



ADDITIONAL ENROLMENT INFORMATION

- Guidelines for completing student enrolment form
- Parental occupation group codes
- DET Privacy Policy
- Publication and use of student work in line with copyright
- Medication and pain relief
- Head lice inspections
- Digital Technology and Student Acceptable User Agreement

GUIDELINES FOR COMPLETING THE STUDENT ENROLMENT FORM

All parents are urged to read the Parental Occupation Group Codes (full details overleaf) and the DET Privacy Notice before completing the enrolment form.

PERSONAL DETAILS OF STUDENT: These are the names the child's birth was registered with and must be stated IN FULL AS SHOWN ON THE BIRTH CERTIFICATE, a copy of which must be provided with the Enrolment Form. If the names have been changed, legal documentation must be provided.

PRIMARY FAMILY HOME ADDRESS: This is the address where the child resides/lives at full time or on most occasions.

FAMILY DETAILS: (found at the foot of the front page). It is vital that any siblings be listed so that family relations and billing can be linked.

PRIMARY FAMILY DETAILS: Adult A details and Adult B details (living in same household). This section related to the parent, step-parent or guardian that the child lives with full time or most of the time:
e.g. Living with: Mother only (leave Adult B blank)
 Father only (leave Adult B blank)
 Mother and Stepfather
 Father and Stepmother

The above cases are to be listed as a primary family unit under Adult A and Adult B details. Please note: If the child lives solely with one parent in a single parent household i.e. just with mother or just with father then only fill in the Adult A Details of Primary Family Details.

ALTERNATIVE FAMILY CONTACT DETAILS: The details of the parent with whom the child only occasionally lives with are filled out in the Alternative Family Contact Details section on pages 10, 11 and 12. The Alternative Family parent is required to sign and date this section on Page 12.

DEMOGRAPHIC DETAILS OF STUDENT: If the child was born overseas, a copy of passport/visa must be supplied. If the child has been made an Australian Citizen in the interim, a copy of this can also be supplied.

STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS: If there are any Court Orders affecting the child/children, copies of these must be supplied and the details completed in Student Access or Activity Restrictions Details on Page 6.

Please ensure that the following pages are signed by the relevant parent/guardian and by the student where indicated:

- Page 8: Consent to Medical Attention.
- Page 8: Certification that Information is correct.
- Page 9: Permission Return Slip (also to be signed by the student at the bottom of the page).
- Page 12: (if applicable) Certification that the Alternative Family Contact Details are correct.

WHY UPDATE CURRENT OCCUPATION AND PERSONAL DETAILS?

Dear Parent / Guardian,

The funding the College receives from the Education Department is heavily dependent on your occupation group code.

The higher your occupation group code is (Category A being the highest), the less funding the College receives.

We want to ensure that we receive funding that is reflective of our current community co-hort. Therefore, we are asking every parent / guardian, regardless of the year level the student is in, to complete the "Change of Details" form.

When completing the form, please ensure that you accurately record your information with a particular focus on your occupation code. It is critical that you do not over estimate your current profession and select an occupation group that best represents your current situation.

Once you have completed the form, please sign the document and submit the form to the front office or you can email an electronic copy of the form to the following email address: enrolments@berwickcollege.vic.edu.au

Again, thank you for your support of our students and the vision of the College.

Kind regards,

Mr Juan Hompart
Business Manager

PARENTAL OCCUPATION GROUP CODES

Please select the appropriate parental occupation group from the list below: if the person is not currently in paid work but has had a job or retired in the last 12 months, please use their last occupation. If the person has not been in paid work for the last 12 months, enter 'N'.

Group D 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, kitchen hand, porter, housekeeper)

Office assistants, sales assistants and other assistants:

- Office (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 not included above
- Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool / hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand)
- Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

Group C 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 / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- Skilled office, sales and service staff:
 - Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
 - Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
 - Service (aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

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

- Senior Executive / 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 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)

DET PRIVACY POLICY

Referenced: DET Privacy Policy – Collection Notice Enrolment

DEPARTMENT OF EDUCATION AND TRAINING ENROLMENT FORM – INFORMATION FOR PARENTS, GUARDIANS AND CARERS (including privacy collection notice)

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the Education and Training Reform Act 2006, to collect some of this information.

