

Name of School: _____



Government of South Australia

Department for Education

Name of Student: _____

Date of Birth: _____ / _____ / _____

SCHOOL ENROLMENT FORM

INFORMATION PRIVACY STATEMENT

The Department for Education is committed to respecting the confidentiality of information provided about children / students and parents, which includes information requested on enrolment forms.

This form has been designed to ensure compliance with the *Education Regulations 2012* and to enable the department to:

- undertake administration and care responsibilities including maintaining emergency contact information
- communicate with you about matters in relation to your child, your child's school and the education system
- provide first aid and plan for child / student health support requirements
- provide information required for school resource entitlements
- collect statistical and qualitative information to better understand student performance and undertake activities to improve the education system
- meet reporting requirements, including to other government authorities
- provide information to contractors engaged to assist in the completion of the Australian Early Development Census survey by teachers for Reception students (www.aedc.gov.au).

If organisations are contracted on behalf of the department to undertake tasks which require access to enrolment data, the contract(s) between the department and those organisations will include strict confidentiality and disposal provisions.

Questions marked * on this school enrolment form are included to collect information required under the *Australian Education Regulations 2013*. Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child's school for planning and resourcing decisions.

The information provided in enrolment forms is stored securely in local school and department databases. Information from your enrolment form may be transferred electronically from one school to another as your child moves schools or locations between levels of education. Any such transferred information will be updated by information provided on the current enrolment form. Some student information will also be securely transferred to the NAPLAN Online Platform to enable online NAPLAN testing. While your child is enrolled in a departmental site other information will be gathered relating to your child's education and wellbeing; for example records of learning progress (including NAPLAN testing), absences from school, behaviour, health and social development reports, observations and assessments.

The management of these data is governed by Australian, State and department policies and relevant legislation (including the *Australian Education Act 2013* (Cth), *Education Act 1972* (SA), and *State Records Act 1997* (SA)) to ensure that the information is used only for the purposes stated above and is secure, private and confidential.

The disclosure of personal information held by the South Australian government is regulated by the *Information Privacy Principles* (see www.dpc.sa.gov.au/documents/rendition/B17711). Unless authorised or required to do so by a law of the State or Commonwealth, or as permitted by the Information Privacy Principles or in accordance with the ISG (see below), the department will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside the department will be important to your child's educational progress, safety or wellbeing. It might also be necessary to share information to manage a risk of serious harm to others. In these circumstances the department follows the SA Government's *Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG)* www.ombudsman.sa.gov.au. Under the ISG your consent for the sharing of personal information about you or your child will be sought and respected in all situations unless:

- disclosure is authorised or required by law; or
- it is unsafe / impossible to gain consent or consent has been refused; and
- without information being shared, a person or persons will be at increased risk of serious harm.

In order to provide an appropriate education program your school may share information relating to your child's personal needs with specialist department staff, including Student Support Services. This will enable the school to make any necessary teaching and learning adjustments for your child. The school may also use the information you provide when applying for specialist resources or services and/or funding to support your child's education. Prior to any formal referral for additional support your consent will be sought.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents / caregivers and other agencies / services to achieve that aim. Parents / caregivers are strongly encouraged to share all information relevant to their child's capacity to enjoy and benefit from education:

- by using the 'any other information' section of this form; and/or
- by discussing with staff at the time of enrolment; and/or
- by discussing with staff at any time in the future.

The school has explained the above Information Privacy Statement and Information Sharing Statement.

Parent / Guardian Signature

Refer to the occupation groups listed below when completing the questions on page 3.

