



**PUPIL ENROLMENT FORM**

**Please print neatly in BLOCK capitals**

Surname \_\_\_\_\_

Christian Name \_\_\_\_\_  
(Circle Christian name normally used)

Home Address \_\_\_\_\_  
\_\_\_\_\_

Rapid No. \_\_\_\_\_ Home Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Nationality \_\_\_\_\_ New Zealand Resident Yes/ No

Birth Certificate Number \_\_\_\_\_ Sighted \_\_\_\_\_ (enrolling officer to sign)

Ethnicity (circle one) Maori / European / Other (specify) \_\_\_\_\_ IWI \_\_\_\_\_

Previous School \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Level (7 – 13) \_\_\_\_\_ Male/ Female (please circle)

Other members of family attending EOHS and Year Level:

\_\_\_\_\_

EOHS House Clark / Muir / McKenzie / School  
(Circle one if you have a preference)

School Bus Route \_\_\_\_\_

Lunch Home / School / Year 13  
(Circle one)

Family Doctor \_\_\_\_\_

Health Comments (complete this ONLY if the circumstances are unusual)

\_\_\_\_\_  
\_\_\_\_\_

Custody Comments (please state if there are any custody issues/ court orders pertaining to access to your child Yes/ No  
If yes please state details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mother's Name and Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Occupation \_\_\_\_\_ Business Telephone \_\_\_\_\_

Father's Name and Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Occupation \_\_\_\_\_ Business Telephone \_\_\_\_\_

Who is your **Legal Guardian?** (Circle one) Mother / Father / Both Parents

Other (specify) \_\_\_\_\_

Emergency Contact Name and Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Relationship to Student (i.e. grandparent, aunt, neighbour) \_\_\_\_\_

**AGREEMENT: -**

**(Please sign each section below)**

- 1 I agree that my son/daughter will: -
- (a) Abide by the school rules.
  - (b) Wear the correct school uniform as specified.
  - (c) Attend school regularly and that I/we will telephone the school or provide a written explanation for all absences.
  - (d) Be provided with stationery and other equipment as specified by the school.
  - (e) Take care of text books issued and return them to school as required.
  - (f) Abide by the rules set out in the school's Internet Safety Policy.

\_\_\_\_\_

- 2 I/We will pay the school fees as set each year and comply with all other matters concerning the school as set out in the prospectus.

\_\_\_\_\_

- 3 I/We recognise that from time to time students will take part in activities outside the school complex. For the purposes of these activities, the venue is regarded as part of the school's operation and is covered by the same systems for dealing with Health and Safety matters.

\_\_\_\_\_

4. I/We agree to photos taken of groups/individual students including my child can be published in the school newsletter, magazine or school website for promotion purposes.

\_\_\_\_\_

Date \_\_\_\_\_

.....  
**OFFICE USE ONLY**

Class \_\_\_\_\_ Date enrolled \_\_\_\_\_ NSN No \_\_\_\_\_



## NAG 5: COMPUTER USER AGREEMENT

At East Otago High School the internet connection is provided for educational purposes and is seen as an integral aspect of the learning process. Access will enable users to explore thousands of libraries, databases and bulletin boards while exchanging messages with internet users throughout the world.

In order to gain access to external email and the internet, all students must obtain parental permission and users must sign and return this form to the school. Access is a privilege and is given to users who agree to act in a considerate and responsible manner.

Families are warned that some material accessible via the internet may contain items that are illegal, abusive, inaccurate or potentially offensive to many people. While our intent is to make internet available for the purpose of furthering educational goals and objectives, students may find ways to access other materials as well. At East Otago High School there are measures in place to stop access to inappropriate materials (School Zone), however, these are not always fool proof. Teachers/tutors will guide users toward appropriate materials but ultimately they, or in the case of students, parents/caregivers are responsible for setting and conveying the standards that their children should follow, when using media and information sources.

### Computer Usage Rules

- The network is provided for users to conduct research and communicate with others. Users are responsible for their own behaviour on the school computer network, just as they are in any classroom or on the school grounds.
- Users will abide by school standards and will honour this agreement which is to be signed.
- Although each user's folder is private, the Network Administrators or Senior Management of the school may review files and communications where they suspect inappropriate use, or to maintain system integrity.

In using the school computer systems I agree to:

- ✎ keep my personal details i.e. computer login name and password, email password confidential
- ✎ use the schools computers and internet for educational purposes only unless special permission by the teacher/tutor is given prior to use
- ✎ use courteous and appropriate language at all times
- ✎ respect at all times the computer equipment and resources
- ✎ take responsibility and liability arising from my use of the internet
- ✎ clearly identify myself in all correspondence using my first name only
- ✎ not disclose my full name, address or telephone number, or the name telephone number or address of any other person without the permission of the teacher/tutor in charge
- ✎ never meet with anyone I met online while using the internet at school
- ✎ respect the rights and privacy of others, including passwords and files
- ✎ respect copyright laws
- ✎ acknowledge the source and author of information gathered and use only with their permission
- ✎ avoid criticism of others over the internet
- ✎ not access unsuitable, offensive or illegal material. This includes material that is pornographic, racist, sexist, unethical, obscene, sexual or violent in nature. The teacher/tutor in charge will deem the suitability of material
- ✎ my caregivers (in the case of students) being informed immediately of a breach of the above point

- # not change my password without permission from the HOD Computing, School Librarian or tutor
- # to always logoff when finished using the computer
- # never change or bypass security settings
- # to use the safety mode when removing a memory stick or data traveller

In the case of students, access to any USENET groups that may be offensive to students, parents/caregivers will not be permitted. This includes internet chat sessions or social networking (eg. Bebo etc)

### COMPUTER USER AGREEMENT AND PARENT/CAREGIVER PERMISSION FORM

As a user of the East Otago High School computer network, I agree to follow the conditions as laid out in this document.

Name of User \_\_\_\_\_ Year \_\_\_\_\_ Class \_\_\_\_\_

User's signature \_\_\_\_\_ Date \_\_\_\_\_

*In the case of students:*

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access networked computer services such as electronic mail and the internet. I understand that individuals may be held liable for not following the rules. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use - setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Parent/Caregiver signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Reviewed: \_\_\_\_\_

\_\_\_\_\_

Date

For the BoT: Principal