



ALBANY
JUNIOR HIGH SCHOOL

**Enrolment
Information
Booklet**

2025

PLEASE READ BEFORE YOU COMPLETE THE ONLINE ENROLMENT FORM

An Albany Junior High School Statutory Declaration must be included with all in-zone applications - please use the version on page 15

Out-of-zone Ballot Priorities

If you do not live within the AJHS home zone your application will be subject to the selection procedure specified in the Education and Training Act 2020.

The Act states:

- First priority must be given to siblings of current students.
- Second priority must be given to siblings of former students.
- Third priority must be given to children of former students.
- Fourth priority must be given to children of board members and staff.
- Fifth priority must be given to all other students.

Out-of-zone Enrolments close on the 27th of August 2025

In situations where the number of applicants exceeds the number of places available for out-of-zone students, selection will be by ballot. If a ballot is required at our school, it will be drawn on or before 5th September 2025 by randomised software.

Within three school days of this date, the school will send you a letter informing you of the outcome of the ballot. If your application has been successful, you will be asked to confirm your acceptance or rejection of the offered place within 14 days of the date on the school's letter. If you do not respond within the 14 day period, the place will be offered to the first person on the waiting list established by the ballot.

HOW TO PREPARE DOCUMENTS TO BE UPLOADED TO THE APPLICATION

When uploading documents please select only Images, PDF or Word Documents and these should be scanned and saved using names that indicate the contents (eg. Report, Identity, Address).

Maximum file size: **8MB's**

ISSUES UPLOADING DOCUMENTS TO ONLINE ENROLMENTS

If you have any issues uploading your documents, please check the following:

- Size of the documents – total size must be less than 8 MB – large documents will hinder your application being accepted.
- The format in which the documents are saved – they must be PDF / Word / scanned picture.
- If you cannot upload from one device, please try another.
- Please upload and name documents individually. Do not send all your documents in one continuous file.
 - Include all pages of one document as one file, not broken up into several files.
 - Please check that scanned documents are legible and up the right way.
- Name each document - Use our preferred naming protocol (where X=first name initial):
E.g Mary Bloggs's birth certificate would be named - Bloggs M Birth Cert

DOCUMENTS NEEDED FOR APPLICATION

In-Zone Students

DOCUMENTS TO UPLOAD WITH YOUR IN-ZONE ONLINE ENROLMENT

Documents required to support the in-zone address:

PROOF OF ADDRESS

- AJHS's Statutory Declaration completed and signed by a Solicitor or Justice of the Peace.
- A complete copy of your most recent electricity invoice (all pages) showing the supply address.
- A complete copy of your most recent internet invoice (all pages).

AND:

Rental Property

- A copy of your Tenancy Agreement. The minimum tenancy for initial enrolment is a one-year fixed term agreement covering the student's first year at AJHS
- Bond receipt letter from Tenancy Services confirming lodgement of the bond (ph. 0800 737 666 for a copy)

OR Owner Occupied Property

- A copy of your most recent Auckland Council General Rates notice or Water Rates; OR
- If the purchase has been within the last 3 months, a copy of the solicitor's final settlement letter.
- Trust properties must provide written evidence of the Trustees names and include a declaration from the Trustees declaring a right to occupy the property.
- Company properties must provide written evidence of the named Directors and include a declaration confirming the right to occupy the property.

BIRTH CERTIFICATE OR PHOTO PAGE OF PASSPORT

Birth Certificate in English

- For Students born outside New Zealand or born in New Zealand and who were not entitled to New Zealand Citizenship at birth - also include Passport / Certificate of Citizenship / Visa

VISAS

If student has a visa, please also provide parent's Work / Residency Visas

ENTRY STAMP OR DATE OF ENTRY

Entry Stamp showing date of first arrival in New Zealand or advise your date of entry.

SCHOOL REPORT

School report - please provide a copy of the student's latest report.

LEGAL GUARDIANSHIP

Documentation for Legal Guardianship Order/Authorised Primary Duty of Care / S47 Order – if applicable
- must be a long-standing arrangement and not created solely for the purpose of gaining entry to the school

MEDICAL/PSYCHOLOGIST REPORTS

Educational / Medical / Psychologist / Occupational Therapy Assessment Report – if applicable
All documents must be included with your application – if applicable

Albany Junior High School may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate.

