Sacred Heart Girls' College

HAMILTON

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Conditions of Enrolment Policies

Please read the enclosed policies carefully.
You will be asked to sign the **Consent Form** at the Transition Meeting.

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V1/2024

Sacred Heart Girls' College
HAMILTON

1.1 Use of Technology Rationale & Policy

Sacred Heart Girls' College supports a Digital Citizenship model for the promotion of safe and responsible use of technology.

The Board of Trustees recognises that by fostering a culture of responsible digital citizenship in our students, staff and our wider community, we are encouraging everyone to take responsibility for themselves and others in their use of information and communications technologies (ICTs). This allows us to harness the potential that technology brings to the teaching and learning process, while minimising and learning to respond effectively to the challenges we may experience, while using them in a learning context.

The Board is aware that preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.

It is our belief that we must prepare our students to participate actively in the world in which they live. It is clear that a key skill in this new world will be students' ability to participate as effective digital citizens. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology, in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

The Board recognises that its obligations under the National Administration Guidelines extend to use of the internet and related technologies.

Policy: Sacred Heart Girls' College will develop and maintain procedures around the safe and responsible use of information and communications technologies (ICTs). These internet safety procedures will recognise the value of technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community.

The school will consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.

These procedures aim to maintain a safer school environment and address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

1.2 Use of Linewize Connect Software

Our school uses Linewize's Connect software to ensure devices are used effectively while at school to support students' academic success. This includes BYOD devices.

Linewize ensures the following:

- Teachers are able to guide students more effectively during lessons, including managing access to the internet and/or device applications and focusing students to specific internet resources in alignment with lesson objectives.
- Consistent visibility of students' screens during lessons across the entire desktop, including all applications and browsers used.
- Deeper visibility of student behaviours on BYOD devices while on the school network.
- Compliance on BYOD devices - in order to ensure the above.
- Student privacy is taken seriously. Learn more.

Important notes:

- The school will not be using the Connect software to monitor or filter BYOD devices outside of school hours - or off the school network at any time. *This is a setting the school chooses to apply ie. Connect software is active on the school network only. Off-network, the software will not monitor or filter the device.*
- Be reassured that all learning devices (BYOD and school-owned) are monitored and visible to staff to ensure the school can meet its duty of care and deliver the best learning outcomes for students during school hours and on the school network ONLY.
- Mobile phones will not be supported by any school infrastructure. That is, students will not be able to access the internet via the school network on their mobile device or any device other than their primary learning BYOD device, or a school supplied device.

To achieve the above, from **Term 2, 2024**, every BYOD device will be required to have Linewize's **Connect** software running while on the school network.

Ensuring installation of Connect on BYOD Devices:
In order to ensure that every student BYOD device that connects to the school network has Connect installed and running, we are implementing Linewize's Walled Garden on the school's BYOD network.

Walled Garden checks if Linewize Connect is running on the BYOD device when the device attempts to access the school's network. If Connect is not running on the device, students cannot access the network except to download and install Connect so they can then access the internet. Once Connect is running on the BYOD device, it will be able to access the school's physical network and the internet.

Mobile phones and the Walled Garden:
As aforementioned, students' mobile phones, or any other devices other than their BYOD primary learning device or a school-managed device will not be able to connect to the internet via the school network because there is no Connect software for iOS or Android that can get through the Walled Garden.

About Linewize by Qoria: https://linewize.co.nz/
About Qoria: https://qoria.com/
Privacy Policy: https://qoria.com/privacy

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

Introduction

Sacred Heart Girls' College (SHGC) believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who:

- is a confident, capable and discerning user of information and communications technologies (ICT)
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizen

We know this is important for us all, therefore, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

Student Declaration

When using information and communications technologies (ICT) at SHGC, I will always be a good digital citizen.

This means that I will:

- **be a confident, capable and discerning user of ICT**
  I know what I do and do not understand about the technologies that I use. I will get help where I need it.

- **use ICT for learning as well as other activities.**
  I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

- **think carefully about whether the information I see online is true.**
  I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

- **will be able to speak the language of digital technologies.**
  When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

- **understand that I may experience problems when I use technology but that I will learn to deal with them.**
  I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

- **always use ICT to communicate with others in positive, meaningful ways.**
  I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

- **be honest and fair in all of my actions using ICT.**
  I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

- **always respect people's privacy and freedom of speech online.**
  I understand that some information is private. I will be careful when using full names, birthdays, addresses, videos and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

- **help others to become a better digital citizen.**
  Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

I have read and I understand my obligations and responsibilities outlined in this **Responsible Use Agreement.** I accept that if I do not meet my obligations and responsibilities, I may be denied access to the use of school-based ICT.

