



# Kojonup District High School Student Enrolment Form





# General Information

Please complete this enrolment form and return it to the school with the required documents listed below.

Family details should include details of parents/carers 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.

**Please contact the school if you require assistance:**

**Address:** Lot 278 Blackwood Road, Kojonup WA 6395

**Telephone:** 08 9831 3300

**Email:** kojonup.dhs@education.wa.edu.au

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://www.adobe.com/au/acrobat/pdf-reader.html>

## Documents to be submitted with this Enrolment Form

	<b>Tick</b>
<b>Birth Certificate</b>	
<b>Immunisation Records</b>	
<b>Latest School Report</b>	
<b>NAPLAN results (if applicable)</b>	
<b>Court Orders (if applicable)</b>	
<b>Passport documents (if applicable)</b>	
<b>Visa documents (if applicable)</b>	
<b>Medical Diagnosis documents (if applicable)</b>	





# Student Enrolment

## School Name

<b>School Name</b>	<b>Kojonup District High School</b>
<b>Year Level Entering</b>	

## Previous School

<b>School Name</b>	
<b>If previously enrolled in Home Schooling, please specify the Education Region.</b>	

## Student Details

<b>Student Surname</b>	
<b>Legal Surname (if different)</b>	
<b>Previous Surname (if applicable)</b>	
<b>First Name</b>	
<b>Second Name</b>	
<b>Third Name</b>	
<b>Preferred Name</b>	
<b>Date of Birth (dd/mm/yyyy)</b>	
<b>Gender</b>	Male <input type="radio"/> Female <input type="radio"/> Other <input type="radio"/>
<b>Residential Address</b>	
<b>Postcode</b>	
<b>Telephone Number (Home)</b>	
<b>Current sibling/s attending Kojonup District High School</b>	





## Family Details - Parent/Carer 1

<b>Title</b>			
<b>Surname</b>			
<b>First Name</b>			
<b>Relationship to student</b>			
<b>Gender</b>	Male <input type="radio"/>	Female <input type="radio"/>	Other <input type="radio"/>
<b>Postal Address</b>			
<b>Email</b>			
<b>Mobile Number</b>			

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

<p><b>Does Parent/Carer 1 speak a language other than English at home?</b>  <b>(If more than one language, indicate the one that is spoken the most often)</b></p>	<input type="radio"/> No, English only <input type="radio"/> Yes, other - please specify <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p><b>What is the highest year of school Parent/Carer 1 has completed?</b>  <b>(If you did not attend school, mark "Year 9 or equivalent or below")</b></p>	<input type="radio"/> Year 12 or equivalent <input type="radio"/> Year 11 or equivalent <input type="radio"/> Year 10 or equivalent <input type="radio"/> Year 9 or equivalent or below
<p><b>What is the level of the highest qualification Parent/Carer 1 has completed?</b></p>	<input type="radio"/> Bachelor Degree or above <input type="radio"/> Advanced Diploma/Diploma <input type="radio"/> Certificate I to IV (incl. Trade Cert) <input type="radio"/> No non-school qualification
<p><b>What is the occupation group for Parent/Carer 1?</b>  <b>(Refer to page 6 with the "Parent Occupation Groups" for information regarding the Group Number)</b></p>	Group Number <div style="border: 1px solid black; height: 40px; width: 100%;"></div>





## Family Details - Parent/Carer 2

<b>Title</b>			
<b>Surname</b>			
<b>First Name</b>			
<b>Relationship to student</b>			
<b>Gender</b>	Male <input type="radio"/>	Female <input type="radio"/>	Other <input type="radio"/>
<b>Postal Address</b>			
<b>Email</b>			
<b>Mobile Number</b>			

