

<b>Office use only</b>	
Student UPN: (please use student tracker)	
Year:	
Form:	
Anticipated start date:	
Enrolment status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time FTE:

# Student Enrolment Form

## Information and Privacy

The Department of Education is committed to providing Northern Territory students with quality education services. The department needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services, and to monitor compliance under the *Education Act*. Personal information will only be disclosed for these purposes as permitted by the *Information Act*. The *Privacy Statement* attached is for your information. Please take the time to read this as it outlines in greater detail the use and disclosure of the information that you provide.

Please return this form to Darwin High School or email to: [darwin.high@nts.schools.net](mailto:darwin.high@nts.schools.nt.gov.au)  
For further information call 08 8999 1207

Has the student ever attended an NT school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What was the last school the student attended?	School name:	
	State/Territory:	Country: (if not Australia)
	Year/grade/level attained:	Date of leaving: / /
Is this student residing in the NT due to a Defence Force posting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proof of identity attached (e.g. birth certificate, Medicare card, health care card)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Section 1 Student Details

Surname:		
Legal surname on birth certificate: (if different from above)		
Previous surname: (if applicable)		
1st name: (given name)		
2nd name: (middle name)		
3rd name: (if applicable)		
Preferred first name:		
Has the student been known by any other names? (if not listed above)	Other surname/s:	Other first name/s:

Date of birth:		
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Tribal grouping/clan name: (if applicable)		
Skin name: (if applicable)		
Student's residential address:		
Suburb/town/community:		Postcode:
Student's postal address: (if different from above)		
Suburb/town/community:		Postcode:

<b>Senior secondary students only</b>	
Student's contact details:	Phone:
	Mobile:
	Email:
Student's car registration number: (if applicable)	
Is the student independent? (i.e. living without a parent/guardian)	<input type="checkbox"/> Yes (If yes, all correspondence will be sent to the student). <input type="checkbox"/> No (If no, all correspondence will be sent to the parent/guardian).

<b>Section 2 Additional Student Information</b>	
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander
Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: <hr/>
Is the student an Australian citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is the visa subclass number: (e.g. 457, 676) If you have any questions about the visa subclass, contact the department's International Services Branch on 8901 4905.	<hr/> <input type="checkbox"/> Copy of visa attached?
If born overseas, on what date did the student arrive in Australia?	/ /
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: <hr/>

## Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached?  Yes  No

## Section 4 Parent/Guardian Information

If you are an independent student (living without a parent or guardian) please go straight to Section 7

	Parent/guardian 1	Parent/guardian 2
Title: (Mr/Ms/Mrs/Miss)		
Surname:		
First name:		
Middle name:		
Relationship to student: (e.g. father, grandmother)		
Responsible for parenting*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lives with student*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive reports etc*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact this person in an emergency?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If all the No boxes above are ticked, please ensure Section 3 is completed.)
Home phone:		
Other phone:		
Mobile:		
Email:		
Residential address:		
Suburb/town/community:		
Postcode:		
Postal address: (if different from above)		
Suburb/town/community:		
Postcode:		

\*Tick all boxes that apply

## Section 5 Parent/Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this optional information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify <hr/>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify <hr/>

What is the **highest** year of primary or secondary school the parent/guardian has completed?

For persons who have never attended school, mark Year 9 or equivalent or below.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below

What is the level of the **highest** qualification the parent/guardian has completed?

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 2).

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> <b>Group 1</b> Senior management in large business organisation, government administration, and qualified professionals  <input type="checkbox"/> <b>Group 2</b> Other business managers, arts/media/sportspersons, and associate professionals  <input type="checkbox"/> <b>Group 3</b> Tradesmen/women, clerks and skilled office, sales and service staff  <input type="checkbox"/> <b>Group 4</b> Machine operators, hospitality staff, assistants, labourers and related workers  <input type="checkbox"/> <b>Other</b> Not in paid work in the last 12 months	<input type="checkbox"/> <b>Group 1</b> Senior management in large business organisation, government administration, and qualified professionals  <input type="checkbox"/> <b>Group 2</b> Other business managers, arts/media/sportspersons, and associate professionals  <input type="checkbox"/> <b>Group 3</b> Tradesmen/women, clerks and skilled office, sales and service staff  <input type="checkbox"/> <b>Group 4</b> Machine operators, hospitality staff, assistants, labourers and related workers  <input type="checkbox"/> <b>Other</b> Not in paid work in the last 12 months

## Section 6 Sibling Information

Does the student have any brothers or sisters at this school?