<p>Group 4 Other Occupations</p>	<p>Group 3 Trades and advanced / intermediate clerical, sales and service staff</p>	<p>Group 2 Other business managers, Arts / Media / Sportspersons and associate Professionals</p>	<p>Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals</p>
<p>Drivers Mobile plant, Production / Processing, Machinery, Other machinery Operators.</p> <p>Hospitality staff Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.</p> <p>Office assistants Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.</p> <p>Sales assistants Sales assistant, Motor vehicle / Caravan / Parts Salesperson, Checkout operator, Cashier, Bus/train conductor, Ticket seller, Service station attendant, Car rental desk staff street, Vendor, Telemarketer, Shelf stacker.</p> <p>Assistant / aide Trade's assistant, School / Teacher's aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum / gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.</p> <p>Labourers and related workers</p> <p>Defence Forces Other ranks below senior NCO not included above.</p> <p>Agriculture, horticulture, forestry, fishing, mining worker Farm overseer, Shearer, Wool / hide classer, Farm hand, Horse trainer, Nurseryman, Greenkeeper, Gardener, Tree surgeon, Forestry / logging worker, Miner, Seafarer / fishing hand.</p> <p>Other worker Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.</p>	<p>Tradesmen / women Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.</p> <p>Clerks Bookkeeper, Bank / PO clerk, Statistical / Actuarial Clerk, Accounting / claims / audit clerk, Payroll clerk, Recording / registry / filing clerk, Betting clerk, Stores / inventory clerk, Purchasing / order clerk, Freight / transport / shipping clerk, Bond clerk, Customs agent, Customer services clerk, Admissions clerk.</p> <p>Skilled Office Staff Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.</p> <p>Skilled Sales Staff Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher.</p> <p>Skilled Service Staff Aged / Disabled / Refuge / Child care worker, Nanny, Meter reader, Parking inspector, Postal worker, Courier, Travel agent, Tour guide, Flight attendant, Fitness instructor, Casino dealer / supervisor.</p>	<p>Owner / manager Farm, Construction, Import / Export, Wholesale, Manufacturing, Transport, Real estate business.</p> <p>Specialist manager Finance, Engineering, Production, Personnel, Industrial relations, Sales / marketing.</p> <p>Financial services manager Bank branch manager, Finance / investment / insurance, Broker, Credit / loans officer.</p> <p>Retail sales / services manager Shop petrol station, Restaurant club, Hotel / Motel, Cinema, Theatre agency.</p> <p>Arts / media / sports Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media presenter, photographer, Designer, Illustrator, Proof reader, sportsman / woman, Coach / trainer, Sports official.</p> <p>Associate professionals Generally have diploma / Technical qualifications, Support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician / Associate professional.</p> <p>Business / administration Recruitment / Employment / Industrial relations / Training officer. Marketing / Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office / project manager.</p> <p>Defence Forces Senior Non-Commissioned officer.</p>	<p>Senior executive / manager / department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (Section head or above), Regional Director, Health / Education / Police / Fire services, Administrator.</p> <p>Other administrator School Principal, Faculty head / Dean, Library / Museum / Gallery director, Research facility director.</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals Generally have degree or higher qualifications and experience in applying this knowledge to:</p> <ul style="list-style-type: none"> • Design, develop or operate complex systems; • Identify, treat and advise on problems; • And teach others. <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing. Professional.</p> <p>Business Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.</p> <p>Air / sea transport Aircraft / ship's Captain / Officer / Pilot, Flight officer, Flying instructor, Air traffic controller.</p>
<p>Parent's education, qualification and occupation</p> <p>The questions about each parent / guardian's education, qualifications and employment group are asked on all school enrolment forms.</p> <p>In South Australia this information is used in determining each school's <i>Index of Educational Disadvantage</i> (IED), which is linked to funding levels and may be used to allocate resources to school services. In the future this information may be used to determine resource allocations to schools.</p> <p>If you are an independent student (living without a parent or guardian) please go straight to Page 4 - Student Personal Details.</p>			

Parent 1 or Legal Guardian 1

(Birth or Adoptive parent)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

 Male Female

Relationship to student:

Employment status:

Occupation:

* What is the occupation group of parent 1 / guardian 1?
Please select the appropriate parental occupation group from the list on page 2.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

P/G1 Mobile Phone:

P/G1 Email:

* What is the highest year of primary or secondary school the parent 1 / guardian 1 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- Year 12 or equivalent 4
 Year 11 or equivalent 3
 Year 10 or equivalent 2
 Year 9 or equivalent, or below 1

* What is the level of the highest qualification the parent 1 / guardian 1 has completed?

