



International Student Policies and Guidelines Document

2017

Before you complete and sign the Application and Tuition Agreement forms, please carefully read this International Student Policies and Guidelines Document and the summary of The Code of Practice (<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>)

You must sign the application form to confirm you have done so and have understood and accepted all provisions as set out in all documents.

TOPICS COVERED

Section A – Guidelines for ALL students

- 1) Selection
- 2) Testing
- 3) Placement
- 4) Enrolment Conditions
- 5) General Information
- 6) Student Behavior
- 7) Group Students
- 8) Support Services
- 9) Additional Needs
- 10) Communication, Concerns or Complaints
- 11) Academic Progress and Reporting
- 12) Internet Access
- 13) Authority and Information
- 14) Accommodation
- 15) Liability, Rights, Contract
- 16) Agreement
- 17) Privacy Information
- 18) Insurance Requirements
- 19) Fees
- 20) Refund Policy
- 21) Change in Status
- 22) Travel, Holidays
- 23) Work
- 24) School Uniform
- 25) Orientation
- 26) Driving Policy
- 27) ICT Use Agreement
- 28) School Calendar
- 29) Extra-Curricular Activities
- 30) Subject Choices

SECTION A – POLICIES AND GUIDELINES

1. SELECTION

Selection will be made by the Director International Students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Whangamata Area School can meet the needs of the prospective student. The School reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

2. TESTING

The School may test International Students on arrival to help determine placement.

3. PLACEMENT

The School will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The School has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the School being able to meet the needs of the student. Students entering the School as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities Whangamata Area School offers. The School may ask a student to undertake intensive language tuition at another institution for a period of time at the cost of the student if it is ascertained the student cannot cope at Whangamata Area School at an appropriate English level. Generally students are placed with their age group level.

4. ENROLMENT CONDITIONS

Upon enrolment at the School, the student will abide by the same conditions as regards behavior and absence as apply to domestic students.

Enrolment as an International Student at the School shall be terminated:-

- a) At any time by agreement between the parties; or
- b) By Whangamata Area School if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at www.immigration.govt.nz

5. GENERAL INFORMATION

Liaison with the School

The International Office welcomes contact with parents. Parents may contact the Director of International Students about any matters that concern them and the Deputy Principal and Guidance staff are also available for consultation. Teachers are available on Parents' Evenings held throughout the year. Regular newsletters are sent home with learners or can be emailed home if requested. These contain information about school activities, term and examination dates and other matters of interest to parents or caregivers.

Contact Information

The School appreciates having up-to-date information on all students. Please inform the international office when addresses or telephone numbers change. In some cases the Director of International Students needs to contact parents or caregivers during working hours so the school requires an up-to-date contact address/telephone number/email address for a parent's or caregiver's place of employment. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status change.

The Library

The School library is open for study and computer access until 4pm each day. Senior students working on correspondence or with study periods will have their attendance marked by our Librarian. Senior students are expected to provide a respectful example of behavior whilst in the library.

Absences / Sickness

All students are expected to have their parents "call in" any absences. The School will contact those students who have unexplained absences. Homestay parents have a responsibility to contact the Medical Centre if this is required.

International students who wish to travel outside of Whangamata to visit others or to go 'sight-seeing' must have the permission of their Dean and their 'Homestay' parents. A permission to travel form must also be completed. This is then sent to the students' parents for signing.

Other Absences

Under the Code of Practice an International Student is required to attend a minimum of 80% each school year. This is a requirement by New Zealand Immigration to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members of the family. The school attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with internal assessment if the student intends to sit assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy and in keeping young people out of trouble.

6. STUDENT BEHAVIOUR SCHOOL BEHAVIOUR POLICY

Students at Whangamata Area School are expected to behave responsibly and accept the discipline and authority of the School. We expect students to behave with courtesy and respect towards each other and to all staff. All students are expected to show **KORU** as outlined in the Prospectus.

To gain **K**nowledge To be **O**rganised To model **R**espect To show **U**nity

Please note students in homestay accommodation must also abide by the rules as outlined in the Accommodation Guidelines for Homestay Families document.