Yes  No If yes, provide details below

Sibling's given names	Surname	Date of birth
		/ /
		/ /
		/ /
		/ /

## Section 7 Additional Emergency Contacts

For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contacts. For independent students this is the 1st point of contact in an emergency.

	Contact 1	Contact 2
Title: (Mr/Ms/Mrs/Miss)		
Name:		
Relationship: (e.g. aunt, friend)		
Phone 1:		
Phone 2:		

## Section 8 Medical Details and Consent

Does your child suffer from any of the following?  
(Tick all the boxes that apply)

- Allergies                       Asthma                       Diabetes  
 Seizure disorder (e.g. epilepsy)     Hearing impairment     Physical disability  
 Speech impairment                       Visual impairment     Intellectual/learning impairment (e.g. dyslexia)  
 Acquired brain impairment             Mental health or behaviour issue (e.g. depression, ADHD)  
 Other, please specify: \_\_\_\_\_

If you have ticked any of the boxes above please provide further information. Also provide details if the student has any special needs or requires support in school (including details of previous special needs assessments undertaken by a school etc).

Medication required. Please supply details of any treatments, care or medication required.  
(contact school for relevant forms)

Relevant medical consent forms completed and attached:  Yes  No

## Section 9 Additional Consents

### Consent for publication of a student's Photo and Work

DET may record sound and/or vision of a student and their work while they are at school or taking part in school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the school or college's work. This does not mean that the student loses ownership of the works.

Please provide consent for the following:

	Use of Student Photograph	Use of Work by Student	Publishing Student First Name	Publishing Student Surname
School Newsletter	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Yearbook	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School/Department Website	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* Consent for all other media usage should be sought as and when required.

<p><b>Consent for library use</b></p> <p>I give consent to authorised access of the student's contact details and library borrowings by LINNet (Libraries in the Northern Territory) and associated libraries.</p> <p>School libraries use the contact details to provide library borrowing services to students, and may share this information with LINNet and associated libraries. Only authorised library personnel will have access to this information. Please note failure to provide the information in full or part may result in limiting or preventing the student from borrowing from the school library.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## Section 10 Declaration

### Attachment Checklist

If the student is enrolling in or undertaking a vocational education and training (VET) course please complete the VET enrolment attachment.

Attached  
 Not applicable

**It is your responsibility to notify the school in writing of any changes to the information provided on this enrolment form.**

Name of parent/guardian/independent student enrolling the student and providing consents:

\_\_\_\_\_ (Please print)

Relationship to student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

Name of school witness: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: / /

# ASSESSMENT DECLARATION FOR STUDENTS

*This declaration is to be completed and signed by the student when he or she has read and understood the rules for undertaking SACE assessments at Stage 1 and Stage 2. The declaration is to be verified by the principal or the principal's delegate.*

## BREACH OF RULES

An infringement of any of the rules or conditions listed in this information sheet is a breach of the rules, and penalties may apply. Your results for an assessment task, an assessment type, the school assessment component, or a subject may be cancelled or amended, as determined by the SACE Board. If you are in breach of the rules in an external examination, you will have your results for the examination cancelled or amended, and be liable to such further penalty, whether by exclusion from future examinations or otherwise, as the SACE Board determines.

## Supervision and Verification of Student Assessment Work

The rules for undertaking SACE assessments enable the SACE Board to verify that the work presented by you is your own work, and that you have appropriately acknowledged any part of a work that is not your own. The SACE Board requires teachers to verify that the work presented for assessment by students is the students' own work. A breach of the policy on and procedures for the supervision and verification of student assessment work is a breach of the rules.

## STUDENT'S DECLARATION

I have read and understood the rules for undertaking SACE assessments at Stage 1 and Stage 2.

