



TNIS International Learners Guide 2023

Information and Guidelines for Parents and Learners

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Tēna koutou,

We are very proud of the high-quality teaching and learning that we offer at our school with many opportunities for our learners to learn, achieve and succeed academically, socially, culturally and in sports.

Being a diverse and inclusive community we offer both the New Zealand Curriculum and the International Baccalaureate Primary Years Programme (PYP), which are highly compatible in terms of learner intentions, themes, concepts, attitudes and values.



TNIS provides opportunities for adolescent learners to experience personal growth and develop the skills and attributes they will need as communicators, creators and contributors. Our learners and staff work collaboratively to achieve personal bests and make connections in their own and the global community.

Our committed and talented staff ensure that we offer a future focused curriculum that is personalised, innovative and offers opportunities for tamariki to develop confidence in their learning and personal lives.

We look forward to working together.

Zane Wilson, Principal

Pre-Enrolment Information

Takapuna Normal Intermediate is a signatory to the Code of Practice for the Pastoral Care of International Students (the Code) established under the section 238F of the Education Act 1989. The school has attested that it complies with all aspects of the code. The school has well managed systems for international students. The inclusive respectful culture provides effective pastoral care, high quality education and support for the integration of international students into school life.

Copies of the code in multiple languages are available from the school or from New Zealand Qualifications Authority at: [Chinese](#), [Korean](#), [Japanese](#), [English](#), [Spanish](#), [Vietnamese](#).

ERO's investigations confirm that the school's self-review processes for international students are thorough.

Immigration

An International student may study in New Zealand for up to 3 months in any 12 month period with a Visitors Visa. A Student Visa is necessary to study for a greater period than 3 months.

Where a student is staying with their parents during their stay it is required that the parent present their passport and visa to the school for our records. (Guardian Visa).

Please be advised; if you enrol and pay for a full year tuition you should apply for your Student Visa in your home country. If you arrive in New Zealand on a Visitors Visa and then apply for a Student Visa in New Zealand it may be denied.

Full details of visa and permit requirements and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at <http://www.immigration.govt.nz>.

Accident Insurance

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 related costs. Further information can be viewed on the ACC website at <http://acc.co.nz>

Medical and Travel Insurance

As per the clause 16 (5) of the Code of Practice for International students, all international students must have appropriate insurance covering :

- the student's travel - to and from NZ; and within NZ; and if the travel is part of the course, outside NZ; and
- medical care in NZ, including diagnosis, prescription, surgery, and hospitalisation
- repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- death of the student, including cover of - travel costs of family members to and from NZ; and costs of repatriation or expatriation of the body; and funeral expenses.

Application Requirements and Procedures

Before you complete any application and enrolment forms, please read the following Guide carefully. Signing of the Enrolment Contract is acknowledgement that you have read and understood the provisions set out below.

The applicant will complete the Enrolment Contract and present the following documents before the application can be processed:

- Passport (student and parent/s)
- Current Student visa/permit
- Copies of recent school report with verified English translation
- Medical and travel insurance policy.
- Immunisation/health checklist including vaccination record from home country
- Completed Designated Caregivers Indemnity form (if applicable)
- Information on any medical conditions or learning difficulties (if applicable)

Once an Application Has Been Received

- Documents are checked and assessed
- An interview with student and parent/caregiver takes place
- An offer of Place is made and invoice for tuition fees is sent

Placement

When the school makes an offer of a place to a student the school has the right to place the student at the appropriate year level. International Students will be placed in a mainstream class for most of the day and will have ESOL classes as appropriate to their learning needs. The school will assess the English ability of International Students to determine their needs for ESOL lessons.

A student is placed in the appropriate year level based on the date of their birth and professional judgement of the teachers during assessment.

School age in 2022:	School age in 2023:
Y7 : 1 May 2010 - 1 May 2011 Y8 : 1 May 2009 - 1 May 2010	Y7 : 1 May 2011 - 1 May 2012 Y8 : 1 May 2010 - 1 May 2011

Permanent Residency/Domestic Student Visa

Parents/Guardians are required to advise the school upon enrolment or anytime thereafter if they are applying for Permanent Residency or any other visa that will result in a change of Visa Status for the student. This eventual change in student status requires official documentation, such as a visa or letter from Immigration to be shown to the school.

