



# STUDENT ENROLMENT FORM

The Student Enrolment Form should be completed if you wish to accept an offer of a place at our school. The student's enrolment is complete once this form is submitted to the school with the necessary documentation.

Family details should include the details of the parent/carer residing at the same address as the student. Details relating to parents or other carers not residing with the student may be included in other contact details. You will also need to complete a Student Health Care Summary. Please complete the forms in English. Please contact the school if you require assistance with translation.

Older devices and some smart devices may need Adobe Reader to use this form. A free version of Adobe Reader is available to download via <https://get.adobe.com/reader/>.

## SCHOOL NAME

School name

Year Level entering

## STUDENT DETAILS

Student surname

Legal surname (if different)

Previous Surname (if applicable)

1st Name

2nd Name

3rd Name

Preferred Name

Date of birth (dd/mm/yy)

Gender

 Male Female Other

Residential Address

Postcode

Telephone (Home)

Car Registration (if applicable)

Student's Religion (if applicable)

Is the student to be withdrawn from religious instruction or activities?

 YES  NO

## STUDENT DETAILS (Continued)

Is the student of Aboriginal or Torres Strait Islander origin?

- No  Yes, Aboriginal  Yes, Torres Strait Islander (TSI)  Yes, both Aboriginal and TSI

Does the student speak a language other than English at home?

- No, English only  Yes, Aboriginal English  Yes, other language - please specify

(If more than one language, including an Aboriginal language, indicate the one that is spoken most often)

What was the first language spoken at home?

Does the student mainly speak English at home?  YES  NO

### EVIDENCE OF IMMUNISATION STATUS

The student's Australian Immunisation Register (AIR) Immunisation History Statement shows the immunisation status is:

- Up to date  Not up to date  The student has an Immunisation Certificate issued by the Chief Health Officer

## SIBLING DETAILS

Full Name/s of siblings attending this school

Student lives with:

Both Parents

Parent/Carer 1

Name

Relationship to student

Parent/Carer 2

Name

Relationship to student

Independent minor

Name

Relationship to student

Adult Student

Name

Relationship to student

Other, please specify

Name

Relationship to student

## RESIDENCY STATUS

Nationality (optional)

Country of Birth

Is the student an Australian citizen?

- YES  NO

If No, Is the student a permanent resident of Australia?

- NO  YES - If Yes, Visa Sub Class Number

Is the student a temporary resident of Australia?

- YES  NO

If Yes, Date of Arrival in Australia

/ /

Visa Sub Class Number

Visa Expiry Date  
(if applicable)

/ /

## PREVIOUS SCHOOL

Previous School

If previously enrolled in Home Education, specify the Education Region

## DISABILITY

Does the student have a disability?

YES  NO

If Yes, please specify

Please tick if you can provide documentation about (The school will request copies of this information)

- |  |   |
|--|---|
| <input type="checkbox"/> Autism                                      | <input type="checkbox"/> Physical Disability                        |
| <input type="checkbox"/> Deaf or Hard of Hearing                     | <input type="checkbox"/> Severe Mental Disorder                     |
| <input type="checkbox"/> Global Developmental Delay (prior to age 6) | <input type="checkbox"/> Specific Speech and/or Language Impairment |
| <input type="checkbox"/> Intellectual Disability                     | <input type="checkbox"/> Vision Impairment                          |
| <input type="checkbox"/> Other, please specify                       | <input type="text"/>  |

## CONFIDENTIAL INFORMATION

Is this student subject to any court orders in respect of their care, welfare and development or access restrictions?

YES  NO

If YES, please specify and attach supporting documentation.

Does the family or student have a Health Care Card?

YES  NO

If Yes, please provide card number

Expiry Date

 /  / 

Is this student in the care of Director General of the Department of Communities - Child Protection and Family Support (CPFS)?

