



ENROLMENT FORM INFORMATION BOOKLET

APPENDIX A: PARENT OCCUPATION GROUPS

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

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><i>Senior management in large business organisation government administration & defence, and qualified professionals</i></p>	<p><i>Other business managers, arts/media/sportspersons and associate professionals</i></p>	<p><i>Tradesmen/women, clerks and skilled office, sales and service staff</i></p>	<p><i>Machine operators, hospitality staff, assistants, labourers and related workers</i></p>
<p>Senior executive/ manager / department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (section head or above), regional director, health/ education/police/ fire services administrator.</p> <p>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals 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>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p>Air/sea transport [aircraft/ships captain/officer/ pilot, flight officer, flying instructor, air traffic controller].</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/ engineering/production/ personnel/ industrial relations/ sales/marketing].</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author]. or media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.</p> <p>Clerks [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>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p>Service [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>Drivers, mobile plant, production/ processing machinery and other machinery operators</p> <p>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/ data entry/business machine operator, receptionist, office assistant].</p> <p>Sales [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>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups.</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

APPENDIX B: ACCESS TO ONLINE SERVICES

B1: STUDENT ONLINE SERVICES AND INFORMATION TECHNOLOGY

The Department of Education provides students with access to online services. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

The school uses the student's full name, preferred name, class and year to access their unique online services account.

The Department of Education's online services currently provide:

- individual email accounts for all students and staff;
- access to the internet, with all reasonable care taken by schools to monitor and control students' access to websites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to portal services from home if the home computer is connected to the internet.

Please note that while every reasonable effort is made by schools and the Department 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.

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*.

You should also be aware that general internet browsing not conducted via the Department of Education'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.

B1.1: ACCEPTABLE USE AGREEMENT Kindergarten - Year 2

Please read and discuss with your child the following rules set out below that must be followed when using the Department-provided online services and Information Technology:

- 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.

B1.2: ACCEPTABLE USE AGREEMENT Years 3 - 6

Please read and discuss with your child the following rules set out below that must be followed when using the Department-provided online services and Information Technology:

- 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.

B1.3: ACCEPTABLE USE AGREEMENT Years 7 - 12

Please read and discuss with your child the following rules set out below that must be followed when using the Department-provided online services and Information Technology:

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using 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 not access other people's online services accounts without permission from the teacher.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- 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.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my school work 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 follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be mindful of the possible problems caused by sharing or transmitting large files online.
- I will use courteous and appropriate language in all internet communications.
- 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, the Department of Education or any other organisation.

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 disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy; and
- I may be held liable offences committed using online services.

APPENDIX C: USE OF STUDENT IMAGES AND WORK

The Department of Education may record video or photographic images of a student and their work while they are at school or taking part in school related activities. Images will be used for activities such as promoting the school, school events, student achievements and SmartRider cards (see example below).

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.

Your child's image and/or school work may be published 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.

Images published on the internet are accessible by any person worldwide. Students' 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.). Once student information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure.

Permission can be withdrawn at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

We partner with Transperth (Monitor WA) to integrate the use of SmartRider cards.

Features include:

- Cashless travel on Transperth services (access to the student fare).
- Student identification (ID) (where student photograph is included).
- Borrow items from the school's library.
- 'Sign in or out' of school (when arriving late or leaving early).
- Cashless payments at the school cafeteria (when activated).



SmartRider sample

APPENDIX D: MOBILE PHONES AND ELECTRONIC DEVICES

The Department of Education's Student Mobile Phone Policy bans students from using mobile phones during the school day. This includes other communication devices and associated listening accessories such as smart watches and headphones/earbuds. Students are required to have these devices turned off and out of sight from the time they enter school grounds to the conclusion of the school day.

We recommend that students' mobile phones (and associated devices) are not brought to school unless the child has a school approved exemption. Exemptions are granted where a student uses the device to monitor a health condition and will be noted in a documented health plan.

The absence of mobile phones in schools:

- reduce the potential for learning distraction,
- protect the privacy of staff and students,
- improve health and wellbeing,
- reduce the chance of students bringing external issues to school through technology,
- minimise expenses related to damage or loss,
- prioritise staff time towards teaching and learning activities.