Out-of-Zone Students

DOCUMENTS TO UPLOAD WITH YOUR IN-ZONE ONLINE ENROLMENT

BIRTH CERTIFICATE OR PHOTO PAGE OF PASSPORT

Birth Certificate in English

- For Students born outside New Zealand or born in New Zealand and who were not entitled to New Zealand Citizenship at birth - also include Passport / Certificate of Citizenship / Visa

VISAS

If student has a visa, please also provide parent's Work / Residency Visas

ENTRY STAMP OR DATE OF ENTRY

Entry Stamp showing date of first arrival in New Zealand or advise your date of entry.

SCHOOL REPORT

School report - please provide a copy of the student's latest report.

LEGAL GUARDIANSHIP

Documentation for Legal Guardianship Order/Authorised Primary Duty of Care / S47 Order – if applicable

MEDICAL/PSYCHOLOGIST REPORTS

Educational / Medical / Psychologist / Occupational Therapy Assessment Report – if applicable
All documents must be included with your application – if applicable

READ BEFORE PROCEEDING TO THE ONLINE ENROLMENT FORM

Read the Policies and Agreements below – to ensure you understand what you are accepting.

NOTE: It is a condition of enrolment that the enrolling student and their parent/caregiver read the following policies and agreements in preparation for agreeing to the terms as listed on the Online Enrolment Form.

Privacy of Information:

Albany Junior High School has advised me that the information I provide will be used for:

- Student records for the Ministry of Education; purposes of the Albany Junior High School Board, Albany Junior High School
- NZ Qualifications Authority (NZQA), and Special Education Services (SES).
- I accept that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned.
- I understand that the information that I provide will be held at the offices of Albany Junior High School at 19 Appleby Road, Albany, Auckland, New Zealand.
- I am aware of the rights of access to and the correction of this information.

Usual Place of Residence:

- 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.
- The address must be a Council approved, rateable dwelling whether owner occupied or rented and your family are the sole occupants.
- The Ministry of Education has advised that parents should 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.
- If at any time during the student's enrolment at Albany Junior High School, there are concerns raised that the student's pre-enrolment form falsely claimed:
 - That the student was living in the school home zone
- Or
 - That the student used a temporary, or unapproved, residence for the purpose of gaining enrolment at Albany Junior High School
- The Board will review the student's enrolment in accordance with the enrolment provisions in The Education and Training Act 2020. Following Board review, confirmation that the enrolment was based on a false claim will result in the enrolment being annulled.

INFORMATION FOR ALBANY JUNIOR HIGH SCHOOL STUDENTS

School Donations and Learning Contribution

Albany Junior High School (AJHS) prides itself on providing a rich and diverse educational environment with a wide range of experiences and teaching programmes that are responsive to the needs of our emerging adolescents. Our school of opportunities offers student wellbeing services, learning resources, literacy support, and events such as year level trips and programmes that extend and enrich learning experiences for all students.

Our Board deeply values all parent donations and contributions to the cost of providing these services and experiences, as they are critical to our school's ability to continue to provide these extra learning opportunities for our children and enhance the teaching and learning opportunities. Parents can apply for a tax credit from the Inland Revenue. You can claim 33.33 cents for every dollar donated up to the lesser of 33.33% of your total donation or taxable income.

PARENT DONATION - \$250

The 2024 school donation for AJHS has been set at \$250 for one child with a 10% reduction for siblings.

Why do we ask for a donation?

The Ministry of Education (MoE) funding that AJHS receives does not provide for the wide range of rich opportunities for educational experiences we offer. Each year the Board of Trustees requests a voluntary parent donation, which is a key component of our budget to support additional staffing ratios and other resources.

How is your donation spent?

School donations are used to assist funding for student wellbeing resources, guidance counselling and IT services. Your donation provides an extension and enrichment of the core-curriculum delivery to support teaching and learning, special learning needs, and meeting the wellbeing needs of our students.

The costs for additional activities and services cannot be entirely met by MoE funding so we appreciate your donation to 'top up' the funding required to benefit all our students. The voluntary donation of \$250 also attracts a tax credit claim - please read the following:

LEARNING CONTRIBUTION

Parent contributions for learning enable the purchase of goods and services used for specialist learning opportunities, such as online programmes, resources, experts, experiences and events.

To assist parents and caregivers with the timing of contribution costs, there will be appropriate notice given. Each activity that requires parent contribution will only be confirmed when we have reached the level of the overall cost. If we have a cancellation, payments already made will be refunded.