Misconduct Policy

The disciplinary procedures outlined in the Education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The designated caregiver, homestay caregiver or Director of International Students (or their representative) shall act as the parent in the disciplinary process.

Should it be deemed appropriate the school reserves the right to:

- a) Impose a curfew or other restrictions on the student outside of school hours for a set period of time
- b) Terminate the contract and repatriate the student with forfeiture of fees.

7. GROUP STUDENTS

All Whangamata Area School policies and guidelines stated in this document apply to students travelling in groups. Each student must complete an individual application form, and attend orientation. All group students will have a named group supervisor for emergencies and a Whangamata Area School contact person. A group student is enrolled at Whangamata Area School.

8. SUPPORT SERVICES

Many staff provide support and help for International Students. Guidance Counselors and Careers Advisors help students with personal and career issues, choices and applications. Personal issues that International Students may need to talk to guidance about include drug addiction and counseling and problem gambling.

9. ADDITIONAL NEEDS

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the Guidance Department where all appropriate policies and procedures will be followed.

10. COMMUNICATION, COMPLAINTS AND CONCERNS

Students and homestay parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the Director of International Students, homestay manager, or to Guidance staff. Serious problems should be taken to the Principal.

The school adheres to the New Zealand Code of Practice. The New Zealand Qualifications Authority (NZQA) sets out how to make a complaint (<http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/int-students-make-a-complaint-updated.pdf>) and students are advised of this at orientation. A “how to make a complaint” chart is included as part of the orientation pack.

The school welcomes direct communication from parents via phone, email, letter or visits. The school will communicate with parents via letters and newsletters on a regular basis. The website will also contain up to date information.

11. ACADEMIC PROGRESS AND REPORTING

Parents will receive written reports twice yearly to monitor academic progress. For International Students, reports will be forwarded both to their parents overseas and to their homestay parents. If International Students are here for a short-time (3 or 6 months) they may choose a non-academic pathway to allow them to experience a variety of courses. If they are depending on academic results to gain University Entrance (or the equivalent) they will be expected to choose from academic pathway courses. Course selection is negotiated with the Deans.

For senior students wishing to sit the National Certificate of Education Achievement (NCEA) fees apply- currently \$383.30.

12. INTERNET ACCESS

Students are provided with Internet access through parent consent as part of the pre-enrolment process. The Internet is only to be used for educational purposes and whilst the school has taken

precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely.

13. AUTHORITY AND INFORMATION

The parents of the student authorise staff of the school to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- b) Receive financial information relating to the student including bank account details.
- c) Provide consents in respect of any activity carried out and authorised by the school.
- d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- e) The parents irrevocably authorise the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the school to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.
- f) The parents agree to provide the school with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the school.

14. ACCOMMODATION

As per the Code of Practice and Guidelines for the International Students, The school will have responsibility for:

- Homestay
- Designated caregiver
- Parent

No International student of Whangamata Area School can live independently, in a boarding establishment or temporary accommodation. Police vetting will be required of all caregivers and all residents of a household aged 18 or over excluding International Students (excluding parents). The school will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the school and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by the school for the term of this agreement, or are approved by the school according to the Code of Practice guidelines on accommodation. Any changes must be negotiated with the Accommodation Co-coordinator beforehand. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

a) Homestay

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained.

Homestay payment is payable in advance to Whangamata Area School. The school will pay the homestay caregiver monthly, account for all money received and payments made from homestay money. The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. Whangamata Area School can only guarantee accommodation for visa purposes for the number of weeks' homestay fees have been paid for. On written request Whangamata Area School will refund any balance left over at the end of the student's placement. If

over NZD\$1000 the refund will be made directly to the parents in the country of origin of the student. If under NZD\$1000 the payment will be made in cash to the student on their last day prior to their departure from Whangamata Area School.

If a student is absent from the homestay for more than five nights, the homestay payment will be at the rate of \$10 per night for the duration of the absence, as long as two week's notice has been given by the student to both the homestay and the school. If the student goes away during the summer holidays and leaves his/her belongings in the room a holding fee of \$10 per night will be charged.

