



# PAPATOETOE HIGH SCHOOL PRINCIPLES AND GUIDELINES

TO BE RETAINED BY APPLICANT

## USE OF DIGITAL TECHNOLOGY

### STUDENT – MY RESPONSIBILITIES INCLUDE:

I will comply with the school's practices around the use of digital technologies at all times. I have read the *Student User Agreement for ICT*. I have discussed this with my parent/caregiver so we both have a clear understanding.

I will avoid any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.

I will take proper care of school devices and I accept responsibility for the safety, maintenance and care of any device that I bring to school.

I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.

I understand that I need to bring my own device to school and ensure that it is charged each day and ready to use.

### PARENT/CAREGIVER/LEGAL GUARDIAN – MY RESPONSIBILITIES INCLUDE:

I have read the *Student User Agreement* and *Parent Declaration for ICT* (attached) and discussed it with my child so we both have a clear understanding of the school's expectations.

I acknowledge that I am required to ensure that my child complies with the *Student User Agreement* and *Parent Declaration for ICT*. I will contact the school if there is any aspect of this agreement I would like to discuss.

I understand that my child will need to bring their own device to school and this needs to meet the minimum requirements outlined in the BYOD specifications listed on our school website.

## PUBLICATION AND DISPLAY OF THE APPLICANT'S WORK AND PHOTOGRAPHIC IMAGE

It is the school's practice to sometimes display and publish students' work (written and graphic) for the purpose of communication and promotion. Student work used will be clearly identified. The undersigned give permission for the school to display the student's work and use photographic images in an appropriate manner in school publications and media such as, but not limited to, website, social media platforms prospectus and other promotional material.

## ACCESSING STUDENT PROGRESS INFORMATION IS DONE ONLINE

I understand that I / we will need to use the online parent portal (and student portal) at <https://www.papatoetoehigh.school.nz/parent-portal> to access grades, comments on student progress, NCEA results for seniors, and attendance. I / we will be provided with a username and password to use the parent portal.

## OPTIONAL FEES

Non curriculum related trip fees, are to be pre-paid before a student is able to go. Other fees may be charged for optional extra-curricular activity (eg. sports fees, Duke of Edinburgh trips etc.)

## SCHOOL EXPECTATIONS

Students must meet school expectations while at school, in school uniform or on school associated activities. The prime rule however is consideration and respect for other people and their property. The following should also be noted:

- students must meet uniform regulations (as at <https://www.papatoetoehigh.school.nz/school-uniform>)
- items that could be used as weapons are not to be brought to school
- damage to school property caused by carelessness or deliberate acts must be paid for by the person(s) responsible
- students are prohibited from using or possessing substances/items such as cigarettes, tobacco, vapes and vaping fluid, alcohol, solvents, cannabis, matches/lighters and other illicit substances
- all students must comply with the *ICT Student User Agreement*
- verbal abuse, physical violence and bullying are not tolerated
- the school does not take responsibility for loss or damage of personal items, e.g., mobile phones, iPads, etc.
- students should avoid bringing large amounts of cash or valuables to school.
- students are expected to be responsible going to and from school, and behave respectfully in public

# STUDENT USER AGREEMENT - PAPATOETOE HIGH SCHOOL

When using information & communications technologies (ICT) at Papatoetoe High School I will always be a good digital citizen. I will do this by following the behavioural expectations of our school while using digital technologies.

## BEING RESPONSIBLE

I will be a confident and capable 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.

I will 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.

I will 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.

I 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.

## BEING RESPECTFUL

I will 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.

I will 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.

I will 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 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.

## BEING A LEARNER

I 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.

# PARENT / GUARDIAN / CAREGIVER DECLARATION

1. I understand that Papatoetoe High School is supporting students as they learn the skills required to become successful digital citizens. Papatoetoe High School defines a digital citizen as someone who:
  - is a confident and capable user of 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
2. I understand that Papatoetoe High School has a policy and associated procedures (all available on the school website) which outlines the schools digital citizenship approach and how this supports teaching and learning.
3. 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.
4. 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 “*Student User Agreement*” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.
5. 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.
6. 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.
7. 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.

## PARENTAL / CAREGIVER CONSENT TO TREATMENT:

1. If, in the case of an accident or emergency, the school cannot contact you (or if the accident is serious) it may be necessary for the school nurse to transport the student to an accident and emergency medical centre. The school will only call an ambulance if there is a serious or life threatening emergency.

**PLEASE ENSURE CONTACT DETAILS ARE KEPT UP-TO-DATE TO MINIMISE PROBLEMS CONTACTING CAREGIVERS.**

2. All year 9 students have a health check which includes measuring height and weight, vision and hearing, blood pressure and a brief discussion on their general health and wellbeing. This may include nutrition, exercise, puberty, hygiene, living and school.
3. All other students who are new to the school meet with the registered nurse for a health check and information on services offered by the school.
4. As part of the rheumatic fever prevention programme (see information in your pack), your son/daughter will be offered a free throat swab if they have a sore throat. Rheumatic fever starts with a sore throat and is caused by the streptococcus germ. Free antibiotic treatment can be given by the nurse. Before antibiotic treatment is given, the nurse will always contact you for permission.

**IF YOU DO NOT WISH FOR YOUR CHILD TO UNDERTAKE A HEALTH CHECK OR THROAT SWAB,  
OR YOU HAVE ANY QUESTIONS PLEASE CONTACT THE NURSE AT THE  
HEALTH CENTRE ON 09 2784086 EXT 707**

# SUPPORTING INFORMATION

## IN-ZONE ENROLMENTS

Section 11D(1) of the Education Act 1989 provides that, subject to the provisions of that Act, a person who lives in the home zone of a school is entitled to enrol at the school. The Act distinguishes between pre-enrolment and enrolment. "Pre-enrolment" refers to the process of applying for entry to the school. "Enrolment", on the other hand, occurs when attendance at the school commences and the student is first marked as present on the school roll. The school may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate.

## MOVING OUT OF THE HOME ZONE BETWEEN PRE-ENROLMENT AND THE COMMENCEMENT OF ATTENDANCE

The address given at the time of application for pre-enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, the board may withdraw any offer of a place made on the basis of the given address.

## ENROLMENT BASED ON FALSE INFORMATION OR TEMPORARY RESIDENCE

If the school learns that a student was not living at the in-zone address given at the time of pre-enrolment or, the school has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of gaining enrolment at the school, then the board may review that enrolment.

## OUT OF ZONE ENROLMENTS

There will be no automatic right of entry for any student living outside the home zone. However, the board will make available out of zone places of a number such that the optimum school roll will not be exceeded or appear likely to be exceeded at the time the decision is made.

A limited number of out of zone enrolments will be available for next year, 2023.

**Out of zone application forms must be received at the school office by 4.00pm Wednesday 7 September 2022.**

If there are more applicants than there are places available, selection will be by ballot on Wednesday 14 September 2022. Within three school days of this date the school will send you a letter informing you of the outcome of the ballot. If your application is unsuccessful this form and the information provided in it will be securely destroyed.

## OTHER INFORMATION

More useful information can be found on our school website [www.papatoetoehigh.school.nz](http://www.papatoetoehigh.school.nz)

You will be able to find information on:

- uniform
- curriculum
- well-being
- calendar
- stationery
- sport
- international education
- staff contract information
- parent portal (for student information)
- bring your own device (BYOD)