

# Enrolment Agreement Form

**STUDENT'S NAME:** \_\_\_\_\_ **YEAR LEVEL:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

*I / We, the undersigned, being the Parent(s)/Legal Guardian(s) of the above named student, request that MacKillop Catholic College accepts him/her for enrolment in the year of entry indicated above. I/We understand that this agreement remains in place until graduation or an exit interview is held with the Principal.*

*In consideration of the College's acceptance, I/we undertake, agree and consent to the following:*

## 1. DEFINITIONS

- 1.1 In this agreement, the expression "Principal" includes any person from time to time acting as Principal, or other staff members for the time being carrying out the duties of, or exercising the authority of, the Principal.

## 2. RELIGIOUS EDUCATION

- 2.1 I / We agree to the full involvement of the student in the College's Religious Education Program including the College's Retreats and Camps Programme. I / We accept that attendance at retreats and camps is compulsory and that should exceptional circumstances make attendance at a retreat or camp difficult, these difficulties will be discussed with the APRE / Principal. I / We understand that the retreats and camps programme includes, but may not be limited to:

YEAR 7	-	Spiritual Retreat
YEAR 8	-	Camp – Community Building
YEAR 9	-	Outdoor Education Camp – Katherine & Mataranka
YEAR 10	-	Spiritual Retreat
YEAR 11	-	Camp – Community Building and Work Experience
YEAR 12	-	Spiritual Retreat

## 3. BEHAVIOUR

- 3.1 I / We accept the College's authority to insist that students abide by the College's rules and expectations regarding behaviour. I / We accept that such rules and expectations may be altered or added to at any time. This consent which I / we have given is valid at all times while the student is in the custody of the College including, but not limited to, such times as the student is at the College, is present at College camps or retreats or is attending or participating in a work experience programs, school trips, excursions or College functions.
- 3.2 I / We accept the College's authority to set and insist upon dress and uniform expectations and to enforce these expectations for all students engaged in school related activities, whether these activities occur on or off campus and whether they occur during or outside of school hours. We accept that while wearing the College's uniform, regardless of time or place, students are understood to represent the College and that their behaviour and presentation are rightfully the interest of the College. I / We undertake to ensure that the student abides by all the dress and uniform expectations of the College and, in particular, to ensure that the student wears the College uniform correctly and completely whenever it is worn off campus.
- 3.3 I / We accept that students enrolled at the College are expected to work to the best of their ability in all of their subjects including completion of homework, and that each student's commitment to his or her studies may not be unreasonably compromised, as adjudicated by the Principal, in favour of involvement in employment or in order to accommodate social or sporting obligations.
- 3.4 In consideration of the above, I / we agree that the Principal, or his / her nominee, has authority to apply (in consultation with parents) whatever behaviour management measures are deemed necessary in relation to the conduct and effort of the student, both inside and outside the College precincts, or to suspend, the student for any cause judged to be sufficient by him / her. I understand that it is reasonable to expect communication in relation to the above.

#### 4. PARTNERSHIPS

- 4.1 I/We agree that Parents/Students work in partnership with teachers and staff of the College to secure positive educational and social outcomes for the Student. I / We agree to participate in dialogue where necessary to further this partnership with the express aim of working towards achievement of such positive outcomes.
- 4.2 I / We agree that in the course of their duty, teachers and staff of the College will provide me/us with professional advice regarding educational options and pathways. I / We agree that it is at my/our option to accept or reject such professional advice and that once having accepted or rejected such advice I am / we are responsible for any consequence of such acceptance or rejection.
- 4.3 I / We acknowledge that the College relies upon parents' and guardians' support of various College organisations and activities e.g. College Board, Parents and Friends Association, Tuckshop, Library and Working Bees etc. Accordingly, I / we commit to involvement in the College community and in some of its associated organisations and activities.

#### 5. PARTICIPATION

- 5.1 During his/her time of enrolment at the College, I/we consent to the student participating in all curricular, sporting and extracurricular activities conducted with the approval of the College, such as work experience, camps and retreats, excursions, outings and functions. In giving my approval for participation in excursions and outings which necessitate travel out of the College grounds. I understand that Term Planners listing excursions and activities will be forwarded home each term, and that the relevant dates of excursions and activities will be shown on this list/term planner. I also understand that prior to each excursion or outing, a letter will be forwarded home with the student, providing information about:
- The time of the excursion
  - The type of activities involved
  - The cost of the excursion
  - Any special conditions associated with the excursion
  - Any other important information about the excursion

#### 6. TRAVEL

- 6.1 I / We consent to the student travelling by College bus, or any form of public or private transport, where such transport is deemed in the reasonable opinion of the College to be necessary or desirable. This consent applies in all instances for which travel is necessary for participation in curricular and extracurricular activities, as listed on the Term Planner, and in the case of emergencies.