Two weeks' notice must be given by either party (homestay or student) prior to a student being placed in another homestay, unless there is extenuating circumstances.

b) Designated Caregiver (DCG)

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG when submitting the application. The school will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of the close relationship or friendship. The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation. At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the school and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until Whangamata Area School is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child while studying in their school.

Should you have any concerns regarding the welfare of your child Whangamata Area School may refer your child to the relevant welfare authorities, or any other appropriate agency in New Zealand.

c) Parent

Students living with parents must still be monitored by the school. At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the school and seeking approval for a temporary adult caregiver to take their place. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. If a parent leaves a student unsupervised in New Zealand that student will lose their place at the school and New Zealand Immigration will be informed. Parents must follow all the policies of the school at all times. Birth Certificates and copies of passports and visas **are** required to verify parent status.

15. LIABILITY, RIGHTS, CONTRACT

- a) In any event, the school's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

16. AGREEMENT

- a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
- b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.

- c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specified period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

17. PRIVACY, INFORMATION

The parents and the student acknowledge that:

- a) Personal information disclosed in the International Student Application will be held by the school office and will be used for communication to the parents. If any information i.e. addresses change, please notify the school office accordingly.
- b) All personal information provided to the school is collected and will be held at the school office, Port Road, Whangamata.
- c) If the student/parents fail to provide any information requested in the International Student Application, the school will be unable to process the application.
- d) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the school concerning them.

18. INSURANCE REQUIREMENTS

Most International students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>

Accident Compensation Corporation

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The school can arrange insurance for the student if required.

If International students wish to purchase their own insurance elsewhere, the school needs to be provided with a copy of the insurance certificate and policy wordings so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs. It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the school will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students. The policy should:

- a) Commence the minute the student leaves home for the airport on their way to New Zealand.
- b) Apply while in transit.
- c) Apply while the student is in New Zealand
- d) Cover the student for any trips to other countries during the period of study.
- e) Cover the student for any holidays back to their home country during the period of study.

High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are recommended.

Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

- 1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals, these costs are met by the insurance.
- 2. If members of the student’s immediate * family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

(* immediate family is the mother, father, brother or sister).

Ideally, the policy should have “unlimited cover” as very large sums can be incurred in these situations. Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the school requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will be required to take out additional cover to meet the standards set down by the College.

19. FEES

2017 International fees are:

NZ\$14000.00 per four term year

NZ\$1100.00 Administration Fee

NZ\$250.00 per week Homestay Fee

NZ\$1000.00 Personal Fund (balance refunded at end of study)

The Board of Trustees reviews all fees annually.

Extra costs not covered are: *(Please note: details are online in the senior handbook)*

- a) Uniform (allow NZ\$250.00)
- b) Stationery (allow NZ\$100.00)
- c) Pocket money (varies)
- d) School subject trips and field trips (various, see Senior Course Handbook for individual course costs)
- e) Travel to, from and within New Zealand
- f) Involvement in extra-curricular activities (all user-pays)

NCEA Exams

NCEA exams (national Certificates of Educational Achievement) are New Zealand’s national qualifications for senior secondary students. NCEA is part of the National Qualifications Framework, along with approximately 1,000 other qualifications. International Students at Whangamata Area School are not required to sit NCEA exams particularly if only staying for one or two terms. For more information about these exams, please go to:

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/>

For information re costs please go to:

www.whangamata.school.nz

20. REFUND POLICY

Whangamata Area School has a no refund policy. If the student withdraws from his/her course of study before the course completion date, he/she will NOT receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Director or International Students explaining what the exceptional circumstances are; however the school's decision is final. If the application is made before the start of the course, fees will be refunded less:

- a) An administration fee
- b) Costs to the school already incurred for tuition
- c) Components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)
- d) Any other costs already incurred

No refund will be made to a student who is excluded from the school by the Board of Trustees. No refund will be made to an International Student who changes visa status to one which entitles them to regular/domestic student status, after one month from date of payment.

Please note that balance of homestay money will be refunded back to the parents' bank account in full at the time the student signs out of Whangamata Area School.