Our school relies on you to provide health information about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all parents, guardians and carers so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the Principal.

Protecting your privacy and sharing information

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information sharing and privacy, see our school's privacy policy at: <http://www.berwickcollege.vic.edu.au/policies/>

Our school's use of online tools (including apps and other software) to collect and manage information

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we do our best to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

Emergency contacts

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department is lawful.

Student background information

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth Government to monitor, plan and allocate resources.

Immunisation status

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

Visa status

Our school also requires this information to process your child's enrolment.

Updating your child's personal and health information

Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

Accessing your child's records

Our school provides ordinary school communications and school reports to students and parents, guardian and carers who have legal-decision making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

Student transfers between Victorian Government Schools

When our students transfer to another Victorian Government School, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.

Victorian Student Number (VSN)

The College cannot release a student's Victorian Student Number (VSN) to any organisation other than the Department of Education and Training.

PUBLICATION AND USE OF STUDENT WORK IN LINE WITH COPYRIGHT

Following the introduction of Privacy Legislation schools are required to ask for parental / guardians consent to photograph, publish or use student images or work.

Consent allows the school to use images or work in forums such as the school magazine, college website, Facebook, in sub school offices and in teachers' files as examples of students' work. As well, the material could be used for publicity purposes in places such as the newsletter, Education News or the local newspapers.

In some cases, where project work, electronic work or artwork has been produced for external competitions, displays or exhibitions we also require consent. This consent is valid for the duration of the student's time at Berwick College.

MEDICATION AND PAIN RELIEF

Referenced: Student Care – First Aid Policy

As part of the Health Centre services at the College, we stock paracetamol tablets. These are for the relief of minor aches and pains. The amount of paracetamol varies from 1-2 tablets depending upon the age and build of the student. Be assured that you will be contacted if the pain is unrelieved by the paracetamol or if your child requires medical treatment.

If you are willing to give permission for us to administer paracetamol tablets to your child, please ensure you circle 'YES' on the PERMISSION RETURN SLIP on page 9 of the Enrolment Form.

Record is kept of each student's attendance at the Health Centre and the amount of paracetamol given. You will be notified if the student is attending the Health Centre requesting paracetamol on a regular basis.

If a student requires Nurofen etc, this is to be supplied by parents and stored in the Health Centre. If the student regularly requires medication, this MUST be administered by the nurse and the details recorded.

Ventolin is encouraged to be carried by all asthmatics.

No other medication should be in the student's possession.

If your student has a medical condition the nurse is available at any time to discuss your concerns. Please inform the nurse if the student develops a medical problem during his/her schooling years. This allows us to inform the relevant staff and alter our records accordingly.

Ambulance Cover: The College will not meet the cost of an ambulance if deemed necessary to call out one to the College.

Please note: Students are not to use their mobile phones to call parents directly if they are feeling unwell. They are required to go to the Health Centre where the nurse will assess the situation and decide if they need to go home and will contact parents accordingly. It is College Policy that the nurse is responsible for contacting parents/guardians if she considers this to be appropriate.

HEAD LICE INSPECTIONS

Referenced: Student Care – First Aid Policy

Head lice inspections are conducted by the College nurse to check for head lice or eggs. The management of head lice infestation works best when all students are involved in the screening program.

The College is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation. Therefore, when inspections are conducted, the nurse will explain to all students what is being done and why and will emphasise to students that the presence of head lice does not mean that their hair is less clean than anyone else's.

In cases where head lice are found, the nurse will inform the student's parent/guardian. The College will send a written notice home with the student and provide parents'/guardians with comprehensive advice about the use of safe treatment practices which do not place student's health at risk.

NB: To indicate your permission for us to inspect your child's hair for head lice, please ensure you circle YES or NO on the PERMISSION RETURN SLIP on page 9 of the Enrolment Form.