Name of student \_\_\_\_\_

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SACE registration number if known

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

School Darwin High School

## VERIFIED BY THE PRINCIPAL OR PRINCIPAL'S DELEGATE

Signature of principal/delegate \_\_\_\_\_

## RULES FOR UNDERTAKING SACE ASSESSMENTS AT STAGE 1 AND STAGE 2

The following rules apply to school assessments and external assessments. Some assessments are directly supervised, and others are indirectly supervised, by your teacher or other supervisors.

### Rules for Undertaking SACE Assessments That Are Directly Supervised

For assessments that are directly supervised by your teacher or other supervisors, any infringement of the following conditions is considered a breach of the rules. During an assessment you must not:

- submit work that is not your own
- have in your possession any book or notes (apart from the materials permitted for that test, assignment, or examination), or any other means that would improperly help you in your work
- have in your possession *any* electronic device (including mobile phones and electronic dictionaries) apart from approved calculators (where permitted)
- directly or indirectly help any other student
- permit any other student to copy from or otherwise use your papers
- directly or indirectly accept help from any other student, use any papers of any other student
- by any other improper means whatever, obtain or try to obtain, directly or indirectly, help in your work, or help or try to help, directly or indirectly, any other student
- collude with another student to take your place in an assessment (e.g. an examination)
- be guilty of any breach of good order or propriety.

Your teacher will inform you if any materials are permitted for an assessment and if any special conditions apply.

### Rules for Undertaking SACE Assessments That Are Indirectly Supervised

For assessments that are indirectly supervised by your teacher or other supervisors, any infringement of the following conditions is considered a breach of rules. You must:

- submit assessment work that is your own
- submit only genuine findings or results of your research
- hand your work direct to your teacher (or follow a procedure outlined by your teacher) by the due date (extensions may be negotiated with your teacher, but must be consistent with your school's policy on deadlines, SACE Board due dates, and/or special provisions)
- conform to the requirements at each stage of development of your work as prescribed by the SACE Board or your teacher, and present your work during the developmental stages according to these requirements
- *clearly identify and reference* the ideas or words used in your assessment that are from another person's work, including information from the Internet, books, pamphlets, etc.; you should keep any quoted work to a minimum — see the subject minisites for the SACE Board's advice on how to avoid plagiarism and guidelines for referencing
- not fabricate, falsify, or misinterpret authorship, evidence, data, findings, or conclusions
- not permit any other student to copy your work, not permit any other student to otherwise use your work (unless an assessment requires this)
- not use the work of any other student (unless an assessment requires this)
- not use the work of any others in circumstances that can be defined as undue assistance (e.g. tutors, family, or friends)
- not collude with another student or others to undertake an assessment (e.g. an investigative report or a survey), not be guilty of any breach of good order or propriety.

## INCORRECT OR MISLEADING INFORMATION

It is a breach of the rules if students provide incorrect or misleading information in support of their Eligibility for Enrolment application (e.g. eligibility to study an English as a Second Language subject, a language other than English, or a modified subject). Such students may be withdrawn from the subject or have their results for the subject removed from official SACE Board records.

# APPENDIX 1 Privacy Statement

For more information regarding the Department of Education and Training (DET) obligations in relation to protecting your privacy, visit [www.det.nt.gov.au/foi](http://www.det.nt.gov.au/foi) or contact a DET Information Officer on (08) 8999 5793. We need enrolment details for the following purposes:

## Student Details

- This information is required to discuss matters regarding the student's education, for contact in an emergency or for other educational purposes. These other educational purposes may include:
  - the determination of the number of school aged children in a region, allowing DET to plan resourcing for schools;
  - to assist in the provision of transport to and from schools;
  - to determine whether all school-aged children are enrolled in an educational facility as required by the NT *Education Act*;
  - any requirements under relevant laws of either the Northern Territory or Australian Government; and
  - students' names and demographic information may be verified against health records.

## Student and Parent Background Information

- Some of this information is a standard requirement on all enrolment forms Australia wide as part of the National Education Agreement. The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools. Some of this information will be forwarded to the Australian Government as required under the appropriate legislation.

## Additional Emergency Contacts

- This is required in the event that the school is unable to contact parents/guardians. Please ensure that the people named have agreed to their details being provided to the school.