NO  YES - If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

District

Name

Contact Number

Does the student receive any of the following allowances? (Check the boxes that apply)

- Secondary Assistance  Youth Allowance  Assistance for Isolated Children (AIC)  Abstudy

## PARENT / CARER 1 DETAILS

Title

First Name

Surname

Relationship to the student

Date of birth (dd/mm/yy)

 /  / 

Gender

Male

Female

Other

Postal Address

(if different from student residential address)

Postcode

Telephone

Mobile Number

Email Address

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

**Does Parent/Carer 1 speak a language other than English at home?**

NO, English only  YES, other - please specify

(If more than one language, indicate the one that is spoken most often)

**What is the highest year of school Parent/Carer 1 has completed?**

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

(If you did not attend school, mark 'Year 9 or equivalent or below')

**What is the level of the highest qualification Parent/Carer 1 has completed?**

Bachelor degree or above

Advanced diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

**What is the occupation group for Parent/Carer 1?**

(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

1. Senior Management in large business organisation, government administration & defence, and qualified professionals

2. Other business managers, arts/media/sportspersons & associate professionals

3. Tradesmen/women, clerks and skilled office, sales & service staff

4. Machine operators, hospitality staff, assistants, labourers and related workers

8. Unemployed, Retired, Student

(If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 month, enter '8'.)

## PARENT / CARER 2 DETAILS

Title

First Name

Surname

Relationship to the student

Date of birth (dd/mm/yy)

 /  / 

Gender

Male

Female

Other

Postal Address

(if different from student residential address)

Postcode

Telephone

Mobile Number

Email Address

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

**Does Parent/Carer 2 speak a language other than English at home?**

NO, English only  YES, other - please specify

(If more than one language, indicate the one that is spoken most often)

**What is the highest year of school Parent/Carer 2 has completed?**

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

(If you did not attend school, mark 'Year 9 or equivalent or below')

**What is the level of the highest qualification Parent/Carer 2 has completed?**

Bachelor degree or above

Advanced diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

**What is the occupation group for Parent/Carer 2?**

(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

**1.** Senior Management in large business organisation, government administration & defence, and qualified professionals

**2.** Other business managers, arts/media/sportspersons & associate professionals

**3.** Tradesmen/women, clerks and skilled office, sales & service staff

**4.** Machine operators, hospitality staff, assistants, labourers and related workers

**8.** Unemployed, Retired, Student

(If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 month, enter '8'.)

## OTHER FAMILY DETAILS

If applicable, please talk to your school about:

- arrangements for the payment of contributions or charges;
- distribution of information, including student reports and newsletters

## OTHER CONTACT DETAILS (People other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency.)

### CONTACT 1:

Title

First Name

Surname

Relationship to the student

Postal Address

*(if different from student residential address)*

Postcode

Telephone (Home)

Mobile Number

Email Address

### CONTACT 2:

Title

First Name

Surname

Relationship to the student

Postal Address

*(if different from student residential address)*

Postcode

Telephone (Home)

Mobile Number

Email Address

## PRIVACY AND DECLARATION

### Please tick to confirm:

I understand:

- that the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.
- that information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

I declare:

- This is the only enrolment I have made for the student.
- I understand that I am required to notify the school as soon as any of the enrolment details for the student change.
- I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.
- I have provided all documentation available to me.

Name of person enrolling student

Title

First Name

Surname

Relationship to the student

Signature

Date

 /  / 

*(Independent minors and those aged 18 years or older may sign on their own behalf)*

- If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

## APPROVAL OF PRINCIPAL OR DELEGATE

Principal's approval

Enrolment approved

YES  NO

Signature

Date

 /  /

# OFFICE USE ONLY

Student's official documentation all sighted

Date  /  /

YES  NO

Birth certificate

Passport

Visa document/s

Other, please specify

Year/Form/Class

House Faction

Student's Residency status

Australian citizen

Permanent resident

Temporary resident

International Fee Paying

YES  NO

Entry Date

 /  / 

Previous School

LOTE Stage

Records received

YES  NO

Contributions/Charges Billing

PG1 (%)

PG2 (%)

Other (%)

School records

(including reports, to be sent to)

PG1

PG2

Other

AIR Immunisation History Statement provided

YES  NO

Date of issue

 /  / 

Immunisation status is

 Up to date Not up to date

Date AIR sighted

 /  / 

If not up to date, additional request/s for documentation on date/s:

