



UPPER HUTT COLLEGE

APPLICATION FOR YEAR 10 – 13 ENROLMENT 2022

STUDENT DETAILS

Legal Surname _____

Legal First Names _____

Known as (preferred name) _____

Preferred pronoun (to be referred with) _____

Date of Birth ___ / ___ / ___

Gender / Identity

Male / Tane

Female / Wahine

Gender neutral / Ira kupapa

Gender diverse / Ira tangata rerekē

Address _____

_____ Postcode _____

Student mobile _____

Student email _____

Ethnic Groups

1 _____

2 _____

3 _____

If New Zealand Māori – Iwi affiliation(s)

1 _____

2 _____

3 _____

New Zealand Citizen **Yes / No**

If **Yes**, please supply birth certificate or
Passport

If **No**, please supply passport, residency
permit or visa

Birth Country _____

Main language spoken at home _____

Siblings currently at Upper Hutt College

_____ Year Level _____

_____ Year Level _____

_____ Year Level _____

Current/previous school _____

**PRIMARY CAREGIVERS
(MAIN RESIDENCE)**

**SECONDARY CAREGIVERS
RESIDENCE
(IF APPLICABLE)**

Surname **Dr/Mr/Mrs/Ms/Miss** _____

Surname **Dr/Mr/Mrs/Ms/Miss** _____

First Name _____

First Name _____

Relationship to student _____

Relationship to student _____

Address _____

Address _____

_____ Postcode _____

_____ Postcode _____

Home phone _____

Home phone _____

Work phone _____

Work phone _____

Mobile phone _____

Mobile phone _____

Email _____

Email _____

Occupation _____

Occupation _____

Employer _____

Employer _____

Surname **Dr/Mr/Mrs/Ms/Miss** _____

Surname **Dr/Mr/Mrs/Ms/Miss** _____

First Name _____

First Name _____

Relationship to student _____

Relationship to student _____

Address _____

Address _____

_____ Postcode _____

_____ Postcode _____

Home phone _____

Home phone _____

Work phone _____

Work phone _____

Mobile phone _____

Mobile phone _____

Email _____

Email _____

Occupation _____

Occupation _____

Employer _____

Employer _____

Custody Arrangements/Issues/Orders
Please state below and provide a copy of any
Custody Order

Name(s) of any person(s) forbidden by law to
have access to your child. A copy of the legal
document pertaining to this must be provided

Are the Secondary Caregivers permitted to
receive the following

1. Online access to the student portal Kamar?

Yes / No

2. Copies of school reports/newsletters?

Yes / No

EMERGENCY CONTACT (other than Caregivers detailed above and who reside in the Wellington area)

Name _____ Relationship _____

Address _____

Phone (Home) _____ (Mobile) _____ (Work) _____

STUDENT HEALTH DETAILS

Family Doctor _____ Phone _____

Address _____

Immunisation Status (please provide copy of your child's Immunisation Certificate)

Fully Immunised Partial Unimmunised Other

Are there any medical issues of which the school should be aware: e.g. sight/asthma/hearing
impairment/anxiety/epilepsy? **Yes / No**

If **Yes**, please specify _____

Has your child ever attended/or is currently attending: ICAFS (Infant Child Adolescent Family Service) / CAMHS (Child Adolescent Mental Health Service) / VIBE (Youth Social Services Organisation)? **Yes / No**

If **Yes**, please specify _____

Does your child have to take medication during the school day? **Yes / No**

If **Yes**, please specify and give any other relevant information that will help the College provide appropriate care

Please provide instructions for the College to follow in the event your child is involved in a serious accident, requires a blood transfusion, and we cannot reach you immediately to give permission – or not, for your child to receive the transfusion

STUDENT LEARNING INFORMATION

Does your child have a device they can bring to school to assist their learning – e.g. iPad tablet or chromebook? **Yes / No**

Are there any learning issues, of which the school should be aware? **Yes / No**

If **Yes**, please specify _____

Is your child on the Learning Support Register? **Yes / No**

Has your child been involved with any learning support – e.g. RTLB, Teacher Aide? **Yes / No**

Does your child have special assessment conditions (SAC)? **Yes / No**

If **Yes**, please specify _____

Please note our Learning Support Co-ordinator / Head of Learning Support may contact you for further discussion

CIVIL DEFENCE EMERGENCY INFORMATION

To ensure that we have sufficient supplies of water, food, and shelter, we need to find out the likely number of students that will remain at the College during a major civil defence emergency. It is also recommended by Civil Defence that families have a comprehensive Household Emergency Plan, details of which can be accessed via the Civil Defence website: www.getthru.govt.nz

I give permission for _____ to:

Be released to make their own way home or to our agreed emergency location as part of our Household Emergency Plan

OR

Remain at Upper Hutt College until collected by an adult or older sibling as listed below:

Name of adult / sibling _____

Name of adult / sibling _____

STUDENT IMAGES AND PUBLICATION PERMISSION

We believe it is important to celebrate our students' achievements and recognise their participation in school activities – from acknowledging academic achievements to highlighting the learning activities in which our students are involved. There are several places where we share this information, including our school website, school newsletters, social media pages (e.g. Facebook) and school publications (e.g. Magazine, Prospectus).