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

<p><b>Does Parent/Carer 2 speak a language other than English at home?</b>  <b>(If more than one language, indicate the one that is spoken the most often)</b></p>	<input type="radio"/> No, English only <input type="radio"/> Yes, other - please specify <input type="text"/>
<p><b>What is the highest year of school Parent/Carer 2 has completed?</b>  <b>(If you did not attend school, mark "Year 9 or equivalent or below"</b></p>	<input type="radio"/> Year 12 or equivalent <input type="radio"/> Year 11 or equivalent <input type="radio"/> Year 10 or equivalent <input type="radio"/> Year 9 or equivalent or below
<p><b>What is the level of the highest qualification Parent/Carer 2 has completed?</b></p>	<input type="radio"/> Bachelor Degree or above <input type="radio"/> Advanced Diploma/Diploma <input type="radio"/> Certificate I to IV (incl. Trade Cert) <input type="radio"/> No non-school qualification
<p><b>What is the occupation group for Parent/Carer 2?</b>  <b>(Refer to page 6 with the "Parent Occupation Groups" for information regarding the Group Number)</b></p>	<input type="text"/> Group Number <input type="text"/>





# Parent Occupation Groups

This page relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form.

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories. 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 months, enter "8" as the Group Number.

Group 1	Group 2	Group 3	Group 4
<p><b>Senior Management in large business organisation, government administration and defence, and qualified professionals</b></p> <p><b>Senior Executive/Manager/Department Head in:</b> Industry, commerce, media or other large organisation</p> <p><b>Public Service Manager (section head or above):</b> 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 degrees 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>Other business managers, arts/media/sportspersons and associate professionals</b></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, 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/industry 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, clerks and skilled office, sales and service staff</b></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>Machine operators, hospitality staff, assistants, labourers and related workers</b></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>





# Emergency Contact Details

## Emergency Contact Details - 1

<b>Title</b>	
<b>First Name and Surname</b>	
<b>Relationship to Student</b>	
<b>Address</b>	
<b>Mobile Number</b>	

## Emergency Contact Details - 2

<b>Title</b>	
<b>First Name and Surname</b>	
<b>Relationship to Student</b>	
<b>Address</b>	
<b>Mobile Number</b>	

## Emergency Contact Details - 3

<b>Title</b>	
<b>First Name and Surname</b>	
<b>Relationship to Student</b>	
<b>Address</b>	
<b>Mobile Number</b>	

## Emergency Contact Details - 4

<b>Title</b>	
<b>First Name and Surname</b>	
<b>Relationship to Student</b>	
<b>Address</b>	
<b>Mobile Number</b>	





## Confidential Information - Access Restrictions

<b>Is the student subject to any court orders in respect of their care, welfare and development or access restrictions?</b>	No <input type="radio"/> Yes <input type="radio"/>
<b>If Yes, please specify and attach supporting documentation.</b>	
<b>Is the student in the care of the Director General of the Department of Communities - Child Protection and Family Support (CPFS)?</b>	No <input type="radio"/> Yes <input type="radio"/> If yes, please complete details below
<b>CPFS Case Manager Name</b>	
<b>CPFS District</b>	
<b>CPFS Telephone Number</b>	





## Student Additional Information

<b>First Language</b>	
<b>Does the student identify as</b>	<input type="radio"/> Aboriginal <input type="radio"/> Torres Strait Islander <input type="radio"/> Both Aboriginal & Torres Strait Islander <input type="radio"/> Neither
<b>Does the student mainly speak English at home?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Does the student speak a language/dialect other than English at home?</b>	<input type="radio"/> No <input type="radio"/> Yes, Other Language (Please Specify) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Residency Status - Please provide passport and visa documents if required</b>	
<b>Nationality (Optional)</b>	
<b>Country of Birth</b>	
<b>Is the student an Australian Citizen?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>If no, is the student a Permanent Resident of Australia?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>If the student is not a Permanent Resident of Australia, please complete this section</b>	Visa Grant Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Visa Sub Class Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Visa Expiry Date (dd/mm/yyyy) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Date of Arrival in Australia (if applicable) (dd/mm/yyyy)</b>	





### Disability

<b>Does the student have a diagnosed disability or a learning difficulty?</b>	No <input type="radio"/> Yes <input type="radio"/>
<b>If Yes, please specify and supply the appropriate specialist documentation.</b>	