Immunisation Certificate issued by the Chief Health Officer

YES  NO

Kindergarten eligibility for immunisation exemption:

Code

Enrolment approved by Principal

YES

Date

 /  / 

NO

Entered on School Information system by

Date

 /  / 

Student leaves school (Date)

 /  / 

Advice of Transfer (Date)

 /  / 

Destination

Records received from transferring school

YES  NO

Date

 /  /

# PARENT OCCUPATION GROUPS

## Attachment 1

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/ manager / department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (section head or above), regional director, health/ education/police/ fire services administrator.</p> <p><b>Other administrator</b> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/ pilot, flight officer, flying instructor, air traffic controller].</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/ engineering/production/ personnel/ industrial relations/ sales/marketing].</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author]. or media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.</p> <p><b>Clerks</b> [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/ filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [aged/disabled/refugee/ child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor].</p>	<p><b>Drivers, mobile plant, production/ processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/ data entry/business machine operator, receptionist, office assistant].</p> <p><b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.

North Dandalup Primary School Students' Online Permission

Third Party Services information for parents

Dear Parents and Caregivers

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. ([www.foi.wa.gov.au](http://www.foi.wa.gov.au))

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

If you agree to your child using these online services, please complete the information on the following pages.

**ONLINE SERVICE ACCOUNT PERMISSION.**

Parent Consent.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department’s Student Behaviour Policy and Procedures.

Please Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department’s Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

Parent’s full name.....

Please enter your child/rens names

..... year ..... room .....

**Parental Permission.**

- I give permission for my child/ren to have an online services account.
- I DO NOT give permission for my child/ren to have an online services account.



### THIRD PARTY SERVICES NOTIFICATION

Please note that no parent action is required for these applications. The school is required to inform you of the use of these services but you are not required to consent.

<p>Idoceo <a href="https://www.idoceo.net/index.php/en/">https://www.idoceo.net/index.php/en/</a></p> <p>Passtab <a href="https://passtab.com">https://passtab.com</a></p> <p>Papercut <a href="https://www.papercut.com/">https://www.papercut.com/</a></p>	<p>Zoom <a href="https://zoom.us">https://zoom.us</a></p> <p>Reading A-Z <a href="https://www.learninga-z.com/site/products/readinga-z/overview">https://www.learninga-z.com/site/products/readinga-z/overview</a></p> <p>EdCompanion <a href="https://bestperformance.com.au/solutions/edcompanion/">https://bestperformance.com.au/solutions/edcompanion/</a></p>
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### PARENT CONSENT REQUIRED

The following third-party services are being used in our school. These services require us to share some personal information about your child and require you to provide consent for each service before we do so.

Please select Consent or Do not consent

<p><b>Sphero EDU</b> <a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a> <a href="https://school.apple.com/">https://school.apple.com/</a> Computer Programming and Robotics Tutor</p> <p>Information provided: Staff/teacher: name and email Student: name, email, date of birth, work/content, attendance and photos or videos Where the information is stored: Outside Australia Terms of Use / Privacy Policy <a href="https://edu.sphero.com/child-policy">https://edu.sphero.com/child-policy</a> <a href="https://sphero.com/pages/terms-of-use">https://sphero.com/pages/terms-of-use</a></p> <p><input type="checkbox"/> Sphero - Consent <input type="checkbox"/> Sphero - DO NOT consent</p>	<p><b>Canva</b> <a href="https://www.canva.com/education/">https://www.canva.com/education/</a> Creative design and presentation tools.</p> <p>Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos Other data: school Where the information is stored: Outside Australia</p> <p>Terms of Use / Privacy Policy <a href="https://about.canva.com/terms-of-use/">https://about.canva.com/terms-of-use/</a></p> <p><input type="checkbox"/> Canva - Consent <input type="checkbox"/> Canva - DO NOT consent</p>
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### BULK CONSENT REQUIRED