If you prefer your child to bring a mobile phone (or associated device) to school, please note the following:

- The school will not be held responsible for damage or loss of mobile phones.
- Smart watches must have aeroplane mode turned on to disable connectivity.
- Mobile phones (and electronic devices) sighted during the school day must be immediately brought to Student Services for collection by the student at the end of the day.
- This is not applicable for students with a current mobile phone exemption.
- Devices not collected will be stored until collection.
- Where multiple offences of non-compliance occur,
- A parent will be asked to collect the device during office hours.
- Student will be banned from bringing a mobile device to school.
- Student is at risk of suspension from school.
- Students that do not follow staff instructions are at risk of suspension from school.
- Mobile phone exemptions must be applied for through the school administration, supported by medical evidence and recorded in a documented learning plan to be valid.

All parent-student contact during the day can be facilitated by school staff. There is no need for a student to use a mobile phone to contact parents/carers during the school day.

APPENDIX E: THIRD PARTY APPS CONSENT

Parent consent is required for your child to access online third-party services to support their learning in the classroom. Schools use online third-party services to assist with:

- school or student management
- staff and class administration
- student learning content or activities
- communication tools.

Online third-party services may require: students or teachers to create separate student accounts; students to participate in online activities or upload content; and/or students or teachers to provide personal student or parent information.

The Department of Education conducts a risk assessment and approves the use of each online third-party service in WA public schools. The risk assessment may require that parents are notified of the third-party service being used in the school or require parent consent for their child to engage with the service.

When providing consent, it is important that you are aware of what type of information we will be providing, how it will be used, and where it will be stored. If you do not provide consent, your child will not have access to the third-party online services.

The online services provide our students with significant education benefits. The school will contact you to discuss your reasons should you not consent or fail to provide a response. If you do not consent, your child may receive an alternative education program that does not make use of these services.

Please provide consent via the links below.

Third Party Online Services Consent Form



APPENDIX F: CLASSIFIED TEXTS

The term 'text' refers to any written, visual, spoken, multimedia or multimodal content (including digital games). Within learning programs, students listen, view, and discuss texts such as films, documentaries, episodes on streaming services or DVDs.

Our learning programs adhere to the classifications set out in the [Classification \(Publications, Films and Computer Games\) Enforcement Act 1996 \(WA\)](#).

G classification

Many texts used in classrooms have a G rating and contain content of very mild impact.

PG classification

On occasions, a text with a PG classification may be suitable for a learning program. Content with a PG classification is mild in impact but some students under the age of 15 may find it confusing or upsetting.

M classification

Texts with M classification contain content that is moderate in impact and is recommended for students 15 years of age and over. Content with M classification are less likely to be used in learning programs. Teachers will seek individual parent permission when considering the use of texts with M classification.

MA15+ classification

Texts with MA15+ classification contain strong content that is high in impact and requires a mature perspective. Content with MA15+ classification is rarely used in learning programs and will only be considered for students over the age of 15 years. Teachers will seek individual parent permission when considering the use of texts with MA15+ classification.

APPENDIX G: CONNECT

CONNECT CONDITIONS OF USE FOR PARENTS

1. Only parents or responsible persons as defined in the *School Education Act 1999* and verified by the school will be given access to Connect.
2. The person signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.
4. Parents agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Sign In screen.
5. Parents are required to accept that they have read and understood these policies before access to Connect is provided.

Limits of the Service

Connect is an initiative by the Department of Education to improve communication between schools and parents/guardians on matters impacting student education. It is an optional communication channel and the Department of Education does not undertake to provide all student-related information via Connect. The Department of Education is providing Connect as a trial and reserves the right to modify or withdraw the service at any time.

When using Connect, I agree that:

1. The information contained in Connect is personal and private information.
2. The parent username and password is only shared between the child's legal parents or guardians.
3. I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.
4. If I become aware of unauthorised access to my parent account I will immediately inform the school.
5. I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
6. Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.
7. I agree to use Connect in accordance with Department of Education's policies.
8. Appropriate Use of Online Services. These policies can be accessed from the Connect Login screen.