#### 7. MEDICAL & EMERGENCY

- 7.1 In the event of any medical or other emergency arising in which the College considers it impossible or impractical to communicate with me / us (the undersigned Parent/s or Guardian/s), the College will take all reasonable care of the student, but will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student, including College staff who provide attention or treatment. I understand that the College will make every reasonable effort to contact parent/s or guardian/s in these situations.

#### 8. IMAGE PUBLICATION

- 8.1 I / We understand that by signing the *Media Consent Form* on page 12 of the *Individual Student Confidential Enrolment Form* our son / daughter may **be identified by name** in positive promotional news stories in the College newsletter, College Publications (e.g.: Yearbook), Diocesan newsletter, *Unity Magazine*, websites and social media pages of the College or diocese, media releases, class photos and classroom newsletters.
- 8.2 I / We understand that by signing the *Media Consent Form* on page 12 of the *Individual Student Confidential Enrolment Form* our son / daughter may be **photographed** for positive promotional news stories in the College newsletter, College Publications (e.g.: Yearbook), Diocesan newsletter, *Unity Magazine*, websites and social media pages of the College or diocese, media releases, class photos and classroom newsletters.

#### 9. BRING YOUR OWN LAPTOP OR DEVICE AGREEMENT

- 9.1 I/We understand that it is my responsibility to look after my laptop, and in the event of a device being lost or stolen or damaged, the College is not responsible for its replacement or repair.
- 9.2 I/We accept full responsibility for all content held on my laptop.
- 9.3 I/We acknowledge that I am bringing my own laptop, and I have access to College software and hardware, and I agree that my use will be in accordance with the College Laptop Policies. I understand that any breach of College policies will result in disciplinary action being taken.

## 10. INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY – MIDDLE & SENIOR SCHOOL

10.1 MacKillop Catholic College offers Internet access for student use. Following is the Acceptable Use Policy for Middle & Senior Years students for their use of MacKillop Catholic College Computers. MacKillop Catholic College aims to develop students as competent, responsible, independent users of information technologies.

### A. Educational Purpose

1. MacKillop Catholic College Network has been established for an educational purpose. The term “Educational Purpose” includes classroom activities and career development.
2. MacKillop Catholic College Network has been established as a limited access service. MacKillop Catholic College has the right to place reasonable restrictions on the material you access or post through the system. Students must also follow all Federal/Territory laws in the use of information technologies.
3. Students may not use MacKillop Catholic College Network for commercial purposes. This means they may not offer, provide, or purchase products or services through the College network.

### B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through the college computer rooms, learning laboratories, laptop programme or the Library.
2. Students may obtain an individual e-mail account when available with the approval of their parent.
3. Parents and students must sign the Account Agreement below, to be granted an individual e-mail account on the school network. This Agreement may be renewed on an annual basis. You as parent/guardian can withdraw their approval at any time.
4. The College will provide students with Internet access to a predetermined level. If students exceed the amount, they will be required to fund their own access.
5. MacKillop Catholic College reserves the right to withdraw information technology access at any time.

### C. Unacceptable Uses

#### 1. Personal Safety

- (a) Students will not post personal contact information about themselves or other people. Personal contact information includes their address, telephone, school address, work address, etc.
- (b) Students will not agree to meet with someone they have met online.
- (c) Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### Illegal Activities

- (d) Students will not attempt to gain unauthorised access to MacKillop Catholic College Network or to any other computer system through the school network or go beyond their authorised access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”.
- (e) Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- (f) Students will not use the school network to engage in any other illegal act, such as credit card fraud etc.

#### 2. System Security

- (a) Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person.
- (b) Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students must not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- (c) Students will follow the school’s virus protection procedures.

#### 3. Inappropriate Language

- (a) Restrictions on inappropriate language apply to all computer use.
- (b) Students will not use obscene, rude, inflammatory, threatening, hurtful or disrespectful language.
- (c) Students will not post information that could cause damage or a danger of disruption.
- (d) Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- (e) Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are told by a person to stop sending those messages, they must stop.
- (f) Students will not knowingly or recklessly post false or defamatory information about a person or organisation.

