear in the school newsletter, newspapers, on the school website, on classroom blogs, or the internet as appropriate for school and community wide communication, teacher development or reporting to the Ministry of Education.
- I do not give permission for my child's name, photograph, video footage or learning to appear in the school newsletter, newspapers, on the school website, on classroom blogs, or the internet as appropriate for school and community wide communication, teacher development or reporting to the Ministry of Education.

Child's Name: Child's Class/Room:

My Name:
Parent / Legal Guardian / Caregiver (please circle which term is applicable)

Signature: Date:

Additional information can be found on NetSafe's website www.netsafe.org.nz/ua

SECTION A INTRODUCTION

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 Donovan Primary and to the effective operation of the school. The overall goal of the school in this matter is to create and maintain a Cyber Safety 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 Cyber Safety breaches which undermine the safety of the school environment and our students. 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 DONOVAN PRIMARY STUDENTS CYBERSAFE

These rules will help us to stay safe when using ICT at school

1. *I cannot use school ICT equipment until my parent/s have signed my 'Use Agreement' form (see Section C) and the completed form has been returned to school.*
2. *I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.*
3. *I can only go online or use the Internet at school when a teacher gives permission and an adult is present for support.*
4. *If there is something I'm not sure about I will ask my teacher or other supervising school staff member.*
5. *I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind to, or about other people.*
6. *If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:*

- *Not show others*
- *Minimise or turn off the screen and*
- *Get a teacher straight away*

7. *I must not bring any ICT equipment / devices to school. This includes things like mobile phones, iPods, games, cameras, USB drives and software unless written permission has been given by my parents, teacher or principal. I must NOT under any circumstances bring illegally copied disk/data as these can carry computer viruses.*
8. *I must not go into teacher or office files or other children's files on the computer, as these are private.*
9. *I will ask my teacher's permission before I put any personal information online.*

Personal information includes:

- **Name**
- **Address**
- **Email address**
- **Phone numbers**
- **Photos.**

10. *I will be careful and will look after all our school ICT equipment by:*

- *Not being silly and playing around with it*
- *Following our school Cyber Safety rules*
- *Telling a teacher about anything wrong or damaged.*
- *Using it in an appropriate manner*
- *Having food and / or drink around it (eating or drinking whilst working with ICT equipment)*

If I damage any ICT equipment/devices deliberately, my parent(s) / legal guardian(s) / caregiver(s) and I accept responsibility for repairs or replacement of any part of the system, to a level determined by the school on a case-by-case basis

11. *I understand that if I break these rules the school may need to tell my parent(s) / legal guardian(s) / caregiver(s) and other relevant consequences may also result including not being able to use school ICT resources or in extreme circumstances the involvement of Police.*

I have read through these rules and discussed them and what they mean with my teacher and class at school and also again with my parents and family at home.

I understand what they mean and the consequences that may occur if I do not treat the equipment at school with respect or follow these rules.

Student's Name: _____

Date: _____

Student's Signature: _____

SECTION C

DONOVAN PRIMARY CYBER SAFETY USE AGREEMENT FORM

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check 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**

I understand that Donovan Primary 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 Cyber Safety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace
- Keep this signed 'Use Agreement' on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about Cyber Safety issues.

My responsibilities as a parent include:

- I will read this Cyber Safety '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 Cyber Safety programme by encouraging my child to follow the Cyber Safety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the Classroom Teacher to discuss any questions I might have about Cyber Safety and / or this 'Use Agreement'.
- Informing other educational institutes that my child may attend, of the permissions I allow for my child for the publication of images (photos or videos) and internet use.
- Considering the rights and privacy of all students, parents / caregivers and staff when taking and using photos or film footage of school events. **In order to safeguard the privacy of all students and staff any images or film which contain recognisable pictures of children (other than your own) or staff are not published on any form of social networking site or digital media such as Facebook, my space, you tube, blogs or photographic competition websites etc.** It is entirely your own choice about whether to publish or not publish images of your own child / children. **Please be aware that some students / parents have privacy conditions that can put them at personal risk if images etc are made public in any form.**
- Not befriending staff on social networking sites whilst my child is in attendance at the school eg. Facebook, my space etc. This is in the best interests of staff, students and parents. Staff will also not befriend parents or students of Donovan Primary whilst they are employed by Donovan Primary's Board of Trustees.

I have read this Cyber Safety use agreement and I am aware of the school's initiatives to maintain a Cyber Safe learning environment, including mine and my child's responsibilities in actively supporting this.

Name of student:

Name of parent/caregiver/legal guardian:

Parent's signature: Date:

Please note: As the nature of ICT use in schools, the internet, available ICT devices and tools evolves and develops quickly; this policy will be reviewed regularly and therefore may need to be adapted. Also parent situations and consents can change so please contact the office for any amendments to this agreement. It allows us to support parents by keeping this information up to date and relevant.