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

Sacred Heart Girls' College
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Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident, capable and discerning user of information and communications technologies (ICT)

- uses technologies to participate in educational, cultural, and economic activities

- uses and develops critical thinking skills in cyberspace

- is literate in the language, symbols, and texts of digital technologies

- is aware of ICT challenges and can manage them effectively

- uses ICT to relate to others in positive, meaningful ways

- demonstrates honesty and integrity in their use of ICT

- respects the concepts of privacy and freedom of speech in a digital world

- contributes and actively promotes the values of digital citizenship

I have read our school Use of Technology policy which outlines the school's digital citizenship approach and how this supports teaching and learning.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this *Responsible Use Agreement* is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

General Consent in Principle for all Standard Low Risk EOTC

Opportunities to extend your daughter's learning often involve activities and trips out of school. This consent form is 'consent in principle' to low risk, local activities such as a walk to the museum in town (with staff) or a workshop for art held at a local venue. Parents will be informed of the trip and details and will be given the option to withdraw. This only applies to activities which are of and in themselves regarded as low risk. All other trips and activities will require written Permission and Consent from parents and/or guardians.

Transport arrangements for EOTC trips and school events:

- The school deems it as low risk for students to be transported by a fully licensed staff member in a school van, a hire van, or in a staff member's private vehicle (which is fully registered, warranted and insured). In these instances, your consent covers these transport arrangements.

- Separate consent will be sought from you in all other scenarios, eg. transportation is in a taxi or Uber; a student drives themselves or they are travelling with other students; drop off or pick up from the school or another venue is outside of normal school hours.

We appreciate your support so that these valuable experiences can be arranged with minimal fuss.

Acknowledgement of Risk

I understand that there may be risks associated with involvement in school EOTC trips and that these risks cannot be completely eliminated. I understand that the College will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those hazards. I understand that the College does not accept responsibility for loss or damage to personal property.

Are there any health issues that we should know about? If health or dietary needs change following enrolment of your daughter, please advise the school as soon as possible to update our records.

Parental or Legal Guardian Consent:

- I/We agree to my daughter taking part in low risk, local EOTC trips in principle as notified by the College from time to time.

- I/We agree to her participation in the activities as described in the information that will be sent home.

- I/We acknowledge the need for my/our daughter to behave responsibly.

- Should my/our daughter be involved in a serious disciplinary problem, I/We accept that she may be sent home at my/our expense.

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

Rationale

The school uses a range of learning technologies to enhance student learning. These include email and the internet. From time to time, we publish material in print or on the school's websites (www.shgcham.school.nz and https://shgcham.recollect.co.nz) or social media pages. This may include examples of students' schoolwork and images of students and groups of students in activities at the school.

Images of students may include printed, scanned, digital or video images of them taking part in school or class activities. There are four main reasons the school publishes student material in print or online:

- to educate the student in accordance with the national curriculum, including the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community;
- to retain alumni information by inclusion on our archival website (HERstory)

Guidelines

The school will publish the material only on its own websites and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website: The Online Learning Centre Te Kete Ipurangi (www.tki.org.nz). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

Privacy and Online Publishing

Parents and students should be aware that the school cannot control who has access to the information published in print or on its website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

- The school will identify students in print or on the websites by their name and year at school only. Students' home addresses, and telephone numbers will not be available in print or on the websites.

Copyright and Online Publishing

The school may want to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works.

- The school will not publish a student's image or work without written authorisation from the student and the student's parents/legal guardians.

School Management of Print and Online Publishing

The school will set the educational purpose for publishing students' work in print or online. A student's image and schoolwork may be chosen for print or online publication if it meets this purpose and if the school holds the consent of the student and her parent to publish the student's material. The material chosen must also meet the standards required for the printed publication or website on which it is to be published.

The school will not publish material in print or online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.

Permission Sought by the School

- The permission the school seeks from both the Student and Parents and/or Legal Guardians is:
- authorisation to publish the student's personal images or work in print or online, as required by the Privacy Act, and
- a licence to publish any copyright work of the student in print or online.
- to retain student's personal images and/or work on our alumni website (HERstory).

Enquiries

The school has a designated Privacy Officer who is available to answer any enquiries from parents or students about the operation of the school's policy for the print or online publication of student images and work.

The school's Privacy Officer is: Amanda Reid, Systems Leader.

The school has a procedure to resolve any concerns or other complaints available here.

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

Rationale

I agree to Sacred Heart Girls' College collecting personal information on my daughter as named in the Enrolment Application.

I/We have been advised by the College that the information I provide will be used for:

- Student records (and, if necessary, transfer to another school).