These apps require your consent to be used at school

<p><b>BOOK CREATOR</b> Tool used for creating digital books <a href="https://bookcreator.com/">https://bookcreator.com/</a> Information provided: Staff/teacher: name and email Student: name, email, work/content, photos or videos and other data) Where the information is stored: Outside Australia Terms of Use / Privacy Policy <a href="https://bookcreator.com/terms-of-service/">https://bookcreator.com/terms-of-service/</a> <a href="https://bookcreator.com/pp-row/">https://bookcreator.com/pp-row/</a></p>	<p><b>SCHOLASTIC LEARNING ZONE</b> <a href="https://slz04.scholasticlearningzone.com/slz-portal/#/login2/AUS/en">https://slz04.scholasticlearningzone.com/slz-portal/#/login2/AUS/en</a> Access to educational resources and manage student profiles. Information provided: Staff/teacher: name, email, Student: name, email, grades or performance data Other data: school Where the information is stored: Within Australia Terms of Use / Privacy Policy <a href="https://www.scholastic.com/privacy.htm">https://www.scholastic.com/privacy.htm</a> <a href="https://www.scholastic.com/terms.htm">https://www.scholastic.com/terms.htm</a></p>
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<p><b>G SUITE CORE SERVICES</b>  (Gmail, Calendar, Classroom, Jamboard, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides and Vault) and Additional Services (Google Maps, Blogger and YouTube).  <a href="https://edu.google.com/intl/en_au/products/gsuite-for-education/Productivity%20tools,%20References%20&amp;%20Resources">https://edu.google.com/intl/en_au/products/gsuite-for-education/Productivity tools, References &amp; Resources</a>  Information provided:  Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive).  Where the information is stored:  Outside Australia but certified by Australian Signals Directory  Terms of Use / Privacy Policy  <a href="https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460">https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460</a>  <a href="https://gsuite.google.com/intl/en/terms/education_privacy.html">https://gsuite.google.com/intl/en/terms/education_privacy.html</a>  <a href="https://edu.google.com/intl/en_au/why-google/privacy-security/">https://edu.google.com/intl/en_au/why-google/privacy-security/</a></p>	<p><b>CNAP (including ANA)</b>  <a href="https://bestperformance.com.au/products/cnap/">https://bestperformance.com.au/products/cnap/</a>  <a href="https://bestperformance.com.au/products/ana/">https://bestperformance.com.au/products/ana/</a>  CNAP provides educators with an online portal where teachers can analyse a cohort or student’s strengths and weaknesses and build Australian Curriculum linked learning plans from this data.  Information provided:  Nominated staff name, nominated staff email, school name, school address, student name, date of birth, class details, school year, student work, attendance (optional), behaviour (optional), profile or other photos (optional), gender, medical or health (optional), grades or performance.  Where the information is stored:  Within Australia  Terms of Use / Privacy Policy  <a href="https://bestperformance.com.au/wp-content/uploads/2019/04/Privacy-Policy-April-2019.pdf">https://bestperformance.com.au/wp-content/uploads/2019/04/Privacy-Policy-April-2019.pdf</a></p>
<p><b>PADLET</b>  <a href="https://padlet.com/">https://padlet.com/</a>  Online “bulletin “board, where students and teachers can collaborate, reflect, share links and pictures.  Information provided:  Student name, school, student work, profile or other photos (optional) and videos(optional).  Where the information is stored:  Outside Australia but certified by Australian Signals Directory  Terms of Use / Privacy Policy  <a href="https://padlet.com/about/privacy">https://padlet.com/about/privacy</a>  <a href="https://padlet.com/about/terms">https://padlet.com/about/terms</a></p>	<p><b>PAT (ACER)</b>  <a href="https://www.acer.org/au/pat">https://www.acer.org/au/pat</a>  Tests to provide objective, norm-referenced information about students’ skills and understandings in a range of key areas.  Information provided:  Staff/teacher: name, email,  Student: name, date of birth, work/content, gender, grades or performance data, other data  Parent: name, contact information  Where the information is stored:  Within Australia  Terms of Use / Privacy Policy  <a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a></p>
<p><b>APPLE SERVICES</b>  Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID.  <a href="https://www.apple.com/au">https://www.apple.com/au</a>  Information provided:  Staff/teacher: name, email  Student: name, email, work/content, photos or videos, grades or performance data.  Other data: school, class details, school year, student username  Where the information is stored:  Outside Australia  Terms of Use / Privacy Policy  <a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a>  <a href="https://school.apple.com/">https://school.apple.com/</a></p>	<p><b>READING EGGS</b>  <a href="https://readingeggs.com.au">https://readingeggs.com.au</a>  Support child’s learning to read with online reading games and activities that are easy to follow, self-paced, and engaging for young children.  Information provided:  Student Username and password, student name, student email, school, class details, school year and student work.  Where the information is stored:  Within Australia  Terms of Use / Privacy Policy  <a href="https://readingeggs.com.au/privacy">https://readingeggs.com.au/privacy</a>  <a href="https://readingeggs.com.au/terms">https://readingeggs.com.au/terms</a></p>
<p><b>SOCRATIVE</b>  <a href="https://www.socrative.com/">https://www.socrative.com/</a>  A formative assessment tool.  Information provided:  Staff/teacher: name and email  Student: name, work/content and grades or performance data  Where the information is stored:  Outside Australia  Terms of Use / Privacy Policy  <a href="https://www.socrative.com/privacy/">https://www.socrative.com/privacy/</a>  <a href="https://www.socrative.com/terms-of-use/">https://www.socrative.com/terms-of-use/</a></p>	<p><b>SCHOLASTIC BOOK CLUB</b>  <a href="https://www.scholastic.com.au/book-club/book-club-home/">https://www.scholastic.com.au/book-club/book-club-home/</a>  Online book club.  Information provided:  Staff/teacher: name, email  Student: name, email  Parent: name, contact information  Other data: school  Where the information is stored:  Within Australia  Terms of Use / Privacy Policy  <a href="https://www.scholastic.com/privacy.htm">https://www.scholastic.com/privacy.htm</a>  <a href="https://www.scholastic.com/terms.htm">https://www.scholastic.com/terms.htm</a></p>