### Religious Status

<b>Religion (optional)</b>	
<b>Is the student to be withdrawn from religious instruction or activities? (optional)</b>	No <input type="radio"/> Yes <input type="radio"/>

### Medical Practice

<b>Medical Practice Name</b>	
<b>Doctor's Name</b>	
<b>Medical Practice Address</b>	
<b>Medical Practice Telephone Number</b>	

### Dental Practice

<b>Dental Practice Name</b>	
<b>Dentist's Name</b>	
<b>Dental Practice Address</b>	
<b>Dental Practice Telephone Number</b>	
<b>Permission to call the Dentist</b>	Yes <input type="radio"/> No <input type="radio"/>





## Student Health Care Summary

Student Name: \_\_\_\_\_

<b>Does the student have ambulance cover?</b>	Yes <input type="radio"/> No <input type="radio"/>
<b>If yes, please provide the Ambulance Cover Insurance Provider</b>	
<b>Permission to call a Doctor</b>	Yes <input type="radio"/> No <input type="radio"/>
<b>Permission to Administer First Aid</b>	Yes <input type="radio"/> No <input type="radio"/>
<b>List any essential information that could affect your child in an emergency (e.g. allergy to penicillin)</b>	

**If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.**

### Medicare Details

<b>Medicare Card Number</b>	
<b>Medicare Card Individual Reference Number (IRN)</b>	
<b>Medicare Card Expiry Date (dd/mm/yyyy)</b>	





## **Informed Consent**

Your child's health care information will be shared with staff on a need to know basis unless otherwise stated.

<b>Do you give permission for the school to share your child's health care information?</b>	Yes <input type="radio"/>	No <input type="radio"/>
<b>If no, and the information is to be restricted, who can be informed of your child's health care information</b>		

In the table below, please indicate your child's condition/s which require the support of school staff.

In response to the information below, you will be given further forms for specific health conditions to complete. Please tick the relevant box/s for your child.

<b>Tick</b>	<b>Health Conditions (Tick the box/s that apply)</b>	<b>Staff require specific training</b>	<b>Staff do not require specific training</b>
	<b>Severe Allergy/Anaphylaxis</b>		
	<b>Minor and Moderate Allergies</b>		
	<b>Diabetes</b>		
	<b>Seizures</b>		
	<b>Asthma</b>		
	<b>Activities of Daily Living</b>		
<b>Tick</b>	<b>Other Conditions or Needs (Please specify below)</b>	<b>Staff require specific training</b>	<b>Staff do not require specific training</b>

## **Administration of Medication**

Written authorisation must be provided for staff to administer any form of medication at school.

Request an "Administration of Medication Form," or the relevant "Health Care Plan," to complete and return to the school.

**Note:** All medication required must be supplied by the parent/carer.





# Privacy & Declaration

## I declare and understand (Please tick to confirm)

	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 this Student 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.
	This is the only enrolment I have made for the student at this school.
	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.

## Person enrolling student

<b>First Name</b>	
<b>Surname</b>	
<b>Relationship to Student</b>	
<b>Signature</b>	
<b>Date (dd/mm/yyyy)</b>	

*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 tick this box to confirm the above.**







# Department of Education Online Services

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.

The School seeks 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 Compass, web-conferencing and digital resources
- Online file storage and sharing services and
- Online services at locations other than school

If you agree to your child using these online services, please sign the following sections:

**Section 1: Permission for Student to have an Online Services Account**

**Section 2: Acceptable Use Agreement for Online Services Account**

**Section 3: Third Party Services (Notification/Consent for Online Services)**

Please explain the content of the "Acceptable Use Agreement for Online Services Account" to your child before the permission section is signed.

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. (<https://www.oic.wa.gov.au/en-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 at home. Advice on managing internet use at home can be found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/parent](http://www.esafety.gov.au/parent)).





# Section 1: Permission for Student to have an Online Services Account

Student Name	
Student Year	
School Name	<b>Kojonup District High School</b>

## Parent/Carer

Tick	
<input type="checkbox"/>	I <b>DO</b> give permission for my child to have an online services account, whilst at Kojonup District High School.
<input type="checkbox"/>	I <b>DO NOT</b> give permission for my child to have an online services account.