We are also aware of the potential risks when personal information or material is published on a global information system such as the Internet. Therefore, in the interest of privacy, safety and security, Upper Hutt College requires parent/caregiver permission for the publishing of student's names and/or photographs on our website, social media or school publications.

Please indicate your preference by ticking the relevant box:

I am happy for my child's name and/or photograph to appear on the school website, social media and school publications.

OR

I do NOT give permission for my child's name, photograph or work to appear in the school newsletter, school publications or social media. By not giving permission, I will advise my child to take responsibility by removing themselves from situations where they are photographed, such as in a sporting team photo, during a school activity etc.

Name of child _____

Parent / Caregiver Name _____

Signed _____ Date _____

CELLPHONE POLICY FOR YEAR 10 – 13 STUDENTS

We have introduced systems around student use of cellphones for both junior and senior students to ensure students are focussed on their learning in the classroom without the distractions of cellphones, and that teachers do not have to monitor inappropriate use of cellphones. We trust parents/caregivers will see the benefits of this system and work with us.

1. Year 10 students cellphones will be collected at the start of each day and returned at the end of the school day.
2. Year 11/12 and 13 students may use their cellphone ONLY if their teacher gives permission because it is related to teaching and learning. Students are responsible for ensuring their cellphone is off and away, and any headphones are removed, before they enter the classroom. Off and away means the cellphone is not to be used or visible during class time and Ako Time. Year 11/12 and 13 students are permitted are permitted to use their cellphone between classes, interval and lunchtime.

If there are issues with student cellphone use, a range of options may be applied:

- Students may receive a callback – lunchtime or after school
- The cellphone may be confiscated. It will not be returned until our normal confiscation-return days of Wednesday or Friday or a parent/caregiver may be required to uplift the cellphone from the College Office
- Student internet privileges at school may be removed
- Repeated issues will see more serious consequences put in place

AGREEMENT FOR RESPONSIBLE USE OF INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Digital technology continues to create opportunities to learn and connect our school community. Upper Hutt College believes in using a digital citizenship model to support safe, responsible, and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines Upper Hutt College's role in promoting the use of digital technology and online spaces for learning, and for supporting online safety approaches. It outlines expectations and responsibilities of students as a member of our online community and it will also be used to support discipline processes when necessary.

Please note, a students' 'personal ICT equipment / device' refers to a student's laptop, tablet, chromebook or cellphone etc.

UPPER HUTT COLLEGE ROLE

Upper Hutt College recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours

- overseeing students' use of the school's digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students even if it takes place outside of school hours
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES AS A STUDENT

As a student of Upper Hutt College and a member of our community, it is expected that you will positively contribute towards making our school a place that is safe, respectful, and fair online and offline. This means enacting our school values in online spaces and helping to shape a positive online culture. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive. Do not access or attempt to access, inappropriate, age restricted, or objectionable material.
- **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- **Act cautiously.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission. Use only your personal username and password to log in to the school network.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **Recognise others work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.

- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult about what can be done or contact Netsafe directly.
- **Respect Internet security.** Do not attempt to circumvent school security systems by using VPN's, proxies or other systems. Your school email address is only for school-related emails and signing-in to school-related services.

ONLINE INCIDENTS

Despite the advantages that technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Upper Hutt College is committed to supporting you if something goes wrong online.

- **Online bullying.** Incidents of online bullying or harm will not be tolerated at our school. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online or creating harmful or hurtful content. It's very important to let someone at school (e.g. teacher, Dean, counsellor) know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support.
- **Report a problem.** You should report an online incident or if you suspect something is happening online as soon as you can to e.g. teacher, Ako teacher, Dean or Counsellor. Once the school is made aware of a problem, they will assess the problem and work to resolve it.
- **Online safety support.** *Netsafe* is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](https://www.netsafe.org.nz).