- Bachelor degree or above 7
 Advanced diploma / Diploma 6
 Certificate I to IV (including trade certificate) 5
 No non-school qualification 8

In which country was the parent 1 / guardian 1 born?

If not born in Australia, what was the date the parent 1 / guardian 1 arrived in Australia?

DD	MM	YY
----	----	----

* Does the parent 1 / guardian 1 speak a language other than English at home? No, English only Yes

If **yes**, what is the main language the parent 1 / guardian 1 speaks at home?Does this Parent or Guardian require an interpreter? No Yes No Yes

Language for Translation:

What is the cultural background of Parent 1 / Guardian 1?

Parent 2 or Legal Guardian 2

(Birth or Adoptive parent)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

 Male Female

Relationship to student:

Employment status:

Occupation:

* What is the occupation group of parent 2 / guardian 2?
Please select the appropriate parental occupation group from the list on page 2.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

P/G2 Mobile Phone:

P/G2 Email:

* What is the highest year of primary or secondary school the parent 2 / guardian 2 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- Year 12 or equivalent 4
 Year 11 or equivalent 3
 Year 10 or equivalent 2
 Year 9 or equivalent, or below 1

* What is the level of the highest qualification the parent 2 / guardian 2 has completed?

- Bachelor degree or above 7
 Advanced diploma / Diploma 6
 Certificate I to IV (including trade certificate) 5
 No non-school qualification 8

In which country was the parent 2 / guardian 2 born?

If not born in Australia, what was the date the parent 2 / guardian 2 arrived in Australia?

DD	MM	YY
----	----	----

* Does the parent 2 / guardian 2 speak a language other than English at home? No, English only Yes

If **yes**, what is the main language the parent 2 / guardian 2 speaks at home?Does this Parent or Guardian require an interpreter? No Yes No Yes

Language for Translation:

What is the cultural background of Parent 2 / guardian 2?

Emergency Contacts if Parent or Guardian cannot be contacted or unable to collect student.

Note: Includes permission to provide overnight care.

Priority 1

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Priority 2

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Priority 3

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Priority 4

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Transport to School

Usual mode of transport:

Bus Pass No:

School Bus Route AM1:

Stop:

Time:

School Bus Route AM2:

Stop:

Time:

School Bus Route PM1:

Stop:

Time:

School Bus Route PM2:

Stop:

Time:

Conveyance Allowance:

(Approval Number)

Allowance Expiry Date:

DD

MM

YY

Vehicle Reg. No:

Driver if other student:

Medical Conditions

Does your child have a diagnosed medical condition?

No

Yes

If **Yes**, please tick the relevant conditions:

- Acquired Brain Injury
- Asthma
- Cerebral Palsy
- Contenance
- Cystic Fibrosis
- Diabetes

- Gastrostomy
- Hearing Impaired / Ear health issues
- Heart Condition
- Joint Conditions
- Medication
- Mild Allergy

- Oncology
- Oral Eating and Drinking
- Seizures and Epilepsy
- Severe Allergy Anaphylaxis
- Transfer and Positioning
- Visually Impaired

If other, please specify:

Does your child require additional health support or first aid?

(e.g. support with medication management, continence care, psychological issues)

No

Yes

If **Yes**, the school will need a health care plan from the treating doctor / health professional.

Is plan attached?

No

Yes

Court Orders

Are there any current Court-sanctioned orders relating to this student?
If **Yes**, a copy of the order must be provided for the school's records.

No Yes

On what date was the Full Court order issued?

