

ICT Resources Acceptable Use Agreement

It is compulsory for students in Years 10, 11 and 12 to have a **laptop** (MacBook or PC with a minimum 13” screen) to assist them in their studies. Students are not to purchase an iPad or tablet as they do not satisfy the training requirements.

Students must purchase their own device from any provider and the device will be set up to access the College WiFi network during the first term of 2022.

If a student breaches any of the statements below their device maybe removed from accessing the WiFi network or banned from school.

Please read carefully each statement and then sign the agreement:

- Students need to identify their device by clearly displaying their full name on the outside of the device and on the device’s cover or case.
- The College is not responsible for the security of devices. Devices cannot be left at school before or after school hours.
- Devices cannot be used in any lesson or assessment unless directed by a teacher. Students must immediately comply with any teacher’s request to put their device away in their bag when asked.
- Students are not permitted to transmit or post photographic images/videos of any person at school or in public to social networking sites.
- Devices used on the College’s and Catholic Education Diocese of Parramatta’s Network will be managed using the AirWatch Management Agent. This will enable deployment and installation of Apps and management of security settings. AirWatch can only manage the settings on the connected device. It cannot view in App data, App usage details or delete Apps. The AirWatch app and associated software must remain on the student’s device to support a safe and stable connection to the Internet, deployment of educational Apps to devices and locate devices when connected to our network.
- Devices must be fully charged every day prior to bringing them to school.
- To ensure appropriate network filters, students will only use the wireless connection while at school and will not attempt to bypass the network restrictions by using a 3G or 4G network.
- To ensure appropriate student safety, students are to only use the College’s WiFi network.
- The College has the right to collect devices and inspect files on any device on school grounds. This covers devices that may contain obscene/objectionable material obtained offsite and stored on the student’s device.
- It is a student’s responsibility to repair their device if needed and not physically share their device with other students.

If you require further information, please contact the college on 8886 9500.

STUDENT

I have carefully read the ICT Resources Acceptable Use Agreement and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will mean that my access to ICT resources and mobile technology at school will be renegotiated. This may result in loss of access to school ICT resources such as computers, internet, email or I may be unable to use my mobile phone at school for a period determined by ICT staff.

Student Signature: _____ Date: _____

Student Personal Email Address: _____

DO NOT USE A SCHOOL EMAIL ADDRESS

PARENT/GUARDIAN

As the parent/guardian of the abovementioned student, I have read the ICT Acceptable Use Agreement and have discussed the information contained in the Agreement with my child. I understand that ICT resources access is designed for educational purposes. CathWest Innovation College have taken precautions to define acceptable ICT use.

However, I recognise steps have been taken in the school to minimise risk of exposure to unsuitable material and it is impossible for the Catholic Education Office, Parramatta or the school to restrict access to all inappropriate content and materials and I will not hold them responsible for the content accessed or materials acquired on the ICT resources. Further, I accept full responsibility for supervision if/when my child's use is not in a school setting.

Parent/Guardian Signature: _____ Date: _____

TRADE Pathway Students ONLY complete below two sections:

OBTAINING SCHOOL BASED APPRENTICESHIP/TRAINEESHIP (SBAT)

Students must seek their own School-Based Apprenticeship/Traineeship (SBAT) as the College is not responsible for sourcing SBATs for students. It is the student's responsibility to make the initial contact with a prospective employer and forward their details to the College's Industry and Workplace Leader of Learning (LOL) via email. The LOL will then contact employers to make the necessary arrangements for implementing and finalising a student's SBAT.

Signature: _____ (Parent/Guardian) **Date:** _____

INDUSTRY PLACEMENT CONSENT

As part of your child's enrolment at CathWest Innovation College they must undertake approximately 15 weeks of industry placement across both Years 11 and 12 according to industry standards and expectations.

If you would like to add additional information in relation to special provisions (needs) to which a host employer should be made aware, please attach this information.

Signature: _____ (Parent/Guardian) **Date:** _____

EMPLOYMENT/COURSE INFORMATION

Has the student completed or is currently completing any VET studies? E.g. Active Volunteering, Business Studies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Course:		
Unit(s) of Study		
Does the student have work experience? (include any opportunity the student may have had with Post School Options through CEDP or your school) <i>If you answered Yes, please answer the following</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employers Name	Industry	Hours Per Week
Does the student have a part time job? <i>If you answered Yes, please answer the following</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employers Name	Industry	Hours Per Week
Are you prepared for your child to undertake a vocational test to assist us in providing support for them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Students will undertake online lessons as part of their HSC courses		
<ul style="list-style-type: none"> • Does your child have a laptop they can bring to school each day? (It is a requirement that all students bring their own laptop as per the specifications noted in the ICT Resources Acceptable Use Agreement) • Does your child have access to the internet at home? 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No
<i>If you answered No, please answer the following:</i>		
<ul style="list-style-type: none"> • Is there anything hindering your child from gaining access to a computer at school/home? • Is there anything hindering your child from gaining access to the internet at home? 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No

Does the student have a white card? If so, please supply evidence with the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student have a current first aid certificate? If so, please supply evidence with the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No

STUDENT ENROLMENT AGREEMENT

I understand that my admission to CathWest Innovation College is subject to certain conditions. These include my acceptance of, and co-operation with the school and its Catholic philosophy and practice, as indicated in my responses to the following expectations.