NB: It is essential to treat your child's hair to prevent the head lice from spreading throughout the school. The law requires that a child with head lice should not return to school until appropriate treatment has commenced.

DIGITAL TECHNOLOGY & STUDENT ACCEPTABLE USE AGREEMENT

Referenced: Digital Technology & Student Acceptable Use Agreement Policy

RATIONALE:

Berwick College uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources and education students to use them responsibly. Berwick College believes the teaching of cyber safety and responsible use of mobile and digital technology is essential in the lives of students and is best taught in partnership between the home and school.

21st Century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

The Crimes Legislation Amendment (Telecommunications Offences and Other Measures) Act (No. 2) 2004 (to amend the Criminal Code Act 1995) states that it is an offence to use a telecommunications carrier to menace, harass or cause offence to another person. The Victorian Teaching Profession Code of Conduct clearly outlines the obligations and behaviours that apply to all Department employees who work in an educational setting. This policy is not designed to cover every conceivable situation but provides guiding principles of behaviour consistent with DET (Department of Education & Training) policy and Berwick College values, policy and practice.

IMPLEMENTATION:

Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their teaching programs. The filtering implemented by our Internet service provider is our first level of protection and we have an on-site threat management gateway, regularly updated by our ICT technicians. The system generates alerts and reports if it detects language in the following categories: Self-harm, drugs, aggression, profanity, slurs. The use of this language in communication, including Facebook, will generate a report while accessing the internet at school. Parents/guardians should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

Students are asked to agree to use the Internet and digital technologies responsibly at school, on camp, excursions and extra-curricular activities. Access to the College network and the Internet will only be granted after the Student Acceptable Use Agreement has been signed by the student, parent or guardian and returned to the school.

Berwick College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety while out of school hours or when they are traveling to and from school and that this necessitates students bringing mobile phones to school. Parents are asked to follow College protocol when contacting their child during school hours.

The College Office and the Learning Team Attendance Officers remain a vital and appropriate point of contact. Students who leave school early for a special reason should provide a written note (signed by parent/guardian) to the main office or the Learning Team Office prior to signing out.

At Berwick College we:

- Provide a filtered and monitored Internet service by a product called 'NetBox' to block inappropriate content.
- Address issues or incidents that have the potential to impact on the wellbeing of our students in accordance with the College's Behaviour Management 'The Green Book' Handbook and the Student Engagement & Wellbeing Policy
- Provide access to the Department of Education and Training's search engine www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed.
- Provide supervision and direction in online activities and when using digital technologies for learning in the classroom, on camp, excursions and extra-curricular activities.
- Support students in developing digital literacy skills.
- Have a cyber safety program at the school to educate students and to support parents, providing strategies that can be implemented at home.
- Cyber bullying and the use of digital technologies to bully members of the College Community during school hours, as outlined in the Bullying Prevention Policy, will be dealt with according to the College's Behaviour Management 'The Green Book' Handbook and the Student Engagement and Wellbeing Policy. When cyber bullying occurs outside of school hours, parents will be directed to inform the police.
- Use digital technologies for educational purposes (e.g. podcasts or photos from excursions) to improve student learning outcomes, enhance communication with families and to reduce paper wastage.
- Educate and remind students of expected behaviour and responsible use of the internet and digital technologies
- Protect student's personal information and privacy when using digital technology by creating individual student email accounts which are non-identifiable
- Inform parents of the sites and programs their child will be accessing with digital technology to support student learning

- Regularly review the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity. Some online activities are illegal and as such will be reported to police for investigation.
- Ensure material that is accessed, introduced or generated on the College's computers system is of a suitable nature for a secondary college, and is to be open to the scrutiny of any Berwick College staff member. Such material must be provided on request.
- Ensures that information published on the Internet by students or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

Breaches of the Student Acceptable Use Agreement:

Agreed Protocols for the use of Electronic Devices in the Classroom - Teaching Staff	Staged Response if a student breaches the agreed student rules
1. Do not permit students to play games on their electronic device in class time	1. Verbal Warning
2. Instruct students to put electronic device face down during direct instruction	2. Confiscation of the device for the lesson and recorded on eWorkspace to inform the Homegroup teacher and Student Learning Leader. Inform the student that the device can be collected from the general office (stored securely in the strong room) after school on the day of confiscation.
3. Model and reinforce digitally responsible behaviours in class	3. Contact home – inform the parent of the reason the device was confiscated
4. Ensure that filming in class is for educational purposes only	4. Lunchtime detention organised by the teacher. This may be escalated to an afterschool detention where there are continual breaches of the classroom rules.

Students may face a number of consequences depending on the severity of the breach and the context of the situation in accordance with the College's School Wide Positive Behaviour Framework. Serious or repeated offences may result in stronger penalties.

These include, for students:

- Removal of network access or email privileges
- Removal of internet access privileges
- Removal of printer access privileges
- Payment to replace damaged equipment
- Confiscation of mobile phone or electronic device

THEFT OR DAMAGE

Berwick College prefers that valuables such as personal mobile phones and iPods are not brought to school and does not take responsibility if these items are lost or stolen. Mobile phones are not permitted in class or in the school yard.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <https://esafety.gov.au/>

STUDENT ACCEPTABLE USE AGREEMENT

At Berwick College, we support the right of all members of the College community to access safe and inclusive learning environments, including digital, mobile and online spaces.

STUDENT DECLARATION:

When I use digital technology at Berwick College I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the Internet for educational purposes and use the equipment properly.
- Use social networking sites for educational purposes and only as directed by teachers.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users' intellectual property and how I use content posted on the Internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student or staff member.
- Not share my password to anyone except the system administrator or the teacher.
- Not bring or download unauthorised programs, including games (unless permission is given by the teacher), to the College or run them on College computers.
- Not access social media, sites or communicate with others using any communication APP other than those permitted by the teacher.

When I use my personal mobile phone, in accordance with the College's mobile phone policy, I agree to:

- Keep the device switched off and secured in my locker unless I am required to use it as part of an approved lesson.

If my teacher has given permission for my mobile phone to be used in a lesson, I agree to:

- Protect the privacy of others and never post or forward private information about another person using short message service (SMS) or other mobile phone applications.
- Not make audio or video recordings or take photos in change rooms, toilets, classrooms and College grounds that may cause discomfort or embarrassment to other students, staff, visitors and or the College.
- Not to use the device to project music to airpods or other headphones during class time.
- Not take photos, record sound or video of individuals including teachers and students.

When I use my IT (laptop, iPad) device I agree to:

- Charge my device before being brought to College with enough battery charge as not to require charging throughout the school day.
- Bring my device to class each day unless instructed by the Student Learning Leader or classroom teacher
- Leave my device in my locker during PE classes unless instructed to bring it to class.

- Keep the device on top of the desk with the lid closed when not in use.
- Wait until instructed before using the device.
- Close my device when carrying the device from class to class.
- Not share my device with any other student.
- Handle ICT devices with care, notifying a teacher of any damage or attention required.

The Student Acceptable Use Agreement also applies during College excursions, camps and extra-curricular activities for the duration of the time the student is enrolled at Berwick College. Access to the College network and the Internet will only be granted after the Student Acceptable Use Agreement has been signed and returned to the College.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at Berwick College will be renegotiated if I do not act responsibly. I have read the Acceptable Use Agreement carefully and understand the significance of the rules and agree to abide by these rules. I understand that if I do not act responsibly and breach these conditions, this will result in Internet and mobile technology access privileges being suspended or revoked, and may result in further disciplinary action as per the College's Student Engagement and Wellbeing Policy.

This agreement will be valid for the period of time your child is enrolled at Berwick College or until the College chooses to amend the policy, at which time a new agreement should be signed.

To accept the Agreement, please make sure you have signed the consent form on page 9 of the Enrolment Form.