DD	MM	YY
----	----	----

Details:

Other Parent / Guardian / Carer

Resides at the same address as the student? Yes No Reports Access Correspondence

Mr / Mrs / Ms / Other

Sex: Male Female

Family Name:

Given Names:

Phone Number:

Relationship to student:

Mobile Number:

Mailing Title:

Address Line 1:

Address Line 2:

Address Line 3:

Suburb / Locality:

Postcode:

Country (if not Australia):

Email Address:

Siblings

Full Name

Sex

Date of Birth

Attends this School?

Male Female

DD	MM	YY
----	----	----

No Yes

Male Female

DD	MM	YY
----	----	----

No Yes

Male Female

DD	MM	YY
----	----	----

No Yes

Male Female

DD	MM	YY
----	----	----

No Yes

Male Female

DD	MM	YY
----	----	----

No Yes

Other Preschools and Schools Attended

Has your child previously attended a Department for Education preschool / school?

No Yes

If Yes, please specify the last Department for Education preschool / school attended:

List the two most recent preschools / schools attended. If unsure of the dates, please estimate.

Preschool / School Name

From

To

DD	MM	YY
----	----	----

DD	MM	YY
----	----	----

DD	MM	YY
----	----	----

DD	MM	YY
----	----	----

Any other information / comments

Parent / Guardian Signatures

By signing this form you certify that all information given is true and accurate.

Signature of Parent 1 /
Legal Guardian 1:

Date:

DD	MM	YY
----	----	----

Signature of Parent 2 /
Legal Guardian 2:

Date:

DD	MM	YY
----	----	----

Enrolment Interviewer:

Data Entry Person:



ICT Services

DECD ICT Acceptable User Agreement

The use of DECD ICT resources is governed by DECD and Government policies. These policies are in place to protect DECD information assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.

This user agreement applies to all staff (which includes contractors and temporary employees), who have computer access at DECD corporate sites, and is to be completed by all users before they are given access to DECD ICT facilities.

The signed form must be retained by the DECD Authorising Officer.

IMPORTANT: you must read and understand the documents and policies referenced in this user agreement, please contact the ICT Service Desk for assistance in obtaining copies.

Users of DECD ICT facilities must::

1. Understand and adhere to the requirements of the DECD Policy - ICT Security, which is published on the DECD intranet.
2. Use DECD ICT facilities in an appropriate and professional manner according to the Code of Ethics published by the Commissioner for Public Employment.
3. Understand and adhere to the requirements of the DECD Policy - Internet Access and Use and the DECD Policy - Email Access and Use, both published on the DECD intranet.
4. Follow the directions of ICT Service Desk relating to their use of DECD ICT facilities.
5. Specifically, the access, transmission, retrieval, storage and/or display of:
 - sexually explicit material;
 - hate speech or offensive material;
 - material regarding illicit drugs or violence;
 - material regarding criminal skills and/or illegal activities;
 - material of a defamatory, discriminatory or harassing nature;
 - is strictly forbidden if that material does not form part of a legitimate educational inquiry.

Violations of this policy, depending on severity and nature, may result in reprimand, loss of ICT access privileges, termination of employment or any other appropriate disciplinary action.

USER DECLARATION

By using DECD ICT facilities I acknowledge and agree to the above terms and conditions. I have read and understood the requirements of the:

- DECD Policy - ICT Security;
- DECD Policy - Internet Access and Use; and
- DECD Policy - Email Access and Use.

I undertake to ensure that my PASSWORD is kept confidential, and acknowledge that unauthorised use of my personal USER ID may result in the integrity of the system being compromised. I further accept that I am responsible for ensuring my personal USER ID is not shared and is only used for proper and authorised activities, and am accountable for any actions undertaken using my USER ID.

I also understand that DECD/DTEI monitors email and Internet activity undertaken by users who have access to resources provided by DECD.

I have read and understand this user agreement and I will observe and be bound by its conditions at all times.