Accommodation

The school will accept International Students who are living with at least one of their parents in New Zealand, those who have a Designated Caregiver (Application form required) and Homestay situations (Assigned by the school under the criteria of the Code of Practice).

Parents/Caregivers **must advise the school** of new address, telephone numbers, fax number and e-mail address before the change takes place. The student and/or parents will also advise the school immediately of any change in type of accommodation (eg a change from living with parents to living with a designated caregiver) and any change in the contact details of the student and/or parents. **Parents and Caregivers are not to leave the student to travel overseas or with other Caregivers unless they check with the school. Failure to act may result in a termination of enrolment.**

Student Fees and Associated Costs

International Learner Fees

All fees are in New Zealand dollars and inclusive of 15% GST.

Tuition: 1 full school year, 4 school terms.	\$14,260.00 / year (\$310 + GST per week) *includes education levy, stationery, school event buses, online learning programs, Yearbook
Fees for Short Term Learners: More than 4weeks- less than 10weeks	\$460.00 / week (\$400 + GST per week) *includes education levy, stationery, online learning programs, Completion Certificate, onsite events/activities as part of the school program
Administration:	\$575.00 (non refundable) *For the group visitors: \$575/ Group
Homestay Placement:	\$345.00 (non refundable) The homestay placement fee is charged yearly and covers a variety of costs, including but not limited to: placing the learner with a suitable homestay, homestay support, regular visits and interviews with the homestay family and the learners to ensure the learner's safety and wellbeing, homestay administration and banking, unforeseen costs for unexpected temporary or urgent homestay care or change. * The school offers homestay arrangements for long-term learners only.
Designated Caregiver Administration Fees:	\$299.00 (non refundable) When a learner stays with a Designated Caregiver, a supervision fee will be charged to guarantee the School's supervision of the learner's safety and well-being, and cover the cost for the School to assess, approve and supervise the learner's accommodation situation.
Homestay:	\$320.00 per week (under 14)
Please note additional charges:	
Health/Travel Insurance:	Depends on the Provider selected by family
EOTC:	\$200.00 (approximate price, Education outside the classroom is payable in NZ)
Uniform:	\$330.00 (approximately, depends on number of items purchased)
Extra-curricular Activities:	\$200.00 estimate depending on the activity (Sport/Dance/Music varies depending on choice - please enquire for specifics)

**Please note prices may be subject to change

**Homestay Fees should be paid in advance and will be administered from the School.

Re-Enrolment

Learners are required to re-enrol for the following year by September 1st.

Refund Conditions for International Students

Requests for a Refund of International Student Fees

The school will consider requests for a refund of international student fees provided the request is made in writing to the school.

The Board of Trustees will ensure that there is a reserve of funds to cover International Students' prepaid tuition fees in the event that a refund should be necessary as per the Fee Protection Policy.

Refunds must be applied for in writing to the Board of Trustees and must set out the circumstances leading to the refund, name the person requesting the refund, name the person who paid the fees, provide a bank account to receive any eligible refund and provide any relevant supporting documentation. Refunds will be dated from the date that the school is informed in writing.

The school will consider a refund of fees if;

- there are special circumstances, for example, the student has a serious illness or accident, or the parents need to return home with the child because of the death or serious illness of a close family member.
- the student gains the status of a domestic student (time-bound).
- the student fails to obtain a student visa.
- the student voluntarily withdraws.

In these cases the parent will need to provide evidence of the circumstances, and the school will retain from the balance of tuition fees - the following amounts listed in Section A:

Section A

1. a withdrawal charge of \$ 575.00 (gst inclusive)
2. portion of fees for which tuition has been given
3. any sums owing in regard to loss of textbooks, stationery, class trips, activities, and expenses including and not limited to costs such as marketing and recruitment
4. any payments made to agents in the form of commission
5. any costs incurred in relation to the programme and/or ESOL support for the student
6. administration and homestay placement fees are non-refundable after the student has completed enrollment

Special Circumstances

If there are special circumstances, for example, the child has a serious illness or accident, or the parent needs to return home with the child because of the death or serious illness of a close family member then official documents from the Doctor will need to be sighted to support this. In this case a refund of tuition fees will be provided less costs outlined in Section A and Immigration New Zealand will be notified of change of conditions.

- If the learner fails to arrive NZ due to a Covid-19 infection before the departure, the school will consider the refund except non-refundable fees. But if the learner needs isolation after starting the course due to a Covid-19, the school will provide an online learning programme, the isolation can not be a reason for refund request.