If you have given permission, please tick that you have read the following:

	<b>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.</b>
	<b>I also understand that if my child breaks any of the rules in the agreement that the Principal may follow through with consequences in accordance with Kojonup District High School's Behaviour Policy.</b>

Parent/Carer Name	
Parent/Carer Signature	
Date (dd/mm/yyyy)	





## Section 2: Acceptable Use Agreement for Online Services Account

### **Student Agreement:**

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

- I will only use online services for purposes which support my learning and educational research. I will not download software, games, music, graphics, videos or text materials or use valuable internet time playing games.
- I understand that I am responsible for all activity in my online services account. I am responsible for monitoring and rejecting materials, links, dialogues and information accessed/received by me on the internet.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services. I will not reveal personal information including names, addresses, credit card details and telephone numbers of myself or others.
- 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 follow the current sign-on procedures for access to the computer network.
- I will tell the teacher if I think someone is using my online account.
- I understand the school and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- Plagiarism is unacceptable. I will acknowledge the creator or author of any material used in my research for schoolwork by using appropriate referencing and clearly stating directly quoted materials.
- I will get permission from the copyright owner of any material used in my schoolwork before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study. I will not break any copyright laws by posting or distributing copyrighted materials.
- I will use appropriate language in all internet communications. I will not use obscene, harassing or abusive language and will report any cases of such language use against me or others to my teacher.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will not damage or disable the computers, computer systems or computer networks of the school. If I discover any methods of causing damage, I will report them to the teacher and will not demonstrate them to others.

### **I understand that:**

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in consequences determined by the Principal in accordance with Kojonup District High School's Behaviour Policy and I may be denied access to the Internet. I may be held liable for offences committed whilst using online services.
- This online service account and Acceptable Use Agreement will be upheld until the conclusion of my schooling at Kojonup District High School.





## **Parent/Carer Agreement:**

As the parent/carer of (Student Name): \_\_\_\_\_

- I hereby acknowledge that I have read the "Acceptable Use Agreement for Online Services Account" and I have discussed this with my child.
- I understand that the Online Services Account and Acceptable Use Agreement is designed for educational purposes.
- I recognise that, while every effort will be made to monitor student use of the Internet, it is impossible for Kojonup District High School staff to continually monitor and restrict access to all unacceptable materials.
- I further acknowledge that, while questionable material exists on the internet, the user must not actively seek it and therefore it is their responsibility to not bring such material into the school. I therefore do not hold the staff or Principal of Kojonup District High School responsible for such materials taken from the Internet.

**Access to the Internet is provided for the purposes of educational research and learning. The aim of the "Acceptable Use Agreement for Online Services Account" is to provide rules to ensure appropriate use of the Online Services and the Internet.**

**The student and parent/carer are required to read and sign the "Acceptable Use Agreement for Online Services Account". No student will be provided with internet access until the Agreement is signed.**

### **Acceptable Use Agreement for Online Services Account - Student**

***I have read and understand the "Acceptable Use Agreement for Online Services Account" - Student***

<b>Student Name (Print)</b>	
<b>Student Signature</b>	
<b>Date (dd/mm/yyyy)</b>	

### **Acceptable Use Agreement for Online Services Account - Parent/Carer**

***I have read and understand the "Acceptable Use Agreement for Online Services Account" - Parent/Carer***

<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date (dd/mm/yyyy)</b>	





## Section 3 - Third Party Services (Notification/Consent for Online Services)

**Student Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

As part of the Department of Education's 'Students Online in Public Schools' policy, Kojonup District High School is required to notify you and obtain your consent for a range of third-party services. Students access these services for educational purposes while at school or under staff direction to complete their work at home. Staff access these services for planning and management in a safe and responsible manner.

As part of this process, all Department of Education schools must ensure that the online services we use have an acceptable level of security and safety, to ensure that the service meets the standards deemed fit for use with students by the Department of Education's third-party assessment process.

