

# HIGHLANDS INTERMEDIATE SCHOOL

## Te kura Takawaenga o Pukekura

### SCHOOL ENROLMENT SCHEME

The following Enrolment Scheme was implemented 13 June 2011. If you have any questions please contact the school office Ph 06 758 4162 or office@highlands.school.nz.

#### Highlands Intermediate Home Zone Description

All students who live within the home zone described shall be entitled to enroll at the school.

The zone perimeter shall be defined as follows:

- Starting from the western most end of Dawson Street and traversing a clockwise route, the zone perimeter follows a line from the end of this road heading north to the northern coastline.
- The perimeter then follows the coastline in a roughly easterly direction until it reaches Ngamotu Links.
- The zone perimeter then turns south following the western boarder of Ngamotu Links, before continuing roughly north east along State Highway 3 (all properties on the seaward side of this section of State Highway 3 are Out-of-Zone), until its intersection with Richmond Road.
- The zone perimeter then turns roughly south along Richmond Road, until its intersection with Wortley Road. Richmond Road after the junction with Wortley Road is Out-of-Zone.
- South along Wortley Road until its intersection with Davis Road. This continues to the western limit of Davis Road.
- From this point the zone perimeter is defined by a line connecting to the eastern end of Little Lepper Road and along Little Lepper Road to its southern limit.
- From this point, the zone perimeter is defined by a line connecting to the northeastern end of Lower Lepper Road (designated Lepper Road Lower), to its intersection with State Highway 3.
- The zone perimeter then extends in a more or less northwesterly direction until its intersection with Mangorei Road.
- From the intersection of Junction and Mangorei Roads heading north, all properties are In-Zone.
- The zone continues south along Mangorei Road until its intersection with Baker Road, along Baker Road, until its intersection with Carrington Road, and then continues roughly south along Carrington Road until its intersection with Frankley Road.
- The zone perimeter then continues roughly north along Frankley Road and into Dawson Street to its northern end.

The zone perimeter thus defined is a closed circuit encompassing the home zone.

Proof of residence within the home zone will be required. Each year, applicants for enrolment in the following year from In-Zone students will be sought by a date that will be published in a daily community newspaper circulating in the area served by the school. This will enable The Board to assess the number of places, which can be made available to students who live outside the home zone.

## OUT-OF-ZONE ENROLMENTS

Each year The Board will determine the number of places, which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

### Applications for enrolment will be processed in the following order of priority:

First Priority	This priority category is not applicable at this school because the school does not run a special programme approved by the Ministry of Education Secretary.
Second Priority	Must be given to applicants who are siblings of current students.
Third Priority	Must be given to applicants who are siblings of former students.
Fourth Priority	Must be given to any applicant who is a child of a former student of the school.
Fifth Priority	Must be given to any applicant who is either a child of an employee of the Board of the school or a child of a member of the Board of the school.
Sixth Priority	Must be given to all other applicants.

If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G (1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

**The Board of Trustees  
Highlands Intermediate School  
260A Coronation Avenue  
NEW PLYMOUTH**

## DECLARATION OF IN-ZONE ADDRESS

The address given at the time of application for 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, you child will not be entitled to enroll at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an In-Zone living arrangement which they intend to be only temporary e.g.

- Renting accommodation In-Zone on a short-term basis
- Arranging temporary board In-Zone with a relative or family friend
- Using the In-Zone address of a relative or friend as an "address of convenience", with no intention of living there

Before enrolment takes place (ie: before attendance begins), if the Board of Trustees has reasonable grounds for believing that the given In-Zone address will not be a genuine, on-going living arrangement, the Board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the In-Zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary In-Zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

## I.C.T. CODE OF CONDUCT

### IMPORTANT TERMS USED IN THIS DOCUMENT:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below:
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

### GENERAL INFORMATION

The measures to ensure the cybersafety of Highlands Intermediate outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Highlands, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

This Booklet contains the student The Cybersafety use agreement document. The agreement declaration is contained in the Application Booklet, and once signed and returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment.

This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

## STUDENT CYBERSAFETY USE AGREEMENT

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

- I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form and the completed form has been returned to school.
- I can only use the computers and other school ICT equipment for my school learning.
- If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
- I will only use my username and password and will not share it.
- I can only go online or access the Internet at school when a teacher gives permission and is present.
- I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone.
- While at school, I will not:
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language.
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will report this immediately to my teacher. I am not allowed to pass on any of this material by copying, printing or emailing it.
- I understand that I must not download or copy any files such as music, videos, games, photos, images, text or programmes without the permission of a teacher. This is to ensure I am and the school is following copyright laws.
- I must have permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games and cameras. Mobile phones will be handed into the classroom teacher for safe keeping. If a phone is used in the school grounds during school hours, it will be confiscated.
- I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
- The school cybersafety rules apply to any ICT devices brought to school as per the BYOD agreement. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
- I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved. Personal Information includes:
  - Name
  - Address
  - Email address
  - Phone numbers
  - Photos
- I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems.
  - Not attempting to hack or gain unauthorised access to any system.
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT.
- Reporting any breakages/damage to a staff member.
- I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

## SECTION FOR STUDENT

### My responsibilities include:

- I will read this cybersafety use agreement carefully.
- I will follow the cybersafety rules and instructions whenever I use the school's ICT.
- I will also follow the cybersafety rules whenever I use privately owned ICT on the school site or at any school related activity, regardless of its location.
- I will avoid any involvement with material or activities which 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 ICT. 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 will keep this document somewhere safe so I can refer to it in the future.
- I will ask my teacher if I am not sure about anything to do with this agreement.