Requests for a Refund for Failure to Obtain a Study Visa

If an international student fails to obtain an appropriate study visa before school starts, a refund of international student tuition fees will be considered less costs outlined in Section A.

If school has started and the student has to withdraw sooner than their full enrolment period due to lack of student visa then a minimum of ten weeks notice of withdrawal must be received by the school in writing. Where notice of less than 10 weeks is given, then a full term's fees will be retained in addition to any other costs listed in Section A.

Requests for a Refund Following a Change in Status to a Domestic Student (timebound)

Parents/Guardians are required to advise the school upon enrolment or anytime thereafter if they are applying for Permanent Residency or any other Visa that will result in a change of Visa Status for the student.

If a student has started the course and then withdraws as an international they may request a refund. Reasonable written notice of the change is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Requests for a Refund for Voluntary Withdrawal

If an international student has enrolled and their enrolment is voluntarily withdrawn **prior to** the start date of their enrolments, a refund will be considered less costs incurred by the school in Section A.

This includes students who are not granted a student visa before their course begins.

If an international student voluntarily withdraws **after** the start date of their enrolment and up to the end of the **tenth working day** after the first day of school, a refund will be considered less costs incurred as listed in Section A above.

If a student has started the course then withdraws a reasonable written notice of withdrawal is required by the school. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

The school may, in its sole discretion, request further information or evidence in support of a refund request. Immigration New Zealand will be advised of the change in Student Visa conditions.

Requests for a Refund for Failure to Provide a Course, Cessation as a Signatory or Cessation to be a Provider

If the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider, the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider

Where the Student's Enrolment is Ended by the School

In the event the Student's enrolment is ended by the School for a breach of the Contract of Enrolment, the School will consider a request for a refund less:

- any non-refundable costs listed in Section A
- ten weeks tuition fee
- any other reasonable costs that the school has incurred in ending the students enrolment

Where the Student Voluntarily Requests to Transfer to another Signatory

If the Student requests to transfer to another signatory after the start date of their enrolment, reasonable written notice of the transfer is required by the School. Unless otherwise agreed by the School, a refund will be provided less a minimum of ten weeks tuition fee and any other relevant non-refundable fees as outlined in this policy.

Refund Of Other Fees

Requests for a Refund of Homestay Fees

If for any reason, an international student withdraws **after** the start date of their enrolment, any unused homestay fees will be refunded, less the school's two week notice-period to homestay parents.

Refunds to be Made to the Country of Receipt

Unless otherwise agreed in writing, all eligible refunds of fees of NZD\$1000.00 or more received from outside of New Zealand will be refunded to a nominated bank account in the source country.

Outstanding Activity Fees or Other Fees

Any activity or other fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be deducted from any eligible refund.

Rights of Families After a Decision Regarding a Refund has been Made by the School

A decision by the School relating to a request for a refund of international student fees will be provided to the Student or Parents in writing and will set out the following information:

- factors considered when making the refund decision
- The total amount to be refunded
- details of non-refundable fees

Curriculum Programme

When an International student enrolls they are placed in a class with students of the same age. International students are encouraged and supported to participate in all areas of the curriculum including EOTC (Education Outside the Classroom).

Takapuna Normal Intermediate focuses on educating the whole child, emotionally, intellectually, socially and personally. Teachers adapt the programme for students to ensure the curriculum focus is on personal development as well as on academic achievement.

If required, international students will receive extra support with learning the English language from the ESOL teacher (English Speakers of Other Languages). This support is intensive small group English tuition several times a week until they are able to work independently within the classroom. The ESOL teacher liaises closely with the classroom teacher to ensure that the student is settled, progressing with English and the school curriculum, to give support and assistance as required. They are also supported by Teacher Assistants and the Literacy Support Team.