### Requesting Consent to Disclose Personal Information to Third Party Services (Bundled Consent)

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, by signing the 'Third Party Consent' at the end of the list of the services. Please contact the school if you have any queries.

Third Party Services	URL	Consent	
Adobe - Creative Cloud K-12	<a href="http://www.adobe.com/au/creativecloud">www.adobe.com/au/creativecloud</a>	Yes <input type="radio"/> No <input type="radio"/>	<b>Secondary only</b>
Apple	<a href="http://school.apple.com">school.apple.com</a>	Yes <input type="radio"/> No <input type="radio"/>	
AutoCAD	<a href="http://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement">www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement</a>	Yes <input type="radio"/> No <input type="radio"/>	<b>Secondary only</b>
Canva for Education	<a href="http://www.canva.com/policies/privacy-policy/">www.canva.com/policies/privacy-policy/</a>	Yes <input type="radio"/> No <input type="radio"/>	
Class Dojo	<a href="http://www.classdojo.com/privacycenter/">www.classdojo.com/privacycenter/</a>	Yes <input type="radio"/> No <input type="radio"/>	
Cloud Stop Motion	<a href="http://cloudstopmotion.com">cloudstopmotion.com</a> <a href="http://cloudstopmotion.com/policies/privacy-policy">cloudstopmotion.com/policies/privacy-policy</a>	Yes <input type="radio"/> No <input type="radio"/>	
Code.org	<a href="http://code.org/tos">code.org/tos</a>	Yes <input type="radio"/> No <input type="radio"/>	
Compass Education	<a href="http://www.compass.education">www.compass.education</a>	Yes <input type="radio"/> No <input type="radio"/>	
CoSpaces Edu	<a href="http://cospaces.io/edu/privacy-policy">cospaces.io/edu/privacy-policy</a> <a href="http://cospaces.io/edu/student-data-safety.pdf">cospaces.io/edu/student-data-safety.pdf</a>	Yes <input type="radio"/> No <input type="radio"/>	<b>Secondary only</b>
Dibels	<a href="http://amplify.com/customer-privacy">amplify.com/customer-privacy</a>	Yes <input type="radio"/> No <input type="radio"/>	
Fusion 360	<a href="http://www.autodesk.com/company/legal-notices-trademarks/privacy-statement">www.autodesk.com/company/legal-notices-trademarks/privacy-statement</a>	Yes <input type="radio"/> No <input type="radio"/>	
Grok Academy	<a href="http://groklearning.com/policies/terms/">groklearning.com/policies/terms/</a>	Yes <input type="radio"/> No <input type="radio"/>	





I consent to my child's information being provided, if required, to each of the Third Party service providers until the conclusion of their schooling at Kojonup District High School.

Third Party Services	URL	Consent	
Literacy Planet	<a href="http://www.literacyplanet.com">www.literacyplanet.com</a> <a href="http://www.3plearning.com/privacy/">www.3plearning.com/privacy/</a>	Yes <input type="radio"/> No <input type="radio"/>	<b>Primary only</b>
micro:bit	<a href="http://micro:bit.org">micro:bit.org</a> <a href="http://microbit.org/privacy/">microbit.org/privacy/</a>	Yes <input type="radio"/> No <input type="radio"/>	
MSP Photography	<a href="http://www.msp.com.au/privacy-policy/">www.msp.com.au/privacy-policy/</a>	Yes <input type="radio"/> No <input type="radio"/>	
Prodigy	<a href="http://www.prodigygame.com/main-en/home-2">www.prodigygame.com/main-en/home-2</a>	Yes <input type="radio"/> No <input type="radio"/>	<b>Primary only</b>
Tinkercad	<a href="http://www.tinkercad.com/childrens-privacy">www.tinkercad.com/childrens-privacy</a>	Yes <input type="radio"/> No <input type="radio"/>	