21. CHANGE OF STATUS

International Students are able to change to domestic status while enrolled at Whangamata Area School. If students change to domestic status, all normal conditions of enrolment must be met. To make the change from International to Domestic status, students will need to complete a domestic enrolment application which is available from the school office. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application. Proof of regular student eligibility must be forwarded to the school, including copies of all relevant visas, passport details, and all relevant dates and conditions.

A student with domestic status who loses that status must then apply **immediately** for an International Student place and follow all normal procedures. Failure to do so will mean the new Zealand Immigration Service will be informed, and the student may have no place at the school.

22. TRAVEL & HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand. The International Office can assist in any documentation required.

International students are encouraged to travel within New Zealand in holiday time:

- With their host families
- With school-organized groups; and
- With their parents

We do not recommend a return to the home country in the short holiday breaks. International students are not permitted to leave school before the end of term to travel home and must ensure they are back in New Zealand in time for the start of the new term. All holiday/travel arrangements must be approved by the International Administrator. All Code regulations must be met. Forms are available from the International Office.

International students are not allowed to travel independently while they are studying at Whangamata Area School. This is a condition of enrolment. The school will undertake travel arrangements to get students to Whangamata.

23. WORK

Whangamata Area School will give written permission for part-time work (a maximum of 10 hours per week) for year 12 and 13 students only. A Variation of Conditions to a student permit will need to be applied for. Go to www.immigration.govt.nz to view the detailed requirements of the New Zealand Immigration Service.

Students will need to show they are making and maintaining excellent academic progress, have excellent attendance and have made satisfactory transport arrangements to and from work.

Whangamata Area School requires written confirmation from both birth parents and agent prior to applying. Whangamata Area School staff may visit the work-place. A breach of any of these guidelines will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the school.

24. SCHOOL UNIFORM

Boys:

Side Tab shorts - Navy

Short Sleeve Shirt – White

Quarter Zip Polar Fleece – Steel Grey

Groovestar Jacket – Steel Grey

Socks – Navy or white

Shoes – Plain black shoes (Winter or Summer) must be worn with regulation socks. Sandals (Summer) must be plain black with back strap.

Girls:

Inverted Pleat Skirt – Navy

Short Sleeve Blouse – White

Quarter Zip Polar fleece – Steel Grey

Groovestar Jacket – Steel Grey

Socks – Navy or white

Tights – Navy

Shoes – Plain black shoes (Winter or Summer) must be worn with regulation socks or tights. Sandals (Summer) must be worn with regulation socks or tights. Sandals (Summer) must be plain black with back strap.

25. ORIENTATION

The school will provide a comprehensive programme to help students adjust to school life.

26. DRIVING POLICY

Whangamata Area School does not generally allow international students to purchase, own or drive a motor vehicle while studying in New Zealand. This is due to consideration of health and safety and the complexities of financial and legal matters surrounding owning and driving a car. However, the Director will consider case by case requests.

27. ICT USE AGREEMENT

WHANGAMATA AREA SCHOOL Internet Guidelines for Parents & Students

Internet access is available to students at Whangamata Area School. We believe the Internet offers vast and diverse resources to both students and staff. This service will help promote educational excellence in our school by facilitating resource sharing, communication, and development of skills in finding, discriminating and using information as well as innovative teaching programmes.

Life is a series of choices and consequences. In choosing to make Internet resources available to students, the consequence is they will have access to enormous amounts of information. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the Internet. If a student chooses to try to access resources that are objectionable or restricted, the consequence will be suspension of, or termination of access privileges.

By signing the application form each party agrees to abide by these terms and conditions.

The school's Internet connection is network-wide through Telecom's School Zone broadband service and has proxy caching in place. This means that if one user has accessed an Internet site, it is stored on our local network hard drive so that subsequent users access the local version. This results in much faster access and saves Internet charges. All Internet access is filtered through School Zone with regular updates to block objectionable sites. Students will be closely monitored at all times to ensure use is for school purposes only.

Definitions

Computer Resources: All networks (including connections to external networks i.e. Internet), processors, peripherals and supplies under the administration of the Whangamata Area School Board of Trustees.

Computer Account: A computer resource user's unique ID, which allows them access to specific computer resources

The use of the internet at Whangamata Area School is a privilege not a right.