International Baccalaureate

Takapuna Normal Intermediate follows the International Baccalaureate PYP Programme (an international learning framework). The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Subjects offered include:			
English	Mathematics	Science	Social Studies
Health	Languages	Music	Physical Education
Specialist Technology classes:			
Visual Arts	Science	Food Technology	
Music and Dance	Digital Media	Materials Technology	
Cultural Programmes:			
Orchestra	Choir	Kapa Haka Group	TNIS's got Talent
Concert Band	String Group	Drama Lessons	Fashion Club
Ballroom/Latin Dance	Jazz	Private Music Lessons	
Academic Opportunities:			
Mathex	Lit Quiz	ICAS - English, Maths, Science	
Science Fair	Epro8 Challenge	Robotics	
Chef Extension	Writing Extension	Future Problem Solving	
School Sports:			
Basketball	Hockey	Netball	Badminton
Table Tennis	Water Polo	Football	Touch Rugby

Academic Reporting

The school reports fully on academic progress twice a year with a written report. The school expects all learners to make reasonable academic progress. TNIS supports the use of the Seesaw App to share information with parents and caregivers. Seesaw is a learner driven digital portfolio that empowers learners to individually document what they are learning at school.

Orientation Programme

International students are provided with a supportive orientation process. This starts with an introduction tour of the school before school starts. Orientation will include school layout, rules and regulations, counselling, support systems and resources available. Familiarisation with New Zealand culture, schools and learning will be provided. Parents are also in attendance to learn about school operations, communication APPs and learning systems.

On the student's first day, he/she will be met by the Teacher and shown their classroom. All students will be mainstreamed immediately upon arrival and allocated a language buddy by their teacher who will assist with settling them into class routines, timetables, and activities during the breaks over the first few days.

The student will be assessed by the ESOL teacher who will set up ESOL class times and Literacy Support if necessary. The International Student Director will continue to monitor the student during the first few weeks while the student settles into the class and the school. The Director will also be available for support of the students, the classroom teacher, and the Parents/Caregiver. Once the initial period is over, the International Director will continue to monitor the student and his/her progress through informal meetings, ESOL teaching times, and where necessary through formal meetings with the student, the classroom teacher, and/or the Parents/Caregiver. Translators will be made available where necessary. These may be another student or an adult, depending upon the situation and the requirements.

Parents/Caregivers and students need to know that Takapuna Normal Intermediate School has an 'Open Door' policy. At any time they may make an appointment to see the classroom teacher, ESOL teacher or the International Director to discuss any queries or concerns.

Student Support Services

The following staff members are available for assistance, support, and for emergencies:

International Student Director- Sophia Yang (Korean/Mandarin/Japanese)

Telephone: 489 3940 option 5 / 24 hour emergency contact

Email: studynz@tnis.school.nz

ESOL Teacher - Kathy Young - kyoung@tnis.school.nz

Behaviour Management

We believe that there are rights and responsibilities involved in being part of Takapuna Normal Intermediate School where the right to feel safe, the right to learn and teach and the right to be treated with respect and dignity are most important.

Please be familiar with the School Rules in **Appendix 1** before signing the Contract of Enrolment.

Online Publication of Student Images/Work

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email), Seesaw, Google Classroom and the Internet. From time to time, we publish on the school's website (www.tnis.school.nz), as well as Facebook some material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork, images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

Please read the Agreement in **Appendix 2** before signing the Contract of Enrolment.

Computer and Internet Use Agreement

What Device To Buy

We ask that your child brings a Chromebook to TNIS to support them with their classroom learning. Chromebooks are relatively cheap (approximately \$400 NZD), durable, have a battery that will last all day and are designed to work perfectly with the "Google for Education" account each learner receives to do their school work.

Why a Chromebook?

Chromebooks are the best option for protecting your child's online safety and ensuring that the Hapara Classroom Management Software operates effectively. This is not true of other devices that run on Windows or Apple operating systems, and their purchase can allow learners to bypass safety features with far greater ease. Simply put, there is no need for more expensive devices. Tablets or iPads are not recommended for TNIS as they are not compatible with "Google for Education" and often contain apps or games that can be distracting.

We Recommend

We recommend either ASUS or Lenovo Chromebooks. Regardless of the brand, the Chromebook must have at least 4GB of RAM. Many electronics retailers stock Chromebooks, and PB Tech and Noel Leeming have excellent prices. If you cannot provide a Chromebook for your child, every class has some school Chromebooks that learners may use.

Device Use

The Digital Device and Internet Usage Agreement applies to all students while at school and while living in homestay accommodation. The student is responsible for their IT use and that while the school will do its best to restrict student access to offensive/dangerous or illegal material on the internet or through email it is the responsibility of the student to have no involvement with such material.

Please read the Agreement in **Appendix 3** before signing the Contract of Enrolment.