Signature:

Name:

Date:

Consent Form – Child/Student

Permission to use image, video, voice, and/or creative work of students and children

The Department for Education and Child Development (DECD) develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites). Students also publish their own materials on websites (eg school website, DECD website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for DECD to create/use:

- photographs, video or audio recordings of my child
- samples of my child's work
- my child's first name and DECD school/preschool/service name

and to distribute them in the following locations:

- printed publications (eg newsletters, promotional material)
- secure intranet websites
- publically accessible websites, including social media accounts

The permission will continue until I revoke permission in writing to the Principal of the school, Director of the preschool or manager of the service.

Any material placed on publically accessible websites under a CC-BY-NC licence will be available to download and use. This licence is perpetual (forever), irrevocable, free, worldwide, non-exclusive and allows for the replication, distribution, display, performance and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

Additional optional permissions

In addition, I also grant permission for my child to be photographed/recorded and the child's full name to be used:

- by external media organisations for publication/broadcast
- for the yearly school photographs, both individually and in a group
- in the publication of the annual school yearbook/magazine.

Notes

- Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

Signatures

Name of child/student: _____
(Full name - please print)

Name of school/service : _____

Parent/guardian's signatures: _____
(Parent/guardian to sign) (Parent/guardian to sign)

Full name of parent(s)/guardian(s): _____
(please print) (please print)

Date: _____

Please provide signatures of both parents and/or guardians where possible.

This form must be filed in a central location at the school

THE PINES SCHOOL

GENERAL CONSENT FORM

CHILD'S NAME _____ ROOM NO. _____

PARENT/CAREGIVER'S NAME _____

Schools often need to seek parent permission to cover a wide range of activities and situations. We hope that by placing most of the potential situations on one sheet it will save time and paper.

Please read and sign both sides of the form and return to the front office as soon as possible.

PERMISSION TO BORROW LIBRARY BOOKS

I give permission for my child to borrow books from the library and I accept responsibility for any book damaged or lost by my child.

Signed _____

PERMISSION TO BE PHOTOGRAPHED

I give permission for my child to be photographed (by still or video camera) whilst attending The Pines Schools, either individually or in groups, to be taken for school purposes e.g. assembly, camps, excursions, class activities. I understand that this general consent does not commit me to accept, with a view to purchase any photograph that may be subsequently taken of my child.

Signed _____

I give permission for my child's photograph and work to be placed on the Internet or for publication in the local print media.

Signed _____

I do not give permission for my child's photograph and work to be placed on the Internet or for publication in the local print media.

Signed _____

MATERIAL & SERVICES CHARGES

I understand that I must either pay the Material & Services charges or apply for School Card at the front office at the start of every year. I understand that I can negotiate with the school to pay over a period of time. I understand that Material & Services charges are compulsory payments and all unpaid accounts will be handed to our collection agency for recovery of outstanding debts.

Signed _____

SCHOOL BEHAVIOUR MANAGEMENT

The school has a Behaviour Management Policy in place which involves a variety of strategies designed to allow the students to reflect on their own behaviour and develop plans to help them change their behaviour. This is done with the support of staff and parents. I understand that the school has a Behaviour Management Policy and I accept responsibility to support my child and the school. A copy of the policy is available from the school office.

Signed _____

PERMISSION TO INSPECT FOR HEAD LICE

The South Australian Health Commission recommends that everyone check their hair every week for head lice. Checking and treating children's hair is **BY LAW A PARENT'S RESPONSIBILITY**.

I give permission for the school staff to arrange for a health professional or staff member to check my child's hair for eggs and lice. I understand any such check will be conducted sensitively. I understand that it is my responsibility to arrange collection of my child as soon as possible from school when notified.

Signed _____

I do not give permission for the school staff to check my child's hair for head lice. I will do this. I understand that my child can be excluded from school if staff believe he or she has lice. I understand it is my responsibility to arrange collection of my child as soon as possible from the school when notified. I understand that I may have to provide a letter from a general practitioner to say my child is free of head lice.

Signed _____

UNIFORM AND HAT POLICY

The school has a Uniform Policy requiring students to wear colour coded clothing as accepted by the Governing Council and listed on our school uniform code (details available from the office). Hats are compulsory (wide brim, legionnaire style or bucket styled hats) all year.