<p><b>CODE. ORG</b>  <a href="https://code.org/">https://code.org/</a>  Coding, Scripting, Programming; Online learning, Online courses.  Information provided:  Staff/teacher: name, email  Student: name, email, work/content, photos or videos, gender, other  Other data: school, class details, school year, student username  Where the information is stored:  Outside Australia  Terms of Use / Privacy Policy  <a href="https://code.org/tos">https://code.org/tos</a></p>	<p><b>ZONES OF REGULATION: EXPLORING EMOTIONS APP</b>  <a href="https://www.zonesofregulation.com/index.html">https://www.zonesofregulation.com/index.html</a>  Application to foster self-regulation and emotion control.  Information provided:  Student: name, work/content and photos or videos  Where the information is stored:  Within Australia  Terms of Use / Privacy Policy  <a href="http://www.selosoft.com/privacypolicy.html">http://www.selosoft.com/privacypolicy.html</a></p>
<p><b>3P PHOTOGRAPHY</b>  <a href="http://www.3p.net.au">http://www.3p.net.au</a>  To provide class/sibling photographs including adding a payment option.  Information provided:  Student name, photo, school, class details, school year.  Parent email, address and credit card details.  Where the information is stored:  Within Australia  Terms of Use / Privacy Policy  <a href="http://www.3p.net.au/contact/terms-conditions/">http://www.3p.net.au/contact/terms-conditions/</a></p>	<p><b>JAMF SCHOOL</b>  <a href="https://www.jamf.com/products/jamf-school/">https://www.jamf.com/products/jamf-school/</a>  Apple mobile device Management  Information provided:  Staff/teacher: name, email and personal information  Student: name and email  Where the information is stored:  Outside Australia  Terms of Use / Privacy Policy  <a href="https://www.jamf.com/privacy/">https://www.jamf.com/privacy/</a>  <a href="https://www.jamf.com/terms-of-use/">https://www.jamf.com/terms-of-use/</a></p>
<p><b>SEESAW</b>  <a href="https://web.seesaw.me">https://web.seesaw.me</a>  This service is a digital portfolio and communication platform.  Information provided:  Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos.  Where the information is stored:  Outside Australia  Terms of Use / Privacy Policy  <a href="https://web.seesaw.me/privacy-policy">https://web.seesaw.me/privacy-policy</a>  <a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a></p>	<p><b>SPLASHLEARN</b>  <a href="https://au.splashlearn.com/">https://au.splashlearn.com/</a>  Maths learning program.  Information provided:  Staff/teacher: name, email  Other data: school  Where the information is stored:  Outside Australia  Terms of Use / Privacy Policy  <a href="https://au.splashlearn.com/privacy">https://au.splashlearn.com/privacy</a>  <a href="https://au.splashlearn.com/terms-of-use">https://au.splashlearn.com/terms-of-use</a></p>

Do you consent to the use of the apps listed in this section?