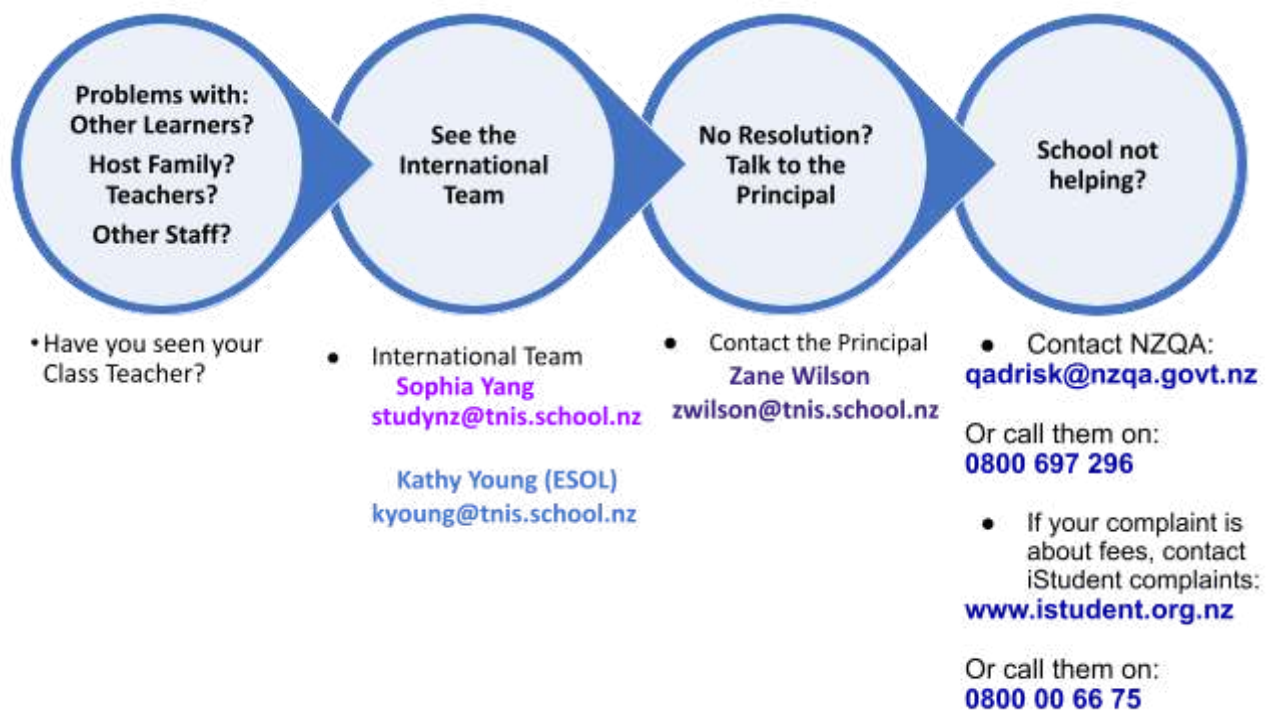
What To Do If You Have A Problem

Complaints and Concerns

Students and parents may experience problems and difficulties in adjusting to a new school and life in New Zealand. TNIS undertakes to treat all complaints raised by students and parents seriously (including problems with other students). If there is a problem, in the first instance, please talk with your son or daughter's teacher. If the issue has not been dealt with to your satisfaction please make an appointment at the school office to speak with the International Student Director.

If you have seen the appropriate persons but the issue has not been solved, then we will escalate to a meeting with the Principal.

If you are still not satisfied then you can write to the Chairperson of the School Board of Trustees.



Dispute Resolution Scheme

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

What if my issue is still not resolved? The Domestic Resolution Scheme commenced on 1 July 2016. If you have a complaint about TNIS, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email gadrisk@nzqa.govt.nz.

Or, if it is a financial or contractual dispute, you can contact FairWay Resolution by phone on 0800774422. More information is available on the FairWay Resolution website: <http://www.fairwayresolution.com/istudent-complaints>

Appendix 1 - School Expectations - Care and Responsibility

A culture of care supports the mana of all individuals in the school community. Schools that create a culture of care, recognise the importance of preserving the mana and integrity of all members of the school community. Developing a culture of care creates a sense of unity and inclusiveness characterised by mutual trust and respect. A school that fosters a culture of care celebrates diversity.