4. **Respect for Privacy**
  - (a) Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
  - (b) Students will not post private information about another person.
5. **Respecting Resource Limits**
  - (a) Students will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
  - (b) Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
  - (c) Students will check their e-mail frequently and delete unwanted messages promptly.
  - (d) Students will not subscribe to discussion group mail lists.
  - (e) Students will not participate in "Chat Rooms".
6. **Plagiarism and Copyright Infringement**
  - (a) Students will not plagiarise works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - (b) Students will obey all Copyright Laws. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright laws can be very confusing. If students have questions, ask a teacher. Assume all work other than theirs is copyrighted.
7. **Inappropriate Access to Material**
  - (a) Students will not use the school computers to access material that is profane or obscene, that advocates illegal activities, or that advocates violence or discrimination towards other people.
  - (b) If students mistakenly access inappropriate information, they should immediately tell their teacher and provide the address of the offensive site. This will protect students against a claim that they have intentionally violated this policy.

**D. Your Rights**

**1. Free Speech**

- (a) The MacKillop Catholic College Network is considered a limited forum, similar to a school newspaper and therefore the School may restrict your speech for valid educational reasons.

**2. Search and Seizure**

- (a) Students should expect only limited privacy in the contents of their personal files on the School System.
- (b) Routine maintenance and monitoring by system administrators may lead to discovery that students have violated this Policy or Federal/Territory laws.
- (c) An individual search of student files will be conducted if there is reasonable suspicion that students have violated this Policy or Federal/Territory laws.
- (d) Parents have the right at any time to request to see the contents of their child / children's e-mail files.

**3. Due Process**

- (a) The School will cooperate fully with local, territory or federal officials in any investigation related to any illegal activities conducted through MacKillop Catholic College computers.
- (b) In the event there is a claim that students have violated this Policy in their use of the MacKillop Catholic College computer system, students and their parents will be provided with a written notice of the suspected violation.

**E. Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through the School System will be error-free or without defect. The College will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorised use of the system.

**F. Personal Responsibility**

When students use the MacKillop Catholic College computer network, they are responsible for everything that they do or allow to be done in their name or on their behalf. If students give their User ID or password or allow them to be known, they are accountable for their use. Students responsibility extends to Federal/Territory laws.

## 11. LOCKER RESPONSIBILITY AGREEMENT – MIDDLE & SENIOR YEARS

- 11.1 Lockers are provided to students to assist with their organisation and alleviate the need to carry heavy bags. They provide some security for books and school materials during the day.
- 11.2 Lockers are located in various areas around the College. Students can empty their school bags in the morning, leave them on the bag racks outside and bring home with them their materials for the day. They can organise their things for learning and access additional materials they keep in their lockers when needed. Lockers cannot be accessed out of school hours.
- 11.3 Students must accept all responsibilities as outlined below. Signing the Enrolment Agreement Form is an agreement to accept these responsibilities and conditions of locker use as outlined below.
- 11.4 Students must bring their padlock and key at the beginning of Term 1. A spare key will be held by the Home form teacher. In addition, the school has available a number of padlocks for hire. A hire charge of \$30.00 will be billed to families in Term 1 for padlocks provided by the school. \$20.00 will be deducted from the family account on return of the lock and key in good working order. Replacement keys will be charged to family accounts at a cost of approximately \$10.00 each.

### LOCKER USE

Lockers remain College property and are provided as a privilege by the College.

1. Lockers may only store school related materials. Food must not be stored in the lockers.
2. Bags are not to be stored in lockers.
3. Lockers may not be written on, decorated, nor have pictures stuck to them, either on the outside or the inside. Defacing a locker will incur a cleaning fee or a replacement charge (This could be up to \$200).
4. Damage to a locker is the responsibility of the user of the locker. At all times care must be taken of the equipment supplied for student use.
5. Students must exhibit care and consideration for others when accessing lockers at peak and other times. Students should access their locker at a time deemed appropriate by the class teacher.
6. Lockers may not be shared or used by anyone other than the registered key holder.
7. A student may access a locker at the start of the school day and after a break. Students may not access their lockers during class time.
8. Students must provide a padlock for their locker. Keys must be looked after by the student. Spare keys are held by the Home form teacher. Should a student forget their key, they may access their locker for 10 minutes at the start of the day only using the spare key. The spare key must immediately be returned to Home form teacher.
9. All students must empty and clean their locker on a regular basis (usually per term).
10. When there are concerns regarding the safety of a student, a locker may be opened at any time by two administration members or a teacher and an administrator.

