



# UPPER HUTT COLLEGE

## APPLICATION FOR YEAR 10 – 13 ENROLMENT 2023

### 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

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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

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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. Chromebook, tablet or iPad? **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 (LSR)? **Yes / No**

If **Yes**, do you consent to your child being on the Upper Hutt College LSR and to the sharing of information with teachers? **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](http://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. The Cellphone Policy will be reviewed regularly.

Cellphones will be **OFF AND AWAY** during class time and Ako Time unless the Teacher gives permission because it is related to teaching and learning.

**OFF AND AWAY** means the cellphone is not to be used or visible during class time and Ako Time.

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?

What is something you are proud of having achieved?

What do you see yourself doing when you finish school?

What motivates and helps you to learn in class?

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

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

**ADDITIONAL INFORMATION**  
**To be completed by Parents/Caregivers**

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

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

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## **CONSENT UNDER THE PRIVACY ACT 2020 & PARENT(S)/CAREGIVER(S) DECLARATION**

In terms of the Privacy Act 2020, 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