LEARNING CONTRIBUTION COSTS

Year 7 and Year 8

The 2024 Learning Contribution costs will be on each student's online Kamar account. This can be paid in full or, by arrangement, set up an automatic payment between February and September with studentaccounts@ajhs.school.nz.

Year 9 & Year 10 The 2024 Learning Contribution is listed in the 2024 Options Booklet, and the costs will depend on the subjects selected. Contributions need to be paid prior to participation in the chosen subject.

If a family is experiencing financial hardship, they should contact their child's Whanau Leader, in confidence, as the school may be able to assist. Our policy is that no child shall be disadvantaged due to the inability to pay.

INFORMATION FOR ALBANY JUNIOR HIGH SCHOOL STUDENTS

ADDITIONAL CONTRIBUTION FOR OPTIONAL LEARNING EXPERIENCES & ACTIVITIES:

AJHS Camps (Approx Cost)

- Year 7 Camp, Term 1 \$320
- Year 8 Camp, Term 3 \$400
- Year 9 Camp, Term 3 \$330
- Year 10 Camp, Term 4 \$500

Online Learning Programmes (Cost contribution will be on your account/via the KAMAR portal/student account statement)

Education Perfect, Reading PLUS, and Writer's Toolkit are our online programmes that can be used from home for students to enrich their learning. These programmes personalise learning progression and achievement for our students. These programs are incorporated to provide enhancement opportunities for students to learn independently, personalise their learning rate, and track their own learning.

Optional Activities (Costs posted on the school website or released prior to the activity)

- NZAIMS sports camps
- Sports Team Registration(s) and sports uniform
- Music lesson tuition through itinerant Music Teachers
- Extra school cultural activities approved by the senior leadership, e.g. school disco, etc.
- ICAS and Australian Mathematics Competition Test entry fees

How to pay your AJHS Donation/Contribution

Please pay your school Donation and Contribution as soon as possible to ensure that we can offer our full programme of opportunities for all our students. If you would like to pay your contribution in installments please contact studentaccounts@ajhs.school.nz. *Through the IRD you can claim the amount that you have paid by 31 March each year, even if it is not the full amount of the donation.

The Benefit of your Donation/Contribution for your Tax Credit Claim

There is a tax credit that you are able to get which gives you back 33.33% of the donation/contribution that is paid. The school will provide you with a receipt of your donation/contribution.

To be eligible for this rebate, any donation paid by 31 March each year will be given a receipt by the school in April, and you will then need to complete an IR526. See the link to the IRD website explaining this below: [Tax Credit for Parent Donation/Contribution](#)

Internet Banking

Bank account name: Albany Junior High School Bank number: 12-3107-0017930-00 Reference: Please include the student's initials and surname (e.g. CL Shepherd) and "DONATION" or "CONTRIBUTION".

Eftpos

Eftpos facilities are available at student accounts. Credit Card/Visa Debit Card Payment via credit card or Visa debit card can be made by using the KAMAR parent portal. Log on to your student's account then go to the "online fee payments" drop down box and follow the prompts for payment on the portal. Link to KAMAR portal as follows: [\(Link to KAMAR Portal\)](#)

If you would like to pay the school donation/contribution via automatic payments or use an existing credit on your child's account, please contact studentaccounts@ajhs.school.nz.

INFORMATION FOR ALBANY JUNIOR HIGH SCHOOL STUDENTS

Our Uniform

Albany Junior High School students and staff are very proud of their school. Students express their pride and respect in the way they wear their uniform both at school and in the community. Students must abide by the AJHS Board uniform regulations as agreed at enrolment. The uniform and dress code standards indicated below apply when travelling to and from school, or on official off-site activities.

Student Uniform Standards

- All students must wear regulation school uniforms. If non-regulation clothing is worn, students must bring a parent signed note of explanation, to be given to their Whanau Dean for a uniform pass.
- Uniforms must be clean and worn properly i.e. skirts are to be around knee length.
- Students must wear school shoes OR sandals. Shoes must be ALL black with no other coloured icons on them. (No boots or high-top footwear). Sandals must be black (not jandals/crocs) and be worn with a strap over the heel.
- Socks worn must be either AJHS Blue socks or plain white ankle socks (no logo).
- Students are only permitted to wear the school cap and the school bucket hat. A plain black beanie may be worn during the winter terms 2 and 3. Hats off indoors.
- No other clothing garments or items that are not our approved standard uniform, are to be visible.
- Non-AJHS raincoats can be worn to and from school but must be removed during school time.