## 12. TEXTBOOK HIRE SCHEME – MIDDLE & SENIOR YEARS

- 12.1 The purpose of this scheme is to ensure that all students have the necessary textbooks for their education, and to save parents / caregivers' money and the need to shop for textbooks.

As part of the Year Level Levy, the scheme provides hire of all textbooks and class sets.

The following conditions apply to the scheme:

- Students in Years 7 – 12 will supply their own personal stationery requisites as listed in the Stationery Requirement List.
- Textbooks issued to students are to be kept in good condition.
- Students may be responsible for up to the full cost of books (some of the texts cost as much as \$150.00 each) that are negligently damaged or lost before any further issues can be made.
- The Textbook Hire Staff should be immediately notified of the loss of any textbook.
- All textbooks provided under the scheme remain the property of the College and must be returned when a student leaves or at the end of the School Year.
- Books and resources provided under the scheme cannot be issued to students whose parent /caregivers choose not to participate.
- The Principal may refuse to admit a student to the scheme if there are school fees overdue and arrangements not made.

Signing the Enrolment Agreement Form is an agreement to accept these responsibilities and conditions of the Textbook Hire Scheme use as outlined above. The undersigned understand that, should these conditions not be met, access to the Textbook Hire Scheme will be withdrawn.

### **13. FINANCIAL TERMS:**

This section records my financial obligations arising from my child's enrolment and attendance at MacKillop Catholic College.

- 13.1 I / We agree to pay, as a debt due and owing to the College, tuition fees, levies and building fund contributions invoiced by the College to me at the prevailing rates set by the College from time to time.
- 13.2 Except where a direct debit facility acceptable to the College is in place, I / we will pay the school fees, levies and building fund contributions within 21 days from the date of the College's invoice.
- 13.3 If any payment is not made by the due date, the College will be entitled, in its absolute discretion, to charge interest on the overdue balance at the rate of 10% per annum from the due date of the College's invoice to the date of payment.
- 13.4 Interest will:
  - (a) accrue from day-to-day;
  - (b) be calculated from the due date for payment of the invoice until payment; and,
  - (c) be calculated using a simple interest method.
- 13.5 I / We acknowledge that our obligation to pay tuition fees, levies and building fund contributions is without deduction, set-off or counterclaim.
- 13.6 In the event that the College takes legal action (including court action) to recover school fees, levies or building fund contributions, I / we agree to pay on a full indemnity basis, costs or fees charged by any collection agency or legal practitioner to the College.
- 13.7 I / We acknowledge that the law of NT applies to this enrolment agreement, including the financial obligations set out under this section. I / We submit to the non-exclusive jurisdiction of courts at and waive any right I / we may have to object to that jurisdiction or forum because it is inconvenient or otherwise.
- 13.8 Where another parent/guardian signs this enrolment agreement, I / we agree that I /we are jointly and severally liable with that person.
- 13.9 By signing this agreement, I / we consent and agree to MacKillop Catholic College:
  - (a) accessing and using information about my / our credit worthiness from a credit reporting agency in order to assess my / our application for enrolment;
  - (b) accessing and using a consumer credit report from a credit reporting agency in order to collect overdue payments; and/or,
  - (c) in the event of non payment of school fees, levies and building fund contributions, entering my / our name with a credit reporting agency to record the overdue payment, and I /we release and discharge the College from any liability or claim arising out of or in connection with any such dealings with a credit reporting agency.
- 13.10 I acknowledge that the College has informed me that my personal information may be disclosed to a credit reporting agency.

### **14. PRIVACY:**

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the College to provide an education for your son/daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These can include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, [sports] coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why; that they can access that information if they wish, and that the College does not usually disclose the information to third parties.

**15. DECLARATION:**

- 15.1 This agreement (as amended from time to time) will be binding and remain in force for the duration of the student's enrolment at MacKillop Catholic College.
- 15.2 I / We have made a full and frank disclosure of all information requested by the College in the Confidential Application for Enrolment Form and associated requests for information.

**SIGNATURES:**

<b>Mother / Guardian 1</b> <i>(Print)</i>	<i>Signature</i>	___ / ___ / ___ <i>Date</i>
<b>Father / Guardian 2</b> <i>(Print)</i>	<i>Signature</i>	___ / ___ / ___ <i>Date</i>
<b>Student</b> <i>(Print)</i>	<i>Signature</i>	___ / ___ / ___ <i>Date</i>
<b>Principal</b> <i>(Print)</i>	<i>Signature</i>	___ / ___ / ___ <i>Date</i>

Thank you,



**Laurretta Graham**  
**Principal**