## Special Family Circumstances

- Additional information about parents/guardians. This is needed so that we are aware of family arrangements e.g. foster care, dual custody, access restrictions. Please provide any relevant Court Orders including access restrictions and parenting plans, and inform the school as soon as possible about any changes to your family arrangements.
- Contact your school principal if you would like to discuss, in strict confidence, any matters relating to these arrangements.

## Medical Details and Consents

- Health information is required so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- Contact information may be shared with staff of the Department of Health and Families (DHF) should nurses, dentists, audiology staff and health workers need to contact parents/ guardians. The school may need to disclose personal and sensitive information to medical practitioners, and people providing services to the school, including specialist visiting teachers and counsellors.
- We require details of student medical conditions and/or disabilities, and medication they may need while at school. If possible, please provide medication to the school in an authorised pharmacy packet.
- Please inform the school if your child develops a medical condition that may require regular or emergency treatment by school staff.
- Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.
- Health information may also be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results) to ensure the student is properly cared for at school.
- DHF may provide medical information back to the school to assist in planning appropriate health interventions and to assist in classroom curriculum activities.

Please contact the school if you require further information or clarification regarding the DET Medications Policy.

## Access to Your Child's Record Held by the School

In most circumstances you are able to access your child's records. Please contact the Principal to do so. If you have any concerns about the privacy of this information please contact the Principal.



# APPENDIX 2

## List of Parent or Guardian Occupation Groups

### Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executives/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have a 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.

**Health, Education, Law, Social Welfare,**

**Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### Group 2

Other business managers, arts/media/ sportspersons and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### Group 3

Tradesmen/ women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank clerk/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 desk, admissions clerk]

**Skills office, sales and service staff**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**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]

### Group 4

Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office staff** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**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]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO are not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



CONSENT TO RELEASE NTCET INFORMATION

If you are undertaking the Northern Territory Certificate of Education and Training (NTCET) you are required to complete this form. A parent or guardian must also sign the form. Please note students over the age of 18 years and independent students do not need the consent of a parent/guardian, but it may be provided if convenient.

Please read this form carefully before signing. If you are uncertain about any aspects, contact the NTCET Coordinator at your school.

Student's Full Name: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
Please print

Parent/Guardian's Name (if applicable): \_\_\_\_\_
Please print

Student's Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Students Registration number (if known): \_\_\_\_\_

I, the above-named hereby:

- 1. give my consent for my personal information contained in my NTCET enrolment record and in my NTCET certification documentation issued in relation to my assessment and results to be made available to the following third parties if determined by the Northern Territory Board of Studies (NTBoS);
(a) to the secondary school that I am enrolled in and other approved places of study that contribute to my NTCET assessments;
(b) to the Northern Territory Department of Education;
(c) to any authorities or persons for research and professional development purposes as approved by NTBoS; and
(d) to any authorities or persons who have my written authority to apply for such information; yes no
2. acknowledge that during the course of my studies towards NTCET I may produce works that create intellectual property rights. These works might include my written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create. I consent to the anonymous reproduction of my work on the open SACE Board of SA website and the NTBoS website as assessment examples and agree that they may be reproduced and communicated in any form, including electronically; yes no
3. consent to the release of my name and my NTCET results to the media at the discretion of NTBoS; yes no
4. request NTBoS to use the approved procedures designed and required by the tertiary education institutions to calculate my Australian Tertiary Admission Rank from the results of my assessment, and I consent for all of the information contained in this Form, within my NTCET enrolment record, and in any of my NTCET certification documentation to be made available to South Australian Tertiary Admissions Centre (SATAC) or such other tertiary education selection authorities as are approved by NTBoS; and yes no
5. understand that as the parent/guardian signing this consent form I am verifying my consent to the above on behalf of my child named in this form.