Boys Compulsory

- AJHS shirt
- AJHS navy shorts
- AJHS PE shirt
- AJHS PE shorts
- plain black lace-up shoes (no boots – shoes must be below the ankle) or approved black roman sandals
- AJHS-approved socks

Optional

- AJHS jacket
- AJHS unisex trousers
- AJHS hoodie
- Navy AJHS cap & bucket hat
- AJHS track pants (for sports teams only)

Girls Compulsory

- AJHS shirt
- AJHS navy skirt (knee-length or longer) or AJHS skort, or AJHS shorts
- AJHS PE shirt
- AJHS PE shorts
- plain black lace-up shoes or T-Bar with a buckle (no boots – shoes must be below the ankle), or approved black roman sandals,
- AJHS-approved socks or black tights.

Optional:

- AJHS jacket
- AJHS unisex trousers
- rain jacket (fleece lined)
- AJHS hoodie
- Navy AJHS cap & bucket hat
- AJHS track pants (for sports teams only)

INFORMATION FOR ALBANY JUNIOR HIGH SCHOOL STUDENTS

Physical Education & Sport

- All students are required to wear an approved school PE shirt. The shirt can be worn with the school PE short or any plain black leggings.
- Only school sports team jackets or sweatshirts are to be worn at sports events.
- Students must arrive and leave school in their school uniform clothing, and must be changed prior to leaving their PE, Drama, or Dance lessons, in the interest of safety and hygiene.

Mufti Day / School camp / school trips clothing

- Students should wear clothing that is respectful of the setting they are in and appropriate for the activities they will be participating in. The garments worn should have appropriate coverage.

Second Hand Uniform Shop

The Second Hand Uniform Shop on-sells good quality second hand uniforms on behalf of parents, keeping 50% of the sale. It is part of the Uniform Shop, located on the ground floor of the Administration building.

Please drop your second-hand uniforms off at the shop during term opening hours. Alternatively please leave it at reception. Only current, unaltered, undamaged regulation school uniform items in excellent condition will be accepted. Swimming costumes, shoes, tights, socks, and hats will not be accepted. All items must be clean. Garments will be accepted at the Management's discretion only. Garments delivered without a Contract and Delivery/Acceptance Form will not be taken into stock.

Please see our website for price lists and pre-loved Uniform Contract.

Hair, Nails, Jewellery & Makeup

Hair

- If hair is past shoulder length, it must be tied up so that students can learn effectively. Any teacher has the right to request that hair is tied back in the interest of safety or hygiene.
- Hairstyles with artificial colouring are not accepted. Only hair colours in the natural human hair range are acceptable – purple, blue, green etc. are not permitted.
- Hair accessories (hair bands/ties/ribbons etc) must be navy blue, black or whanau colour.

Nails

- Nail polish is to be clear, with no artificial tips or colouring.

Jewellery

- Non conforming jewellery will be confiscated and returned to the student at an appropriate time
 - Earrings – students are permitted to wear one small stud earring in each ear lobe of plain gold or silver colouring. Piercings in other areas of the body are not acceptable at school and any piercing openings need to be covered with a nude/ skin tone plaster covering.
 - Necklaces – Students are permitted to wear a necklace which is of cultural or religious significance only – a letter of request from the parent, explaining the significance needs to be sent in to the Whanau Dean prior to the necklace being worn. This will be required to be removed at times for Sport, Physical Education and Technology Subjects in the interest of safety
 - Bracelets – (arm or ankle bracelets) are not permitted unless it is a medic alert type bracelet.
 - Watches – may be worn – smart watches may not be accessed/used for any communication purposes.
 - Rings – are not permitted at school.
- Exceptions will be reviewed on a case by case basis i.e. cultural practice to wear certain jewellery (bone carvings and greenstones are permitted with a parent note – uniform pass)

Makeup

- Makeup is not to be worn unless the student brings a parent signed note of explanation (skin conditions) to be given to their Whanau Dean for a pass to wear a light layer of tinted moisturiser only.