Manaakitia te tangata, ahakoa ko wai, ahakoa no hea.

Treat people respectfully, irrespective of who they are and where they come from.

Rationale

The staff at Takapuna Normal Intermediate School create a school environment that is positive and safe for both staff and learners, in which excellence in all areas is fostered.

These expectations enable learners to:

- Take responsibility for themselves in the classroom and the playground
- Interact positively with others
- Experience a safe and positive environment to achieve their potential

These expectations enable teachers to:

- Teach in a positive learning environment
- Have positive relationships with their learners

Consistency Is Key To This Plan

We believe that there are rights and responsibilities involved in being part of Takapuna Normal Intermediate School where the right to feel safe, the right to learn and teach and the right to be treated with respect and dignity are most important.

These expectations enable parents to:

- Work in partnership with the school to support learners
- Understand that the school expectations of care and responsibility are consistent and fair for everyone
- Understand that everyone (teachers, learners and parents) is accountable for their actions

It is important that:

- School expectations of care and responsibility are clear
- Positive behaviour is acknowledged regularly
- Consequences and actions are developed collaboratively

Information about the School Expectations of Care and Responsibility is available:

- On the school website
- In the School Prospectus
- From any staff member

School Expectations - Care And Responsibility

At Takapuna Normal Intermediate School, a high standard of personal conduct is expected at all times.

The following qualities are valued – inclusion, integrity, honesty, self-reflection, connection, respect, understanding and appreciation for self and others.

To achieve the above it is necessary to set the following expectations.

1. Personal Conduct

- We speak positively about others
- We respect each others' personal space
- We use our devices safely, carefully and respectfully for learning
- We include others during our classroom and break times
- We treat everyone's personal property and the school property with respect
- We dispose of our rubbish correctly
- We use language that is kind
- We respond to requests from adults quickly and positively
- We ask questions politely
- We take ownership and responsibility for our actions
- We look out for others and seek help when it is needed
- We represent our school positively

2. Moving around the school safely

- We walk inside all classrooms and hallways.
- We take care when running around buildings
- We only use areas that are permitted
- We must have an adult's permission to leave a classroom

3. Bringing items from the home to school

- We only bring items to school that are necessary and safe for learning and extra-curricular activities.
- Money and any items of value should be handed into the teacher to be locked away or to the Office for safe-keeping

4. School Uniform

- We wear our uniform correctly
- We bring our PE uniform to school for PE, fitness and sports practices
- Shoes are plain black, can have white soles but do not have coloured logos or stitching.
- Socks are navy blue or black and can be any length
- We only wear the TNIS school jacket during the school day but can wear our own jacket to and from school
- We wear our full school uniform to and from school each day
- Hair that is shoulder length is tied up.
- Small plain earrings are the only jewellery we wear at school.
- Jewellery of religious or cultural significance will be allowed on a case-by-case basis
- School bucket hats or caps should be worn every time we go outside in Term 1 and Term 4 so that we are sunsafe.

5. Phones and Smart Watches

- We only use our phones and smartwatches before the first bell and after 3pm
- Our phones and smartwatches are turned off or switched to 'flight mode' during the day
- We hand our phone or smartwatch in at 8.45am to be secured in a locked place
- With teacher permission, we can use our phones to record learning during class time, by taking photos and video.

At TNIS we believe in a positive culture, where everybody cares for each other and takes responsibility for their actions. Wherever possible, we will make a collaborative plan to resolve any issues and move forward together. We believe in a strengths-based approach when helping our learners to understand where they need to make changes.

School Expectations

ACKNOWLEDGED BY STUDENTS AND PARENTS/CAREGIVERS WHEN ENROLLING AT TNIS.

Above the Line and Below the Line Behaviour

As a school we believe that all members of our community should display 'Above the Line' behaviour. When we speak to students we refer to this poster and **it is displayed in each classroom.**

We focus on ownership, accountability and responsibility.



Stop Bully Email Address

At TNIS we encourage all students to take action when they experience bullying or observe their friends being bullied. Students can email stopbully@tnis.school.nz These emails are actioned by members of the Senior Leadership Team and they will make enquiries and take action to support students who are being bullied. Our school bullying poster is also displayed in each classroom.



Appendix 2 - Online Publication of Student Images/Work

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email), the KnowledgeNET and the Internet. From time to time, we publish on the school's Internet website www.tnis.school.nz material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community.

