

St. Albans Primary School

St Albans Primary School Enrolment Instructions & Checklist

Please ensure that all items on this checklist have been completed as part of your enrolment documentation. Failure to supply this information will delay the enrolment process for your child.

1. Enrolment Form

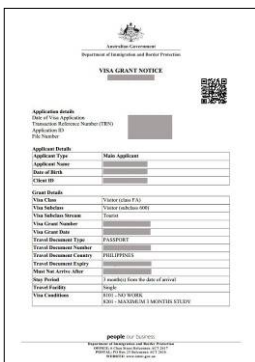
- Student Enrolment Information Form
- Media Release Agreement
- ICT Users Agreement / Policy Form
- Student Permission forms
- Last page:** Injury Consent & Confirmation

2. Supporting Documentation

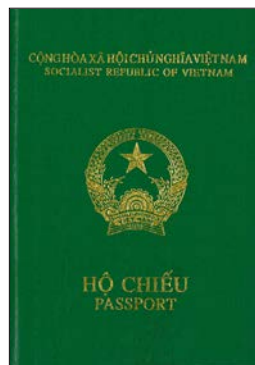
- Copy of Birth Certificate and Immunisation Certificate



- Copy of VISA Status for students & Parents born overseas only



And



- Medicare Card and Centrelink Health Care Card



MEDIA RELEASE AGREEMENT

Student Name: _____ Date of Birth: _____

**This Agreement will be effective for the duration of the student's enrolment at St Albans Primary School
To withdraw this authorisation a written submission must be provided to the school.**

St Albans Primary School works closely with a variety of media and advertising agencies to showcase the school's high standards in an appropriate fashion. Frequently, students photo's or images of their work are required for inclusion in newspaper, on websites or in various forms of print or electronic media. The inclusion of a student's photo or reproduction of their work requires parental/guardian authorisation.

Parent/Guardian Name: _____

- I authorise St Albans Primary School, and any person authorised by them, to reproduce, publish, broadcast and/or display:
 - Photographs of my child/dependant
 - My child's/dependant's name in print
 - Video and/or audio recordings of my child/dependant deemed appropriate by St Albans Primary School
 - Photography and/or reproduction of my child's/dependant's, creative projects produced while in class at St Albans Primary School.
 - Use of my child's/dependant's image or work displayed on the school Facebook page, website or other digital media centres.
- I acknowledge that my child/dependant and I are not entitled to remuneration or compensation in respect of our involvement of any project that was produced in whole or in part by us.
- I acknowledge that my child/dependant and I have no claims to copyright in any aspect or portion of the project and that any project shall be retained by St Albans Primary School.
- I agree that the material may be used in all formats and media, as representations, reproductions or adaptations either complete or in part, alone or in conjunction with any wording or drawing.

Parent/Guardian Signature: _____ Date: _____

ICT USERS AGREEMENT / POLICY

Student Name: _____ Date of Birth: _____

ICT and the use of digital technologies now play a major role in most aspects of day-to-day life. So it is in education.

To maximise the efficient and productive use of Digital Technologies in the School, each user has a number of Rights and Responsibilities that they should be aware of and adhere to. This agreement sets out those Rights and Responsibilities.

Date: _____

Student Name: _____ Student ID: _____ Home Group: _____

Student Rights & Responsibilities

RIGHTS

- To have access to the School's IT network, hardware (desktops, notebooks and portable devices as determined by the School's policies), supporting equipment (including printers, cameras, etc.) and software that is appropriate to their studies.
- To have access to the internet, with filtering appropriate to their year level and studies.
- To receive IT Technician support for issues relating to connection to the school network and internet.
- To expect the network to be a safe and secure environment in which to work and learn.
- To have their privacy protected at all times.

Note:

The school has the right to monitor access and review all use. This includes personal communications sent and received on computer/s accessing the school network/internet and/or network facilities at all times.

RESPONSIBILITIES

- To ensure that their behaviour does not in any way damage or interfere with the School's network or equipment.
- To take all reasonable steps to safeguard their personal privacy and the privacy of others. Students should keep their network passwords confidential.
- To take all reasonable steps to safeguard their personal equipment.
- To use the School's IT equipment and infrastructure in a legal and appropriate manner, and not attempt to nullify or negate any policies or procedures the School has in place.
- To be aware that all other users have similar rights to their own.
- To ensure they do not use their device to engage in any acts involving cyber bullying, threatening behaviour or denigration of others.

School Rights & Responsibilities

RIGHTS

- To expect that all users understand their Rights and adhere to and accept their responsibilities.
- To deny access to the network and internet for any student who abuses their responsibilities.
- To manage the level of access to the internet for individual students to maximise the benefit to all members of the School community.
- To determine which digital devices are suitable for connection to the school's network.

RESPONSIBILITIES

- To take all steps to provide a quick, seamless, responsive and functional IT network and infrastructure, particularly during College hours.
- To put in place policies and procedures that safeguard user's privacy, and secures their files.
- To put in place policies and procedures that monitor the IT network and infrastructure, which safeguard against illegal, inappropriate or destructive usage and which meet the monitoring requirements of the DET.
- To provide user support that relates to connection to the College network (including supporting devices such as printers), access to the College's internet services and minor operational issues.
- To provide support for warranty repairs where a device was bought from one of the school's recommended suppliers.
- To provide equity support to students who are financially unable to afford a personal digital device.

Consequences

Where a student does not meet their responsibilities and their behaviour relates to:

- Disruption/damage to the network.
- Inappropriate use of the network (eg. viewing inappropriate content, cyber-bullying, gaming in class time, spreading a virus).
- Damage to school equipment.
- Theft or damage to devices owned by other students/staff.

The School will impose consequences which may include, but are not limited to detention, payment for any damage, and suspension. This agreement covers all devices connected to the network, whether they are personally owned, or supplied by the school.

I understand the Rights and Responsibilities that I have as a user of St Albans Primary School's IT network, infrastructure and equipment and agree to be bound by them.

I also agree that should I be uncertain of a particular issue or situation, and whether it meets my Rights and Responsibilities, I will seek clarification from the School.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signed: _____ Date: _____

This policy was last ratified by School Council in...

November 2018

INJURY CONSENT & CONFIRMATION

In the event of illness or injury to my child at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher in charge, where they have been unable to contact me, or it is otherwise impracticable to contact me to:

- Consent to my child receiving medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first aid as the Principal or member of staff may judge to be reasonably necessary.

Parent / Guardian Name: _____

Signature of Parent/Guardian: _____ Date: _____

I certify that the information contained within this form is correct.

Parent / Guardian Name: _____

Signature of Parent/Guardian: _____ Date: _____

Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.