Signed _____

PERMISSION TO APPLY SUNSCREEN

I give permission for my child to apply sunscreen provided in the classroom.

Signed _____

I do not give permission for my child to apply sunscreen provided in the classroom.

Signed _____

SCHOOL YARD SUPERVISION

I understand that the school yard is supervised from 8:30am until 3:20pm and that the school cannot accept responsibility for children in the yard outside of these hours.

Signed _____



RESPONSIBILITIES FOR GENERAL COMPUTER USE

Each student has a responsibility to take care of the computing resources and use them in a careful and constructive way. It essential that students:

- Work cooperatively and conscientiously on the computers
- Use the computing resources for school use only
- Adhere to the same standard of conduct expected and required in any classroom
- Take care of the computer equipment and not tamper with settings, switches, buttons or cables
- Report any equipment problems immediately
- *Always* ask permission from a teacher before printing anything
- At completion of session log off your computer
- Not eat or drink when using or near computers
- Not install or download software, **especially games**

Use only CDs or flash drives for school purposes and with teacher permission

Guidelines for Responsible Internet Use

The Internet can be a wonderful place to find new information, send Email to friends and learn with other people. Used correctly it adds to other information sources to support students in their learning. Access and use of the Internet will vary across year levels.

At The Pines School every teacher will provide supervision of Internet use. To prevent students accessing inappropriate Internet sites the school uses “filters.” The Network Administrator can track all computer/Internet usage and a filter monitors all mail and email containing offensive language. The Admin Staff is automatically notified of any student using the Email inappropriately and that student’s computer and Internet use will be suspended until further notice together with an appropriate classroom consequence.

Students will:

- Adhere to the same standard of conduct as expected and required in any classroom
- Always seek permission from their teacher or supervising adult before going on the Internet
- Never use another person’s log on name and/or password to access the Internet
- Never give their password to any other student
- If they find something that is confusing, scary or against the law, they click on the “back” button and tell their teacher, librarian or other supervising adult
- Never send or respond to messages that make them feel uncomfortable
- Maintain a high degree of care and respect in the writing of any Email message
- Never reveal any personal details about themselves or others in Emails or on the Internet – eg- full name, address, phone contact
- Ask a teacher before printing any information.
- Follow your teacher’s instructions regarding the saving of work
- Never publish my information or photo of students on social media

Students are asked to beware of:

- **Materials that are unsuitable:** These can include swearing, pictures and pornography
- **Advertising:** Some businesses try to get you to buy products or give details about yourself or your Family
- **Contact with strangers:** Some people use false names, or are not what they claim to be
- **Gambling Sites:** These are for people over 18 years of age
- **Laws:** These include
 - **Copyright laws:** You cannot just copy everything from the Internet. When you copy something you need to acknowledge the author and the source of your information
 - **Hacking:** Entering private networks is illegal
 - **Privacy:** These ensure that each of us can protect ourselves, families and businesses.
 - **No:** Student information or student photos are to be published onto Social Media sites



The Pines School

Andrew Smith Drive, Parafield Gardens

South Australia, 5107

Phone: (08) 82812199 Fax: (08) 82815858

Email: dl.1777.info@schools.sa.edu.au

Name

Teacher

Student Code of Conduct

Year Levels - Reception - 2

Using the School Computer Network and Internet

I have read and discussed the responsibilities for computer use and Internet guidelines with my child. . He/she has permission to use the Internet, and I understand that access can be denied if any of the rules are breached.

Child's name:

Year Level:

Parent/Caregiver signature:

Date:

In addition, we wish to at times showcase students' work and school activities on the school web pages accessible on the Internet.

I give my consent to allow my child's photograph (*without full name or other identifying information*) and any sample work to be published on the School Web pages.