- Sacred Heart Girls' College PTFA and Sports personnel e.g. parent name, address but not student health information.

- Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment; training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

I/We accept the fact that this information may later be disclosed to a Government Agency such as NZQA, CYF, Police, Special Education Service, or a medical service, where it will assist the student, or be used for statistical and/or research purposes and agree to its use for the purpose, provided that if the information is published in any way it will not identify me or the individual.

I/We understand under principle 3(1)(d) of the Privacy Act 1993, the information I provide will be held at the offices of Sacred Heart Girls' College: 52 Clyde Street, Hamilton, 3247. I am aware of the rights of access to, and collection of, this information.

Please read the enclosed policies carefully. You will be asked to sign the Consent Form at the Transition Meeting.

Conditions of Enrolment
Consent Form

Sacred Heart Girls' College
HAMILTON

Student Full Name: ....

This form <u>MUST</u> be signed by the Parents or Legal Guardians whose name/s appear on the Enrolment Application.

- The student named above will participate in the general school programme that gives Sacred Heart Girls' College its Catholic Character. I/we agree to comply with the College regulations concerning Religious Instruction, behaviour, uniform, attendance, stationery, workbooks, extra-curricular/sports costs and fees and all other matters pertaining to the welfare of the College.

- We will pay **<u>Attendance Dues</u>** which are approved by the Minister of Education under Section 36 of the Private Schools' Conditional Integration Act 1975 and are **invoiced by the Mission College Hamilton Trust Board (MCHTB).**

- If financial hardship is being experienced in the payment of Attendance Dues or College Fees please contact the Principal immediately.

- I/We understand that payment of Dues will be invoiced at the commencement of each school year and is payable before the end of Term One of that year or before completion of one full term in attendance **unless alternative payment arrangements have been made with the Principal.**

- I/We authorise the Proprietor (MCHTB) to collect, retain, use and disclose any information for the purpose of assessing my/our credit worthiness, enforcing the Proprietor's rights under this contract and to enable a third party that the Proprietor has engaged to collect, on the Proprietor's behalf, all amounts which I/we have agreed to pay to the Proprietor.

- I/We agree that I/we will be liable to pay all costs, disbursements and legal fees incurred by the Proprietor in recovering or attempting to recover all amounts which I/we have agreed to pay to the Proprietor.

- I/We declare that I/we have **NO outstanding debt** at any other Catholic Integrated School.

- We will ensure that the policies and procedures, as laid down by the Board of Trustees and the College, are observed, and I/we acknowledge the Board's authority whenever the name of the College is presented or displayed in the community.

- The final decision on whether a student meets the enrolment criteria policy and is able to be offered a place as a student at Sacred Heart Girls' College rests with the Principal.

- I/We agree to accept the rules, conditions and charges determined by the Board of Trustees of Sacred Heart Girls' College.

This Enrolment Contract is between the Mission College Hamilton Trust Board (as the Proprietor) and the Parents or Legal Guardians. It must be signed by the Parents or Legal Guardians of the enrolled student.

- I/We have read and understood all terms and conditions contained within this Enrolment Contract.
- I/We agree to comply with these terms and conditions.

Signature of the Parents or Legal Guardians whose names appear on the Enrolment Application are required:

Signature:...Signature: ....

Print Name:...Print Name:...

Date:..Date:..

Conditions of Enrolment
Consent Form

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Student Full Name: ....

This form MUST be signed by the Parents or Legal Guardians whose name/s appear on the Enrolment Application.

☐ **1. Use of Technology**
I/we have read and agree to the:
- **1.1** Use of Technology Policy
- **1.2** Use of Linewize Connect Software

☐ **2. Responsible Use Agreement**
I/we have read and understood the Policy relating to the Responsible Use Agreement when our daughter is using information and communications technologies (ICT) at Sacred Heart Girls' College.

☐ **3. Education Outside the Classroom (EOTC)**
I/we have read and agree to the EOTC Agreement relating to low risk, local activities while our daughter is a student at Sacred Heart Girls' College.

☐ **4. Publication of Student's Images & Work**
I/we have read and understood the Policy relating to the printing and online publication of our daughter's images and work.

Do we have your consent: **Yes** ⬤   **No** ⬤

☐ **5. Privacy Information**
I/we have read and understood the information relating to the sharing of information with appropriate School agents.

I have read and understood all information relating to the enrolment of my daughter at Sacred Heart Girls' College. In signing this Consent Form, I am confirming my agreement to the statements above.

Signed by: *Student*

Signature: .... Date: ....

Signed by: *Parents or Legal Guardians:*

Signature: .... Signature: ....

Print Name: .... Print Name: ....

Date: .... Date: ....