Students/staff may be required at future dates to renew the agreement, incorporating any changes that are deemed to be necessary.

The internet is to be made available to staff, students and community members under the following conditions.

Staff:

All staff whether part time, full time, teaching staff or non teaching staff is allowed access to the internet in accordance with the following provisions.

All internet use shall be for the purpose of:

1. Providing information for students or for the teachers of students such that they may have a better understanding of subject matter.
2. For the up-skilling of staff through research and procurement of information via the internet.
3. The use of e-mail for contact with other teaching staff on school business or to request information to the benefit of the school

Staff must protect the security of the school's data management systems as well as student and staff safety and privacy by protecting all logins and passwords, for which they have responsibility, from unauthorised access.

Any use of the network that falls outside clauses 1-3 must occur outside of 9.00 am and 3.00 pm.

Students:

Students shall be able to use the internet under the following conditions:

An application to use the internet shall be sent home and returned signed by the relevant caregivers.

The policy statement and a code of conduct will form the basis of the documentation to which the caregiver and the student agree.

This application enables the student to receive instruction in the use of the internet including e-mail and World Wide Web access.

The following code of conduct will be adhered to by all students who use the internet within the school

Guideline 1: General statement

- The internet is provided for the education of and the improved delivery of curriculum material(s).
Students are encouraged to make use of the services to this end.
- School management and the Board of Trustees/Management reserve the right to make random audits of the history files that record which web sites students have visited.
- A regular audit will be carried out by the teacher in charge of ICT of which sites have been visited by staff and students. Staff/students accessing inappropriate sites will be dealt with through the school discipline policy.

Guideline 2: E-mail

- E-mail is provided for students to make contact with other students in the interest of education.
- All e-mail material is written off-line.
- All e-mail will make use of customary greetings and salutations.
- Students and staff should endeavour to clear their mail-boxes regularly.
- Information sent via e-mail shall be constructive, informative or inquiring in the interest of both the sender and receiver.

Guideline 3: Use of service

- No profanity, obscenities, or any other language that could be construed as such, is to be used in any e-mail messages. Bullying, slander and defamation will not be tolerated
- No private information is to be distributed to other parties at any time. This includes reposting of information sent by another party.
- The network is not to be used by any student for personal gain or illegal activity. Illegal activities may be reported to the appropriate authorities.
- Deliberate attempts to gain access to WWW, FTP, Gopher or Telnet sites containing material of pornographic, racially or religiously offensive, illegal or otherwise offensive material will be dealt with as a serious breach of school rules.
- Downloading of material must be scanned for viruses at all times and any deliberate attempt to spread viruses through the network will be dealt with by the management of the school.
- All copyright, privacy and international laws are to be abided by at all times. In addition, information taken from the Internet and subsequently used in student assignments or projects should be cited as are references to printed material.

Guideline 4: Accounts

- At no time are students to place orders for goods or services over the internet using the school name, title or funds.
- You must add a disclaimer, as part of your signature, at the end of every message you send or post which reads something like this: "These opinions are my own and do not necessarily represent those of Whangamata Area School"
- Email accounts are set up for the intended user only. Use of other student's accounts to send and receive email is unacceptable.
- Accounts for internet and email access as well as data storage are private and at no time should any other person interfere with or seek to gain access to an account other than their own*.
Infringement of this guideline will be recognised as a serious breach of school rules.

*The principal through the network manager and any other nominees has automatic right of access to all data held at school or by services outside the school. It is possible that class or subject teachers will need access to students' accounts but this must be in consultation with the relevant students.

Guideline 5: Liability

- Whangamata Area School is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.
- Whangamata Area School has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the internet.
- **Never publicise your home address or phone number. Use the School's public address or your address at the School.**

Guideline 6: Responsibilities

1. Students will respect the computer facilities, hardware and software and will not:

- misuse or damage hardware
- interfere with software
- remove any computer equipment
- enter any staff computer workroom or resource area
- eat or drink in computer areas
- waste paper

2. Students will maintain a tidy network space-

- Store current work only
- Store material only related to school activities or the curriculum

You are forbidden to lend your account and/or password to other students or adults. (This applies to both staff and students)

Students who abuse any of the guidelines:

Students who are found guilty of minor infringements of these guidelines will be dealt with by the Computer Site Manager. The consequences could be the suspension of the student access to computers or the Internet for varying lengths of time.