INAPPROPRIATE USE

The Principal and staff members determine inappropriate use. The Principal may, as well as other disciplinary action, request the suspension of network access of any user who violates the acceptable practices outlined above. Such loss of internet access may be for a period of time commensurate with the seriousness of the offence. The illegal use of the computer network through the downloading of, transmission of, or possession of objectionable (illegal) material, could result in serious consequences including stand down or suspension. The school is also required to notify the Police in such cases.

Inappropriate use of personal ICT equipment/devices and internet social networking sites (such as Facebook) during out of school hours is not the school's responsibility. However, if the implications of such personal use/activity compromises or impacts on students and/or staff safety, wellbeing and work at school, then school management reserves the right to intervene with possible disciplinary actions.

SCHOOL NETWORK

Upper Hutt College has an internet filtering system which it uses while a student is on school premises, and therefore has the ability to monitor traffic and material sent and received on the school's network.

The school may audit this computer network including Internet access, facilities, computers and other school ICT equipment. This audit may include any stored content on our school system, including emails.

Use of a personal device for learning (chromebook, laptop, tablet, NOT cellphone) is permitted at Upper Hutt College, and the expectations around accessing the Internet and school network will mean that our ICT provider is able to monitor internet access on these devices while the students are at school.

SCHOOL SOFTWARE

Upper Hutt College is a Google school, and therefore a wide range of Google software is available for teaching and learning purposes on school chromebooks and computers. Students are required to use this, and any other authorized software, responsibly on their teacher's instruction.

USE OF PERSONAL DEVICES

The security and care for a student's own device is their responsibility. Care needs to be taken of a student's device as the school takes no responsibility for accidental or deliberate damage.

Upper Hutt College will seek to manage a safe environment therefore the school is not liable for damage, loss or theft of any personally owned ICT equipment/devices that could occur while at school. It is our expectation that any student device is covered under the family's contents insurance policy. Please make note of the serial number of the device and ensure the student is aware of the value of the device and respects it.

**Please complete the following Agreement for Responsible Use of ICT at
Upper Hutt College overleaf**

AGREEMENT FOR RESPONSIBLE USE OF INFORMATION COMMUNICATION TECHNOLOGY (ICT)

STUDENT DECLARATION

I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network. I understand these apply to all devices used at school whether they are owned by the school or if it is my personal device.

- I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities.
- I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.
- I know that if my actions or behaviours do not align with this User Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device used at school.

Student Name _____

Signed _____ Date _____

PARENT/ CAREGIVER DECLARATION

I know that if my child behaves or acts in ways that don't align with those detailed in the User Agreement there may be consequences. The school will discuss any such issue with me.

Parent / Caregiver Name _____

Signed _____ Date _____

STUDENT INFORMATION FORM
To be completed by the student enrolling

Name of student _____ The school I go to is _____

At school, my strengths are . . .

Describe the thing you find most challenging at school?

What are your sporting and cultural interests?

Describe something you are proud of having achieved . . .

What do you see yourself doing when you finish school?

Do you have any worries about starting at Upper Hutt College?

Rate your attendance out of 10 (If you've rated your attendance at less than 8/10, please explain the reason for this.)

ADDITIONAL INFORMATION
To be completed by Parents/Caregivers

Why did you decide to send your child to Upper Hutt College? _____

Are there any questions or other information that you would like the College to be aware of?

CONSENT UNDER THE PRIVACY ACT 1993 & PARENT(S)/CAREGIVER(S) DECLARATION

In terms of the Privacy Act 1993, I/we understand that the information contained in this form is collected to form part of the essential information Upper Hutt College holds on my child. The records made from this information may be viewed on request at the College. I/we approve the forwarding of information when my child transfers to another school. I/we further approve the forwarding of my child's name and address on request to a potential secondary school.

I/we understand Upper Hutt College will take action on my behalf in case of sudden illness or injury, and I/we agree to abide by the College policies.

I/we will undertake to advise the College Office of any changes in my child's personal details including address, contact numbers, change of caregivers and health status (as applicable) for the duration of their time at Upper Hutt College.

Parent / Caregiver Name _____

Signed _____ Date _____

ENROLMENT APPLICATION CHECKLIST

Before submitting your application for enrolment, please check you have provided the following:

- Students born in New Zealand – Birth Certificate or Passport
- Students born outside New Zealand – Passport/Residency Permit/Citizenship Certificate or Student Visa
- Immunisation Certificate
- Specialist Reports – e.g. Education Psychologist/Hospital Reports providing confirmation of any diagnosis
- Custody Documents / Court Orders (if applicable)

Please note:

- Applications for Enrolment will only be processed once all required documentation is received
- Upper Hutt College may collect information and make all enquiries necessary to ensure that enrolment details contained in this application are accurate