Shoes & Bags

School Bags

- No advertising other than the maker's name
- No graffiti

Shoes

- Plain black shoes
- Approved black sandals without socks
- No boots – shoes must be below the ankle
- The heel cannot be higher than 3cm

INFORMATION FOR ALBANY JUNIOR HIGH SCHOOL STUDENTS

Stationery

Our stationery can be purchased directly through Qizzle with their pre-packed back-to-school packs - or from a stationery provider

Year 7 & 8 stationery (full list links can be found on our website) can be purchased directly through Qizzle with their pre-packed back-to-school packs.- or from a stationery provider

All students also require a laptop or Chromebook.

Year 9 & 10 stationery (full list links can be found on our website) can be purchased directly through Qizzle with their pre-packed back-to-school packs - or from a stationery provider

All students also require a laptop or Chromebook.

PLEASE NOTE: 2025 STATIONARY LISTS AND QIZZLE ORDERING WILL BE LOADED IN EARLY DECEMBER. PLEASE CHECK OUR WEBSITE

Health Information

We are lucky enough to have a School Nurse at AJHS. If your child has a medical condition that the school needs to be aware of, or you just want to discuss a health issue, please contact the school nurse.

If your child is unwell please keep them home until symptoms pass. This is especially important in the present Covid environment. We understand it is disruptive to be called to collect a child from school, however, this is an important part of the process of keeping the community safe.

The School Nurse is able to dispense Paracetamol and Ibuprofen (for pain or fever) to your child if you have ticked the box on the [Permission to Administer Medicine form](#), (in your online profile). If your child requires other medicine at schools such as Antihistamine, Epilepsy or Migraine medicine or Antibiotics, please bring a supply to the Health Clinic clearly labelled with their name, and bring a completed [Permission to Administer Medication form](#) and a copy of the prescription from the Doctor. If your child has been prescribed an Epipen, please ensure the School Nurse has a copy of the Action Plan, and that your child either carries the Epipen at all times or/and we have one in the Health Clinic. Your child needs to ensure all medications accompany them on all Education Outside the Classroom (EOTC) outings. Please make sure medication has not expired.

If your child has Asthma please ensure they carry an inhaler at all times. If they require an Action Plan for their Asthma please supply the School Nurse with a copy. An inhaler MUST be taken on EOTC outings. If your child is an Insulin Dependant Diabetic, please give the school nurse a copy of the School Management Plan, a supply of testing strips, and a hypo kit to keep in the Health Clinic.

It is very important that parents and AJHS manage your child's attendance together, therefore please make it clear to your child that they must see the school nurse if feeling unwell before they arrange to be collected. If the School Nurse contacts you to collect your child, please go to Student Desk in the Admin Block and sign them out. Students are not able to walk or bus home during school hours for safety reasons.

Immunisations

Year 7 and Y8 students are offered Boostrix and HPV vaccinations at school. These are administered by Waitemata District Health Board (DHB) and details will be sent home throughout the year before vaccinations take place.

Dental Health

For Y7 and Y8, dental services are provided by Albany Children's Community Dental Clinic. The clinic is on-site and students attend during school hours. If your child has previously been under school dental services then they are already enrolled. If not, forms will be sent home. To contact them phone 415 2059.

Dental health for Y9 and Y10 is offered by Lumino Dental, which will be on-site in November. You will receive information closer to the date. You can contact them directly at 0800 LUMINO.

Vision Testing

Waitemata DHB offers vision testing to all Y7 students during school time in September.

ALBANY JUNIOR HIGH SCHOOL

CELLPHONE AND OTHER PERSONAL DIGITAL DEVICES

Cellphones and Other Personal Digital Devices

At Albany Junior High School, our approach to cellphones and other personal digital devices supports student engagement and achievement. Personal digital devices include cellphones, which we manage according to government regulations, and other devices such as laptops, tablets, and smartwatches. Devices that are part of a school-approved [Bring Your Own Device \(BYOD\)](#) programme have separate conditions for use.

Albany Junior High School does not recommend that students bring personal digital devices to school.

Cellphone regulations

To comply with government regulations, we ensure students do not use cellphones during school hours, including break times. Parents/Caregivers can request an exemption from the school if required. We allow exemptions for students to use cellphones if they are required for:

- a specific educational purpose approved by a teacher
- health needs (e.g. to monitor insulin levels)
- disability or learning support needs
- a special circumstance approved by the principal.

If a parent needs to contact their child urgently during the day, they should call the office. If it is an urgent matter, we will make sure the student returns your call on a school phone as soon as possible.