Serious offences matters will be referred to the relevant Dean or Deputy Principal who will deal with the issues as directed by the school discipline policy.

Members of the Public

The internet may be used by members of the public in controlled situations, such as an Adult Education course, with a staff member or other member of the public nominated to run such an event. Members of the public will be expected to conform to the same guidelines as expressed above, although a formal signing of an agreement may not be necessary.

At all times the person nominated to be in charge shall do all in his/her power to ensure that these guidelines are adhered to.

In time, it is our intention to allow parents and caregivers access to parts the school network where they may be able to view calendar details, students' best work, homework, etcetera.

Office Use Only

Password Allocated	Date:	By:	Student Informed	
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Whangamata Area School

Application for a Computer / Internet License

Name of Applicant _____ Year Level _____

Address _____

Parents/Caregivers name(s) _____

I have read the Whangamata Area School Policy statement on internet and computer use and agree to abide by the rules as laid out in this document. I agree to abide by the decisions made by the Principal or his designated nominee and by the teacher that is in charge at the time I am using a computer at Whangamata Area School.

Student signature _____ date _____

Parent/Guardian/Caregiver

As the parent/guardian /caregiver of the student identified above I have read the policy statement relating to the use of the internet in the school and I understand that the intention of the use of the internet within the school is for educational purposes. I understand that Whangamata Area School has taken all possible precautions to make the internet as safe as possible for all users. I also agree to support the school in any action it may take to ensure that the code of conduct as described in the policy statement is enforced.

Name _____

Signature _____

Date _____

Once this form is completed and returned to the school, a unique login name and password will be issued to the student. Please return this permission slip (but keep the Policy document for your own reference).

If you wish to discuss this matter, please contact your child's Teacher/Tutor at the school on

07 865-8557

28. SCHOOL CALENDAR

2017

Term 1 starts, 2 February (to be confirmed)

Waitangi Day – 6 February

Term 1 ends 13 April 2017

Term 2 starts, 1 May 201

June 6 June – Queens Birthday holiday

Term 2 ends 7 July 2017

Term 3 starts 24 July 2017

Term 3 ends 29 September 2017

Term 4 starts 16 October 2017

(no senior international student intake)

24 October – Labour Day holiday

Term 4 ends 18 December 2017 (TBC)

15 December, 2017 final details for January

2018 intake required

i.e. flights, subjects.

Office closes

24 hour phone available

29. EXTRA CURRICULAR ACTIVITIES

The following sports and cultural activities are available at Whangamata Area School. If you are interesting in doing any, please state these in the International Student Application.

Basketball Terms 2 and 3

Beach Volleyball Terms 1 and 4

Cross Country / Road running

Choir

Netball Terms 2 and 3

Kapa Haka

Rugby – Boys terms 2 and 3

Rugby – Girls terms 2 and 3

Soccer – Boys and Girls Terms 2 and 3

Squash Terms 2 and 3

Tennis Terms 1 and 4

Touch Terms 1 and 4

Volleyball Terms 1 and 4

Theatre

30. SUBJECT CHOICES

Some subjects stop at Year 11 level, some at Year 12 and some lead into two or three other subjects. Conditions of entry may be applicable to some subject. Refer Senior Course Handbook on the website.

SECTION B – DEFINITIONS (as per code of Practice)

What is a Homestay?

“Homestay” means accommodation provided to an international student in the residence of a family or household where no more than four international students are accommodated.

What is a Designated Care Giver (DCG)?

“DCG” means a relative or close family friend designated in writing by the parents of an international student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

What is a parent?

“Parent” means the father or mother of an international student, and includes court appointed guardians.

What are Group Students?

“Group Students” means:

- a) International students holding a group visa issued by the New Zealand Immigration Service;
- or
- b) Two or more international students studying together in New Zealand for no more than three calendar months on a group visit organized by a provider.