This may include examples of students' schoolwork, images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

Purpose

1. There are three main reasons the school publishes student material online:
2. To educate the student in accordance with the national curriculum, including the role and use of technology in society;
3. To encourage the student to be part of and participate in the school community;
4. To promote the school in the wider community.

Guidelines

1. The school will publish the material only on its own website www.tnis.school.nz and New Zealand based websites endorsed by the Ministry of Education.
2. The school acknowledges that it cannot control who accesses the website on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.
3. The school will identify students on the websites only by their first name and year at school. Students' surnames, home addresses, and telephone numbers will not be available on the websites.
4. The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.
5. The school has a designated privacy officer who is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

Enquires

The school welcomes any enquiry from parents or students about the operation of this policy. The school's privacy officer is: Charlotte Crampsie, email : office@tnis.school.nz

By signing the International Student Application form a parent authorises Takapuna Normal Intermediate School to publish images of the student on the Internet, as well as any work that he or she may create at school, in strict compliance with the school's policy on the online publication of student images and student work and the associated guidelines. You can withdraw consent by giving notice to the school.

Appendix 3 - Digital Devices and Internet Use Agreement - Student

Terms And Conditions

I understand that I need to be responsible for privacy and security:

- I will not give anyone on the internet information about myself or anyone else. This includes addresses, Phone numbers, photographs and /or credit card information.
- I will tell a teacher if I come across a virus or security problem.
- I will keep my password private and not share password information with anyone else.
- I will not access or damage files belonging to any other school network user.
- I will respect the privacy of other school network users.

I understand that:

- The only purpose for school computers and other information technology resources is to support teaching and classroom learning. Games will only be allowed when supervised by an authorised staff member, and even then they should be of an educational nature.
- TNIS will do its best to keep me safe online. The school operates security and content filtering systems in order to achieve this. However, these systems cannot protect me from any harm that could occur should I choose to divulge my personal information to an unknown party (refer to section above).

- I am not permitted to access, download, store or distribute material that is offensive (eg pornographic), dangerous, inappropriate, or illegal. This applies on both school owned and student owned devices.
- I am not permitted to send any messages that are offensive, dangerous, inappropriate, or illegal.
- TNIS reserves the right to deny students the use of digital devices at school should any misuse occur.
- TNIS may audit any digital device (including those owned by the student) at any time.
- My activity on the school network and internet is monitored and logged by the school
- Students may only use the internet or e-mail if there is a teacher supervising them.
- During morning tea and lunchtime students are not allowed to use their digital devices in the classrooms, outside, or any other common areas in the school unless directly supervised by a teacher.
- Teachers will encourage the use of student owned digital devices for learning.
- The student's digital device is intended for the use of the student only.
- TNIS will not be held responsible for any data loss from student owned devices.
- TNIS will not be held responsible for the loss or damage of a student's digital device.
- Students and their families have a duty of care to ensure that any student owned device is adequately equipped with antivirus and security software.

After reading through the rules above the Student when enrolled at TNIS agrees to:

- Take care of all technology resources, such as Computers/laptops and audio/visual equipment.
- Respect the Copyright of software or digital content that prohibits copying. I will take care not to scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- Use only School approved software on school owned computers.
- Be considerate and courteous towards other computer users. eg to not take advantage of someone who has accidentally left a computer logged into their account.
- Share available school equipment when required.
- Be careful not to waste computer related resources such as paper, etc.
- Avoid disruption of any computer or network. I will not tamper with any school technology equipment.
- Remove immediately from the screen any material that would not be allowed at school that I may accidentally come across, and tell the teacher right away.

Label my own digital device with full name and room number. Parents/caregivers/students must take responsibility for insurance of their own devices and the prevention of theft or damage to the device. During school time, locking and safekeeping will be available.

Student: The student understands and will abide by the agreement and accepts that if they violate any of the above terms and conditions, that school disciplinary action and/or legal action may be taken.

Parent/caregiver: By signing the International Student Application form the Parent/Caregivers confirm that they have read and understood the terms and conditions for internet access at TNIS. It is also understood that at times it may be impossible for TNIS to restrict access to all inappropriate materials and the school and staff can not be held responsible for any material acquired on the network.

Access to this service may be denied if the terms and conditions of the agreement are breached.

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