<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date (dd/mm/yyyy)</b>	





# Permission to use Student Images and Work

**Student Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

**The Department of Education's "Information Privacy and Security Policy and Procedures" cover the use of personal information, and in particular that persons providing confidential information have the right to know how it will be used.**

This policy also relates to the use of student/staff stills, video footage, digital images, and any other means of electronic communication. The policy requires that permission must be sought from parents/carers when photographs or digital images of students are to be used outside the classroom environment. For example:

- Photographs taken for the local community paper (Kojonup News) and school newsletter to promote a school activity/event or to recognise excellence or effort
- Digital images taken electronically and placed on the school website and/or included in school promotional material
- Video footage of students to use to promote the school

Kojonup District High School is seeking your permission to use photographs, digital images or videos of your child to promote school activities and/or events in all forms of media.

School Newsletter (available on school website)	Yes <input type="radio"/>	No <input type="radio"/>
Internet (school website)	Yes <input type="radio"/>	No <input type="radio"/>
Facebook (school Facebook page)	Yes <input type="radio"/>	No <input type="radio"/>
Newspaper (Kojonup News)	Yes <input type="radio"/>	No <input type="radio"/>
Gwinganna (school magazine)	Yes <input type="radio"/>	No <input type="radio"/>
Film/Video	Yes <input type="radio"/>	No <input type="radio"/>
Incursion/Excursion Provider	Yes <input type="radio"/>	No <input type="radio"/>
If you have ticked No for photos. do you give consent for your child's name to be published?	Yes <input type="radio"/>	No <input type="radio"/>

***I have read and understand the "Permission to use Student Images and Work Policy"***

<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date (dd/mm/yyyy)</b>	







# Student Uniform Policy

Kojonup District High School has a School Uniform Policy for all students attending this school. Students are expected to wear the correct uniform at school and, as required, when participating in school-related activities.

***In enrolling my child at Kojonup District High School, I agree to ensure my child wears the correct uniform at school and, as required, when participating in school-related activities***

<b>Student Name</b>	
<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date (dd/mm/yyyy)</b>	

# Local Excursion Consent

Students occasionally walk to the town oval, netball/basketball courts, and travel by school bus to the School Farm as part of regular curriculum activities.

<b>Student Name</b>	
<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date (dd/mm/yyyy)</b>	

# Viewing Consent

Students often watch videos/DVDs/television documentaries as part of their learning. Almost always, they are G rated and don't require consent. Very occasionally, something with a PG rating is appropriate, for which we need parental permission.

<b>Student Name</b>	
<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date (dd/mm/yyyy)</b>	







# Mobile Phone/Electronic Device Policy

**To ensure the safety of all students and staff, mobile phones/electronic devices including listening accessories are to be turned off during school hours (8:45am - 3pm).**

## **"Off and Away All Day"**

**For the purposes of this policy, 'mobile phones' include smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.**

- Mobile phones/electronic devices, including listening accessories, are easily lost and damaged, looking after them is an unnecessary distraction for students at school.
- Mobile phones/electronic devices and listening accessories that are confiscated are to be collected from the front office.
- Emergency contact for students can always be made through Administration on 9831 3300.
- Students who feel unwell are required to contact home via Administration. Students are NOT to use their mobile phone for this purpose.
- The school will not take responsibility for mobile phones/electronic devices or listening accessories that are lost or damaged while at school.
- Taking still or moving images with a camera on school grounds is prohibited without the permission of a staff member.
- Students must switch their smart watches to "Aeroplane mode" so phone calls and messages cannot be sent or received during the school day.

