



Hurunui College Enrolment Form

Personal Details

Date of enrolment (at this school): _____ Actual start date (at this school): _____

Legal Surname: _____ Preferred Surname: _____

Legal First Name/s: _____ Preferred First Name/s: _____

Middle Name: _____

Date of Birth (DOB): _____ Gender: _____

School Year Level: _____ First schooling date: _____

Ethnicity: _____ IWI Affiliation: _____

Residency: _____ NZ Citizenship: Yes / No

Place of Birth: _____ Home Language: _____

Caregiver 1 Name: _____

Relationship: _____ Email Address: _____

Address: _____

Home Number: _____ Mobile Number: _____

Work Number: _____

Caregiver 2 Name: _____

Relationship: _____ Email Address: _____

Address: _____

Home Number: _____ Mobile Number: _____

Work Number: _____

Caregiver 3 Name: _____

Relationship: _____ Email Address: _____

Address: _____

Home Number: _____ Mobile Number: _____

Work Number: _____

Student Permission

Parent agrees for child to do:

Physical Education	
Swimming	
Religious Instruction	

Parent gives permission to publish child photos/names in school publications e.g. Newsletter/website: _____

Office only

New Zealand resident/Visa sighted: _____ Number of children in the family: _____

Place of child in the family: _____ Bus: _____

Class Teacher: _____ Year Level: _____

Subjects: _____

Class: _____ House: _____

NSN: _____ Birth Certificate attached

Health Information

Doctor: _____ Medical Centre: _____

Any medical conditions/ allergies? _____

School may administer pain relief _____

In an emergency the school may act on your behalf.

Please complete **Form 7: Health Profile and Medical Consent**

Please complete **Form 5: Blanket Consent for EOTC**

Prior Schooling and Participation of Early Childhood Education

Please enter the number of hours per week for up to three services *	Services (hrs/week)
Kōhanga Reo	
Playcentre	
Kindergarten or Education and Care Centre	
Home based service	
Playgroup	
The Correspondence School - Te Aho o Te Kura Pounamu	

* **For how long did your child regularly attend Early Childhood Education:** (*“Regularly attend” means the child was booked into a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.*) 3 months / 6 months / 12 months / 18 months / 24 months / 36 months

Or:

Please tick the appropriate box	
Attended, but only outside New Zealand	<input type="checkbox"/>
Attended, but don't know what type of service	<input type="checkbox"/>
Did not attend	<input type="checkbox"/>
Unable to establish if attended or not	<input type="checkbox"/>

Previous School: _____

Has your child received support or outside intervention?: Yes / No

If Yes, please specify: _____

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Hurunui College Bus Code of Conduct

This Code of Conduct is between _____ (student),
_____ (their caregivers),

GoBus (bus operator), and Hurunui College.

The caregiver and the student should ensure they have read and understood this document, which is to be adhered to for the safety of the bus driver and all students travelling on the school bus.

- When I am a seated passenger, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will respect other student's and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver.
- I will respect the property of the bus operator at all times (e.g. refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will observe the requirements and instructions of the bus driver and the teacher/s responsible for the bus duty at all times.
- I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.

The safety and comfort of everyone on the bus depend on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behavior.

IF THIS CODE OF CONDUCT IS BROKEN ACTIONS COULD INVOLVE:

- The student being placed on daily report and the caregiver will be notified.
- If there is no improvement, travel on a school bus will be withdrawn, and the caregiver will be required to find alternative transport to get the student to school.
- In extreme cases of misbehaviour the privilege of travelling on a school bus could be withdrawn immediately.
- If the driver feels the safety of the bus is compromised they will pull off the road, contact the police and have the offending pupils removed.

BUS CODE OF CONDUCT AGREEMENT *To be filled out with the Executive Officer*

I, _____ (student), agree to abide by the behavioural expectations described above

I agree to abide by the conditions of this contract and understand the consequences if I do not.

(Signed) _____ (Student) (Signed) _____ (Caregiver)

Date: _____

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Hurunui College Cybersafety Rules

As a safe and responsible user of ICT I will keep myself and others safe by following these rules.