Rules about cellphones and other personal digital devices made by the board are a school bylaw. The board consults with the school community when making or amending bylaws. We discuss school rules about personal digital devices at the beginning of the year, and throughout the year as needed.

Device requirements at school

The school promotes safe and responsible use of digital technology. Students are required to comply with our digital technology policies and procedures if devices are brought to school. See [Digital Technology and Online Safety](#).

If students bring personal digital devices (including cellphones) to school, the following requirements apply:

- Students may take a cellphone on EOTC activities and events (for such purposes as taking photos etc.) at the discretion of the teacher/organiser.
- If a student brings a phone to school they must keep it in their bag and turned off at any time during the school day (including morning tea and lunchtime).
- If devices are used for a learning activity, this must be approved and supervised by teaching staff.
-

Inappropriate use

Inappropriate use of a personal digital device may include:

- using a device when not allowed
- any sort of bullying, including online bullying
- sending or sharing inappropriate content
- taking photos or videos of other people without their permission.

Inappropriate use of a personal digital device is managed according to the relevant school policy or procedure:

- [Behaviour Management](#)
- [Responding to Digital Incidents](#)
- [Surrender and Retention of Personal Digital Devices](#)

If a staff member observes a student with a cellphone during class time, the student must hand it to the teacher or whānau leader, and can be collected by the student at the end of the day. If possible, students should lock their phone before handing it to staff. If a student is observed with a phone for a second time, the phone will be confiscated and a parent will be asked to pick it up from the deputy principal. Any further observations of phone use during the school day will result in disciplinary action.

BUS EXPECTATIONS AND AGREEMENT FORM

BUS EXPECTATIONS AND AGREEMENT

This agreement is between, _____, _____
(Student) (Caregiver)

Bus Operator and Albany Junior High School. BUS# _____

The caregiver and the student should ensure they have read, understood and then adhere to the below expectations aligning with our school values for the safety of the Bus Driver and all students travelling on the school bus.

We require your commitment that these expectations have been discussed with your child.

I will show respect by:

- talking politely to other students, not swearing or hurting anyone.
- respecting other students and their property at all times.
- not throwing anything inside or out of the bus.
- not distracting the driver in any way.
- saying 'please' and 'thank you' when talking to the driver and hopping on and off.
- listening to and respecting the bus driver's instructions.
- not damaging anything on the bus, and any damage I cause to the bus will result in my caregiver being billed for costs of repairs.
- following the bus rules and not eating on the bus.

I will show good behaviour by:

- remaining in my seat for the whole journey and not standing up or moving around.
- not copying the behaviour of other students if I know that it is not ok.
- setting an example to other students for the right way to behave when travelling on the bus.

I will show integrity by:

- letting the bus driver, my parents or the teacher in charge of buses know if something has happened that is not ok.
- being honest if I have made a bad decision on the bus and be prepared to talk about it truthfully with the teacher or bus driver.

The safety and comfort of everyone on the bus depend on a standard of behaviour and consideration for others that is expected in the classroom. We hope that caregivers will support the school in maintaining these standards of behaviour.

If this agreement is broken:

- There will be a meeting with the child and the teacher in charge of the buses to discuss the behaviour choice and appropriate next steps. An entry will be made on Kamar.
- After a warning, if there is no improvement in the behaviour, a call will be made to the caregivers to inform them that their support is required in order for the student to continue using the service.
- If there is still no improvement, the privilege to travel on the school bus will be withdrawn, and the caregiver will be required to find alternative transport to ensure they are meeting their legal obligation to get their child to school.
- In extreme cases of misbehaviour the privilege of travelling on a school bus could be withdrawn immediately and the matter will be handed to the Principal.

Agreement

I agree to abide by the expectations and conditions of this agreement and understand the consequences if they are not followed.