**Students may be granted an exemption for the following uses of mobile phones:**

- To monitor a health condition as part of a school approved documented Health Care Plan
- For a particular educational purpose under the direct instruction of a teacher

## **Mobile Phone/Electronic Device Policy**

***I have read and understand the "Mobile Phone/Electronic Device Policy"***

<b>Student Name</b>	
<b>Student Signature</b>	
<b>Date (dd/mm/yyyy)</b>	
<b>Parent/Carer Name</b>	
<b>Parent/Carer Signature</b>	
<b>Date (dd/mm/yyyy)</b>	







# Office Use Only

Student's official documentation all sighted

DATE (DD/MM/YYYY): \_\_\_\_\_

Yes  No

Birth Certificate  Passport  Visa Document/s

**Other, Please Specify** \_\_\_\_\_

**Year/Form/Class** \_\_\_\_\_ **House Faction** \_\_\_\_\_

<b>Tick</b>	<b>Student's Residency Status</b>
<input type="checkbox"/>	Australian Citizen
<input type="checkbox"/>	Permanent Resident
<input type="checkbox"/>	Temporary Resident

**International Fee Paying** \_\_\_\_\_

Yes  No

**Entry Date (DD/MM/YYYY)** \_\_\_\_\_ **Previous School** \_\_\_\_\_

**LOTE Stage** \_\_\_\_\_

**Records Received**  Yes  No

**Contributions/Charges Billings** \_\_\_\_\_

PC1 (%)  PC2 (%)  Other (%)

**School Records (including reports to be sent to)** \_\_\_\_\_

PC1  PC2  Other (Specify) \_\_\_\_\_

**AIIR Immunisation History Statement Provided** \_\_\_\_\_

Yes  No  Other (Specify) \_\_\_\_\_

**Immunisation Status is** \_\_\_\_\_

Up to date  Not up to date

**Date of Issue (DD/MM/YYYY)** \_\_\_\_\_

**Date AIIR Sighted (DD/MM/YYYY)** \_\_\_\_\_





## Office Use Only

If AIIR is not up to date, additional requests for documentation on date/s:

Yes  No

Immunisation Certificate issued by the Chief Health Officer

Kindergarten eligibility for immunisation exemption

Code:

Enrolment Approved by the Principal

Yes  Date (DD/MM/YYYY)

Entered on School Information

By Date (DD/MM/YYYY)

Student leaves school (DD/MM/YYYY)

Advice of Transfer (DD/MM/YYYY)

Destination

Records received from transferring school

Yes  No  Date (DD/MM/YYYY)

## Office Use Only - Student Health Care

Does the child have an allergy that needs to be flagged on SIS?

Yes  No  Date (DD/MM/YYYY)

Have relevant health care plans been issued to the parent/s or carer/s?

Yes  No  Date (DD/MM/YYYY)

Has the Principal been informed if:

Specific training is required to support the student

Yes  No

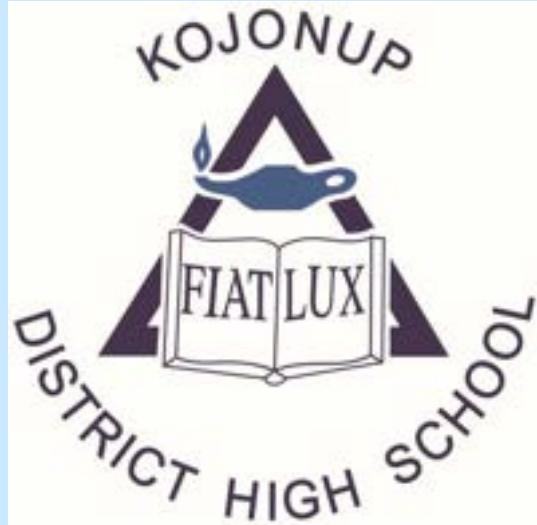
The student's health care is to be restricted?

Yes  No

Student Health Care Summary was completed and uploaded to

SIS: Date (DD/MM/YYYY)





**Kojonup District High School**

**Lot 278 Blackwood Road,**

**Kojonup, WA, 6395**

**phone: 08 9831 3300**

**email: [kojonup.dhs@education.wa.edu.au](mailto:kojonup.dhs@education.wa.edu.au)**

**website: [www.kojonupdhs.wa.edu.au](http://www.kojonupdhs.wa.edu.au)**

**Office use only**

Enrolment Case Manager Name (Principal/Deputy Principal)		Signature	
Enrolment Approved		Date (dd/mm/yyyy)	
Entered on SIS by (Name)		Date (dd/mm/yyyy)	