It is important that the school community's values, standards and ways of proceeding are in keeping with those shared by prospective families of students to the school so as to avoid distraction from the school's central business, namely a well-rounded formation in faith, virtue and scholarly learning.

I will take part in the Religious Education program of the school including retreat days. I understand that the College is a Catholic school in which formation in faith is an integral part of the curriculum.
I will give myself and my time to community service initiatives within the College.
I will contribute my time, personal gifts and talents to the school community in both curricular and co-curricular activities when requested.
I will attend all mandatory school functions – e.g., Year 11 Reflection, Year 12 Retreat and Student Conferences.
I understand that I must apply for permission from the Principal for any extended leave which is 5 or more days. I will inform the school of any absence due to illness and submit a doctor's certificate on the first day I return to school.
I will act responsibly and in a co-operative manner while at school and whilst travelling to and from school, knowing that proper relationships with others constitute a most important part of my growth and development.
I will assume responsibility, with the help of my teachers, for my work and study. I will apply myself conscientiously to the increased demands of senior studies, with particular attention given to the undertaking of learning preparation and prompt completion and submission of projects, assignments and assessments at the time prescribed.
I will make maximum use of my time and opportunities to learn at school and whilst in the workplace to help promote a focused and productive atmosphere of study for others. I make a commitment to online learning both at school and at home to enhance my overall achievement.
I will attend school and all classes regularly and be punctual at all times and on all occasions prescribed by the school.
I accept the guidelines and discipline of the school as being necessary to its good order and organisation and to my own growth in self-discipline.
I will be appropriately groomed and neatly dressed in the school uniform when travelling to and from school on school days, while at school, and on other prescribed occasions; and to wear the uniform at all times with pride.
I accept that the school is a smoke free zone, in keeping with the Regulations of the Catholic Education Office of the Parramatta Diocese, and to co-operate in maintaining that this remains the case while at school and/or attending any school activities offsite.
I understand that the school has limited places and that a place may not be offered to me at a later date if I fail to apply by the due date or that all required documentation is not submitted.
I understand that I have chosen to study a trade and I am expected to undertake industry placement with genuine interest and enthusiasm. I have read and understand the Student's Guide to Workplace Learning enclosed with this enrolment pack.

I am prepared to make a contract with the College on the basis of agreement with the above conditions and acknowledge that breaches of the above areas may call into question my suitability for senior study at CathWest Innovation College.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

WHOLE SCHOOL COMPULSORY ACTIVITIES ACKNOWLEDGEMENT

Throughout 2022-2023 Year 10, 11 and 12 CathWest Innovation College students have a number of compulsory school events. Parents are required to sign the agreement below to ensure that their child attends these events over the next 2 years. This one signature will cover all compulsory events with a follow up information letter closer to the date being issued for each individual event.

- Year 10, 11 and 12 Reflection Day/Retreat
- Mandatory Excursions
- Year 10, 11 and Year 12 Parent-Teacher Interviews
- Pastoral Care Sessions
- Feast Days
- Across campus activities

Some of the whole school activities incur costs which will be covered by the Compulsory Activities Fee listed on the school fee account in 2022 and 2023. It will not be possible to issue refunds to any student who neither attends the event nor does not access the buses provided for an event.

I understand my child will attend the Whole School Activities listed above over the next 2 years.

.....
Name of Student

.....
Signature of Parent/Guardian

.....
Date

CHECKLIST OF REQUIRED DOCUMENTATION

The following documents are required as part of the enrolment application. A COPY of the original documents must be attached to this completed enrolment form at time of submission of the enrolment form.

Form A

DOCUMENT NAME	PARENT CHECKLIST To be submitted with enrolment application	SCHOOL USE ONLY Staff signature for documents sighted
Birth Certificate	Copy	
NESA Number on front cover	Original	
USI number on front cover – print out attached	Original	
Proof of residential address (e.g. council rates, water rates, electricity account)	Copy	
Parent Citizenship/Residency/Visa (if both parents are born overseas)	Copy	
Parent and Student Passport/Visa (if student is not an Australian citizen)	Copy	
Immunisation Certificate (This must be obtained from the Medicare website – see enclosed instructions)	Copy	
Sacrament certificates (Baptism and Confirmation if applicable)	Copy	
Latest school report from previous school	Copy	
NAPLAN results (Year 9 only)	Copy	
White Card (if applicable)	Copy	
First Aid Certificate (if applicable)	Copy	
Special needs and assessment reports for speech, hearing, cognitive, occupational therapy or others (if applicable)	Copy	
Medical Action Plan, eg Asthma, anaphylaxis (if applicable)	Copy	
Medical Plan eg Mental Health plan, Medication plan (if applicable)	Copy	
Family Court Orders/Parenting Agreements/ AVO/DVO relevant to student (if applicable)	Copy	
Terms and Conditions	Original	

Form B

DOCUMENT NAME	PARENT CHECKLIST To be submitted with enrolment application	SCHOOL USE ONLY Staff signature for documents sighted
Medical Consent Form	Original Form	
Raffle Ticket Consent Form	Original Form	
Photo Consent Form	Original Form	
National Data Collection Form	Original Form	

Form C – For Overseas Students (if applicable)

DOCUMENT NAME	PARENT CHECKLIST To be submitted with enrolment application	SCHOOL USE ONLY Staff signature for documents sighted
Addendum to Enrolment	Original Form	