Signed: _____ Signed: _____
(Student) (Caregiver)

Signed: _____ Date: _____
(Teacher in Charge)

**ALBANY JUNIOR HIGH SCHOOL STATUTORY DECLARATION
FOR IN-ZONE APPLICANTS**

Please read sign and return and attach to your enrolment

I, _____
(enter full name)

(enter full address and occupation)

solemnly and sincerely declare that

1. I am the parent / legal guardian of _____ (name of the student)
2. All information provided to date, and any further information to be provided in the application of the student, is true and correct in every respect.
3. Any change to the information provided in the application of the student, prior to the student being first marked as present on the School Roll will be notified to the School in writing.
4. I confirm that the student is currently living within the home zone of Albany Junior High School, at the above address, and that this address provided to the school will be the usual place of residence when the school is open for instruction unless I notify the school otherwise in writing.
5. I understand that Enrolment is dependent on all the information provided in the application of the student being true and correct.
7. I understand that any change of address must be advised to the school.
8. A temporary residence within the school's home zone has not and will not be used for the purpose of gaining or maintaining enrolment at the school.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

NOTE: Do not complete the following section until you are with the person witnessing your declaration.

Signed: _____

Signed: _____

Declared at Auckland this _____ day of _____ 20 _____

Before me (Name of official witness)

Name: _____

Signature of official witness: _____

(for example, a Solicitor or Justice of the Peace)

NOTE: TO MAKE A FALSE DECLARATION IS A CRIMINAL OFFENCE

CYBERSAFETY USE AGREEMENT FOR ALBANY JUNIOR HIGH SCHOOL

Please read sign and return to Albany Junior High School

Section A: Introduction

Section B: Cybersafety Rules for Secondary Students

Section C: Cybersafety Use Agreement Form

Students and parents*/caregivers/ legal guardians please read and discuss all sections carefully.

1. Please keep sections A, B, C and D for future reference.
2. If you have any questions about this agreement, please contact the school.

*The term "parent" used throughout this document also refers to legal guardians and caregivers.

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

SECTION A Introduction

The measures to ensure the cybersafety of Albany Junior High School 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 Albany Junior High School 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.

All students will be issued with a Use Agreement and once signed 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. .

SECTION B: Rules for Secondary Schools

Rules to Help Keep Albany Junior High School Students Cybersafe

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 parents, and I have read and signed my Use Agreement form in the Enrolment Booklet.
- If I have my own username, I will log on only with that username.
- I will not tell anyone else my password.
- I will not allow anyone else to use my username. I will not allow anyone who has not completed this agreement to use school ICT equipment.
- I will not tell anyone else my password. While at school or a school-related activity, I will not have any involvement with any ICT material, activity or social media which might put myself or anyone else at risk {e.g. bullying or harassing).
- I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
- I understand that the rules in this use agreement also apply to mobile phones.
- I understand that I can only use the Internet or a mobile device at school when a teacher gives permission and there is staff supervision.
- While at school, I will not:
 - a. Access or attempt to access, inappropriate, age restricted or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
- If I accidentally access inappropriate material, I will:
 1. Not show others
 2. Turn off the screen or minimize the window
 3. Report the incident to a teacher immediately.
- I understand that I must not download or store any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

- 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. Any privately owned ICT equipment that is found to contain objectionable material may be confiscated until the issue has been dealt with by the school, parents or any other relevant authority. Privately owned equipment that is suspected to contain objectionable material may be requested for inspection and/or audit by school staff. If the ICT device is not handed over or is found to contain objectionable material, parents/caregivers and/or other relevant authorities will be contacted as inappropriate.
- I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies
- I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and photos.
- I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 1. Not intentionally disrupting the smooth running of any school ICT systems
 2. Not attempting to hack or gain unauthorised access to any system
 3. Following all school cybersafety rules and not joining in if other students choose to be irresponsible with ICT
 4. Reporting any breakages/damage to a staff member
- I understand that 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/social media sites.
- I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content and all aspects of their use, including email.
- I understand that if I break these rules, the school may inform my parent(s). In serious cases, the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Albany Junior High School reserves the right to prohibit certain individuals from bringing electronic equipment to school and/or using electronic equipment at school. This also applies to equipment not owned by the individual concerned.

SECTION C: Albany Junior High School Cybersafety Use Agreement Form

To the student and parent/legal guardian/caregiver, please read this page carefully to check that you understand your responsibilities under this agreement

We understand that Albany Junior High School will:

- Do its best to keep the school cybersafe, by maintaining an effective cyber safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues

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 a staff member if I am not sure about anything to do with this agreement
- I understand my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student:

Signature: Date:

Section for parent/legal guardian/caregiver

My responsibilities include:

- I will read this Cybersafety Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this Use Agreement I would like to discuss
- I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of parent:

Signature: Date:

Please note: This agreement for your child will remain in force as long as they are enrolled at this school.