1. I cannot use school ICT equipment until a Cybersafety Use Agreement has been signed by me and my parents/caregiver(s) and returned to school.
2. I understand the computers and other school ICT equipment are provided for school work.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask a teacher first.
4. I will log on only with MY username. I will not let anyone else use my username.
5. I will not tell anyone else my password.
6. I should only go online or access the Internet at school when a teacher gives permission or is present.
7. I understand that I must not, at any time use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is as a 'joke'.
8. While at school, I will not
 - a. Search for things online that I know are not acceptable at school. This could include anything that is rude, violent or uses unacceptable language such as swearing,
 - b. Attempt to bypass, monitoring, security or filtering that is in place at our school.
9. If I find anything mean or rude or things I know are not acceptable at school, I will:
 - a. Not show others,
 - b. Leave the website/message or turn off the screen and,
 - c. Get a teacher straight away.
10. I understand that I must not download or copy files such as music, videos, games or programs without the permission of a teacher, to ensure copyright laws are not breached.
11. If I want to use my own computer or other equipment on the school network I must first complete a BYOD Agreement, found through www.hurunuicollege.school.nz. School will record details of the equipment for audit purposes. The school accepts no responsibility for damage to or loss of this equipment.
12. I will not connect any device (such as a USB drive, camera or phone) to school ICT gear, or run any software, without a teacher's permission. This includes all wireless technologies.
13. The school cybersafety rules apply to any ICT gear brought to school.
14. I will not give out personal information about myself or others without getting permission from a teacher and the person involved. This includes uploading pictures or other files (audio/video) where individuals can be identified. Personal information can include:
 - a. Name,
 - b. Address including mail
 - c. Phone number.
15. I will respect all school ICT equipment and will treat it with care. This includes:
 - a. Not intentionally disrupting the running of any school ICT systems,
 - b. Not attempting to hack or gain unauthorised access to any system,
 - c. Following cybersafety rules, and not joining in if others choose to be irresponsible with ICT,
 - d. Reporting and breakages/damage.
16. I understand that if I break these rules, the school may inform my parents/caregivers. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair cost.

To the parent/caregiver, please:

1. Read this page to check you understand your responsibilities under this agreement.
2. Keep the 'Cybersafety at Hurunui College' page (page1) for your reference
3. Sign the appropriate section on this form (page 2) and return it to the school office

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When students enrol at Hurunui College, they are given a username and password to access the school's computer network and ICT (*Information & communication Technologies*) equipment. From 2014, the internet is part of the computer network - a student cannot have access to a computer without also having internet access. Students will also be given a school Google Apps account, which provides programs they can use to communicate, create and share work, at school and at home, including and school email address. The school's wireless network can provide internet access to personal devices brought to school. (BYOD)

I understand that Hurunui College 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 with students to encourage and develop an understanding of the importance of cybersafety and digital citizenship. This includes teaching strategies to keep themselves safe in cyberspace.
- Keep a copy of this signed Cybersafety Use Agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read and discuss this Cybersafety Use Agreement with my child
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT.
- I will contact the principal or school ICT staff to discuss any questions I might have about cybersafety and/or this agreement and I am welcome to do this at any time.

Additional information can be found on the NetSafe website www.netsafe.org.nz/

I have read this Cybersafety Use Agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Cybersafety To be filled out with the Executive Officer

Student name: _____ Signature: _____

Name of parent/caregiver: _____ Signature: _____

The above-named student may have: a computer network log-in which includes Internet access and a Google Apps account:

Yes

No

Please note: This agreement for your child will remain active as long as he/she is enrolled at Hurunui College. If this agreement is amended or modified, you will be advised.

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*Our Library is a school-community library.
Enrolling in our library gives you access to all libraries in the Hurunui district*

* Required information

First Name*: _____

Preferred Name: _____

Contact Phone*: _____

Surname*: _____

Date of Birth*: _____

Postal Address*: _____

If the student would like to receive text alerts for books due back and requested items being ready please give: **Student mobile number:** _____

Does the student already have a Hurunui Libraries card? Yes No

Amberley. Amuri (including Amuri Area School. Cheviot. Greta Valley. Hawarden. Hanmer Springs)

Parent/caregiver email: _____

1. I verify that the above information is correct

2. I agree to the following conditions:

Financial responsibility for all materials borrowed

Adherence to school and District library policy

Use of information as stated below under the Privacy Act

Signed: _____ **Date:** _____

Parent/Caregiver to sign if borrower is under 16 years or if required by school

STATEMENT FOR THE PURPOSE OF PRINCIPLE 3 OF THE PRIVACY ACT

1. Purpose for which the information about you is being collected. *To enable you to borrow stock from and assist in focusing on services that meet user needs in the Hurunui District Libraries*
2. Intended user of the personal information contained in the membership enrolment form. *Hurunui District Libraries.*
3. Name and address of the agency collecting and holding your personal information. *Hurunui District Library PO Box 13 Amberley*
4. The personal information about you is not required by law and the supply of information is not mandatory.
5. The consequences for yourself if yourself if you do not provide the information requested is that the Library may decline your application.

SCHOOL USE ONLY Year level _____ Class name / SLG number _____

LIBRARY USE ONLY

Library _____

Membership Number _____

Category _____

Entered by _____ Date _____

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