## SECTION FOR PARENT / CAREGIVER

To the parent/caregiver, please read this page carefully to check that you understand your responsibilities under this agreement and sign below:

### I understand that Highlands Intermediate School 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 progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issue.

### My responsibilities include:

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- 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 to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.
- I will monitor my child's online activity.

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

## SCHOOL BYOD AGREEMENT

No student will be permitted to use personal technology devices unless the 2018 Enrolment Application Booklet 'Declarations' agreement is signed by both Student and Caregiver.

Students and parents participating in BYOD must adhere to the Highlands Intermediate Computer Use Code of Conduct, as well as all Board policies. ***In addition, please read the Highlands Intermediate BYOD Policy document found on the school web site.***

- Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after the school hours.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.
- Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
- Students are not permitted to transmit or post photographic images/videos of any person at Highlands on public and/or social networking sites.
- Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to teacher discretion.
- To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Computer Use Code of Conduct policy and will result in disciplinary actions. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- The school has the right to inspect files on any device brought to Highlands irrespective of if it has been the cause of a problem /attack/virus (This covers devices that may contain pornography/objectionable material obtained offsite and stored on the Student Owned Device).
- It is the owner's responsibility for the repair of any malfunctioning / damaged devices. Highlands Intermediate School does not supply technical services for student owned devices.
- Students should not physically share their personal devices with other students, unless they have written parent permission to do so.
  
- Please understand that the use of personal devices to support learning is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole.
  
- **Device: Students are allowed a maximum of one device**
- **A minimum screen size of 18.5 cm is requested.**
- **The device needs to be Internet capable and device needs to have a keyboard.**
- **Students will be using Google to merge their learning at Highlands Intermediate School.**
- **Mobile phones are not considered BYOD at Highlands Intermediate School.**

## EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Education outside the classroom activities compliment the student's learning and are a significant part of the school programme. The annual permission slip covers trips within the New Plymouth City Boundary, including but not exclusive to Puke Ariki, Govett Brewster Art Gallery, Pukekura Park, sports and cultural practices and trips. The provision of an Annual Permission slip eliminates the need to returning multiple permission slips during the year.

### **The Highlands Education Outside the Classroom Policy states that:**

- The school will provide the same standard of care for students whether on or off the school premises.
- The school is responsible for student's safety on school outings. The EOTC policy must be followed to ensure the safety of the students, staff and helpers on trips.
- The Principal will approve all trips.
- Parent/Caregivers will be informed of the purpose, location, transportation details and approximate time of return to school through a school letter detailing the above.
- Parents/Caregivers will be required to give further written permission for their child to take part in any activity or trip which is outside school hours, or outside the greater New Plymouth area eg: Sports trips, camp etc.
- The school may ask Parents/Caregivers for money to offset a visit or trip expenses.

## FAMILY DECLARATION

- I consent to the personal information that I have provided being used for school-related purposes and as required by protocols between school and external agencies.
- I understand that information may be used by or for:
  - Enrolments, Liaison, Records, Library, Security and School Reports.
  - Senior Management, Guidance, Teaching and Administration staff of the school
  - Ministry of Education and other agencies where disclosure is required for the maintenance of law and order as defined in Principle 11 of the Privacy Act 1993.
- I understand that I have the right to see and correct, if necessary, the information that I have provided.
- I agree to follow the uniform requirements.
- I give permission for my child to be included in photographs taken while involved in school activities. I understand these photographs may also appear in the school website.
- I give permission for my child to be involved in research from accredited educational institutions approved by the Principal.
- I understand that the school will act on my behalf in case of sudden illness or injury.

## **SPORT CODE OF CONDUCT AND ETHICS**

### **PLAYERS CODE OF CONDUCT AND ETHICS**

- Respect your coach and fellow teammates by turning up to practices and games. If you cannot attend a practice or game be responsible and make sure you let your coach or manager know.
- Demonstrate your responsibility by wearing your uniform correctly and with pride.
- Play the game within the rules.
- Abide by the principles of RAWE and fair play.
- Respect both opponents and your own team players.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Respect the decision of the officials and referee. If you are concerned, talk to your coach, captain or teacher at half-time or after the game.
- After the game thank the officials and opposition players.

### **PARENTS/GUARDIANS RESPONSIBILITIES**

- Encourage your child to demonstrate the RAWE way, play fairly and within the rules of the game.
- Discuss with your child the need to respect the decisions made by the match officials and coaches.
- Support the efforts and performance of both your team and members of the opposition.
- Remember that they are playing sport for fun and children learn best by example.
- Direct only positive verbal comments from the side line toward players and officials.
- Assist with the provision of transport to/from, supervision at games where possible.
- Assist your child to wear their uniform with pride.
- Where possible show leadership by offering to help with coaching or managing a team. If you cannot do this support them in their roles.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Teams selections are carried out by the school with the help of relevant external sporting agencies on team composition or playing positions will be entered into.