Signature of student

Signature of parent/guardian

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Privacy Notice: NTBoS is collecting the above information to ensure your Stage 1 and 2 grades are processed appropriately and information to properly administer the release of student information to media outlets and other interested organisations. You can access the personal information in this form by contacting NTBoS on (08) 8944 9204. NT DoE NTCET GPO Box 4821, Darwin NT 0801



## Library Membership Form

Membership  Student Internet User

First Name

Last Name



Postal address :




UPN Number (Office use only)

Email address:

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### Responsible adult (for students under 18):

First Name

Last Name

Relationship




### Consent

According to the NT Information Act, we require your consent to securely store personal data outside of the Territory for the purposes of library business only.

I authorise permission for personal data for the above named student:

1. to be stored outside the Northern Territory and, where required, Australia
2. to be stored securely; and
3. for the purposes of library business only, in accordance with the Information Act and Information Privacy Principles for the collection and handling of personal information.

I agree to abide by the Darwin High School Terms & Conditions of membership.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Privacy Statement:** Darwin High School recognises the importance of protecting your privacy. Information you provide is used only by Darwin High School and not sold or given to third-parties unless required by law.

V10 2016 July

#### Office Use Only

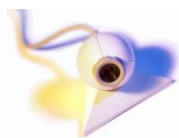
Membership:

Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

Added to SAM's:  Complete  Permission not given

Staff: Scan to RM and shred document once complete.

# CYBERSAFETY USER AGREEMENT FOR SECONDARY STUDENTS



## Cybersafety User Agreement Declaration

To the student and parent/legal guardian/caregiver, please:

1. Please read Cyber Safety User Agreement on the Darwin High School Website.
2. Read and then sign the appropriate section on this form

Darwin High School will:

- do its best to keep the School cybersafe, by maintaining a cybersafety 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 user agreements
- keep a copy of this signed user agreement form on file
- respond appropriately to any notified breaches of the user agreements
- provide members of the school community with cybersafety education designed to complement and support the user agreement initiative
- welcome enquiries from students or parents about cybersafety issues.

### Section for student

My responsibilities include:

- I have read this Cybersafety User 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 ask the IT Manager or my teacher if I am not sure about anything to do with this agreement.

I have read and understood my responsibilities and agree to abide by this Cybersafety User Agreement. I know that if I breach this user agreement there are consequences.

Name of student: .....

Year @j Y: .....

Signature: .....

Date: .....

### Section for parent/legal guardian/caregiver

My responsibilities include:

- I accept that my child's use of ICT must be in keeping with the agreement
- I have read this cybersafety user agreement carefully and discussed 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 ensure this user agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this user agreement I would like to discuss.

Name of parent: .....

Signature: .....

Date: .....

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



I, \_\_\_\_\_ of (address) \_\_\_\_\_

\_\_\_\_\_ (Telephone) \_\_\_\_\_

Mobile: \_\_\_\_\_ (email) \_\_\_\_\_

- a) agree to appear in visual and/or audio recordings which can be used in advertisements, documents and other promotional material published by Darwin High School
- b) give permission for my name and visual and/or audio recordings of me to be used in advertisements, documents and other promotional material published by Darwin High School.
- c) assign any rights I may have in the visual and/or audio recordings and associated advertisements, documents and promotional material to Darwin High School.
- d) am free to enter into this Agreement, and to appear in the proposed advertisements, documents and other promotional material published by Darwin High School.

This Agreement is made under the laws of the Northern Territory and any dispute can be taken for resolution by the courts in the Northern Territory.

Wherever possible, Darwin High School will remain sensitive to and understanding of cultural, family and personal sensitivities.

Are you of Aboriginal or Torres Strait Islander descent?  Yes  No

Any special consideration for use of the visual/audio recording(s):

Date: \_\_\_\_\_ Signed Parent/Guardian: \_\_\_\_\_

Collected on behalf of Darwin High School by:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Darwin High School is collecting the information in this form to obtain permission to use visual and audio recordings in Darwin High School advertising, documents and promotional materials. Visual and/or audio recordings, or other personal information described in this form may be supplied to contractors or service providers engaged by the Darwin High School to develop or produce advertising, publications or promotional materials, but will not be provided to any other person or organisation for purposes other than Darwin High School advertising and promotions. You are entitled at any time to access and amend the information provided by you on this form.

For more information please contact Darwin High School: tel +61 8 8999 1222, fax +61 8 8981 2137  
email: darwin.high@ntschoos.net.