- Consent  
 Do Not Consent

Thank you for your cooperation.

Yours sincerely

PRINCIPAL

North Dandalup Primary School



## **APPENDIX C. ONLINE SERVICES ACCEPTABLE USE AGREEMENT (K-YEAR 2)**

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

**Name of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX F. PERMISSION TO PUBLISH STUDENTS IMAGES AND WORK FOR SCHOOL PURPOSES

Dear parent

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school by (SCHOOL TO INSERT DATE). Once signed, the consent will remain effective until such time as you advise the school otherwise.

**Principal**  
**North Dandalup Primary School**

### PERMISSION

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

**IMPORTANT:** I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

**Name of student:** \_\_\_\_\_ **Form / Class:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: This consent form should be filed by the school and a copy provided to the parent*

## **APPENDIX D. ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 3-6)**

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services I may be held liable and the principal may take further action.

**Name of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX F. PERMISSION TO PUBLISH STUDENTS IMAGES AND WORK FOR SCHOOL PURPOSES

Dear parent

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school by (SCHOOL TO INSERT DATE). Once signed, the consent will remain effective until such time as you advise the school otherwise.

**Principal**  
**North Dandalup Primary School**

### PERMISSION

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

**IMPORTANT:** I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

**Name of student:** \_\_\_\_\_ **Form / Class:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: This consent form should be filed by the school and a copy provided to the parent*

# VOLUNTEER/PARENT HELPER POLICY

## North Dandalup Primary School



Volunteers and parent helpers make a considerable contribution to the school community by giving their time and sharing their skills and expertise with others. At North Dandalup Primary School we welcome the involvement of parents and community members within the school.

We respectfully ask the following of all parent helpers and volunteers who work with our students.

- All volunteers and parent helpers are required to sign in and sign out in the school office. This allows for proper accounting in the event of an emergency.
- We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should remind them of the appropriate behaviour and if they persist, seek help from the supervising teacher.
- Support us to encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- Dress appropriately for being in school and refrain from using telephone and/or devices when working with our children.
- Please respect the privacy of staff, children and parents by maintaining confidentiality at all times. This means not sharing anything you have seen or heard in the classroom with others within the school or community.
- Everyone who works in our school has the responsibility to make sure that all our children feel safe and supported. If you are worried about the safety or welfare of any child in the school, please report this to the supervising teacher or the principal and keep this concern confidential.

We would like to sincerely thank you for giving your time to support our students.

## PALS (Parents who liaise, assist liaise and support)

### **This is a joint initiative of the School Board and P&C Association.**

#### The purpose of having liaison parents

- Provide a friendly face, a point of contact
- Be visible and be available
- Continue to provide a welcoming atmosphere for new families
- Be able to answer questions about the school and programs or direct to appropriate person on staff
- Send a text or make a phone call prior to start date for new families
- Liaison person to be on school grounds and meet new families on the first day or their first day
- Provide introductions to parents whose children are in the same class / similar age
- Take new families on a tour of the school
- Provide social opportunities
- Set up canteen for a morning or afternoon cuppa
- New parents to receive an invitational text to (new) events with helpful hints and details about the event
- Liaison parent to be available to accompany new families to events if necessary
- If not directly accompanying, be at the event to welcome and chat to parents
- School link person – Marion Drysdale
- 4 Parent volunteers
- Meeting with Principal and Marion Drysdale once a term
- Have a rostered day on for parent PALs so that families know who is there to help and when
- Mobile numbers in enrolment package and school handbook
- Put contact information in newsletters.