Parent/Caregiver signature:



The Pines School

Andrew Smith Drive, Parafield Gardens
South Australia, 5107
Phone: (08) 82812199 Fax: (08) 82815858
Email: dl.1777.info@schools.sa.edu.au

Name _____

Teacher _____

Student Code of Conduct

Year Levels – 3 – 7

Using the School Computer Network and Internet

1. I agree to follow all teacher instructions regarding the use of the Internet.
2. I will take great care with the computer equipment in class.
3. My behaviour in class when using the Internet will be mature, responsible and courteous.
4. I will work cooperatively and conscientiously on the Internet.
5. When using the Internet, I will only access appropriate information relevant to my work and will make no attempt to access inappropriate material.
6. I will only access the Internet and email under teacher supervision
7. I will respect the privacy of myself, teachers and fellow students by not giving out personal details or reading their E-mail.
8. I agree to use the School Computer and Internet access for school use only.
9. I agree not to publish information or photos on Social Media sites

I agree to follow the above rules and am aware that breaking them will result in loss of my privilege to use the school computer system and/or disciplinary action.

Student's signature:

Teacher's signature:

I have read the information relating to responsible use of the school network and use of the Internet at The Pines and have discussed them with my child. He/she has permission to use the Internet, and I understand that access can be denied if any of the above rules are breached.

Parent/Caregiver signature:

Date:

In addition, we wish to at times showcase students' work and school activities on the school web pages accessible on the Internet.

I give my consent to allow my child's photograph (**without full name or other identifying information**) and any sample work to be published on the School Web pages.

Parent/Caregiver signature:



Mobile Phones and Personal Electronic Devices (PED) at The Pines School

PURPOSE

The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This Policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that mobile phones and PEDs may provide (such as increased safety) can continue to be enjoyed by our students.

The Pines has established the following Policy to provide teachers, students and parents/ caregivers guidelines and instructions for the appropriate use of mobile phones and PEDs during school hours (8.30am – 3.00pm).

In order for students to have a mobile phone or PED at school, students and their parents or guardians must first read and understand this Policy.

Students may be permitted at the discretion of the organising teacher to use mobile phones or PEDs while on excursion, camps and other extra-curricular activities.

RATIONALE

Personal safety and security

The Pines accepts that parents give their children mobile phones and PEDs to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time.

RESPONSIBILITY

It is the responsibility of students who bring mobile phones or PEDs onto school premises to adhere to the guidelines outlined in this document.

The decision to provide a mobile phone and PEDs to their children should be made by parents or guardians.

Parents should be aware if their child takes a mobile phone or PED onto school premises.

Permission to have a mobile phone or PED at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

ACCEPTABLE USES

Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to your child's teacher. Parents are reminded that in cases of emergency, the Front Office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

UNACCEPTABLE USES

Unless express permission is granted to the contrary, mobile phones and PEDs should not be used to make calls, send SMS messages, surf the internet, take photos or any other application while on school grounds. Staff members are able to confiscate phones or PEDs. Staff will inform leadership if a student refuses to surrender a device.

THEFT OR DAMAGE

Students who bring a mobile phone or PED onto school premises should leave it locked away in their school bag or handed to their classroom teacher to store in a safe place as soon as they arrive. All devices should be switched off during school hours.

Mobile phones and PEDs found in the school should be handed to front office reception.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or PEDs.

The school accepts no responsibility for students who lose or have their mobile phones or PEDs stolen while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

INAPPROPRIATE CONDUCT

Any inappropriate conduct or continual refusal to follow the guidelines will be recorded and parents/cargivers will be contacted. Appropriate disciplinary actions and strategies may be put in place by a member of leadership.

* It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. *Sending inappropriate material using mobile phones is an offence under the Telecommunications Act.* As such, if action as sanctioned by the Principal or student council is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

If you have comments or suggestions, please contact Jacqui Simpson, School Counsellor.

Mobile Phones and Personal Electronic Devices (PED)

Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones at The Pines School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist to identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent name (print) _____
Parent signature _____
Date _____

Student name (print) _____
Mobile phone number _____
Student signature _____
Date _____