



## Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Windsor State School.

### Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules and expectations as outlined in the Student Code of Conduct
- meet homework requirements and wear school's uniform
- respect the school environment and property

### Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- inform the school of any problems that may affect your child's ability to learn
- inform the school of reason for any student absence
- attend meetings/events for parents/carers
- treat school staff with respect
- support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours
- abide by the school's Communications Policy
- advise Principal if your child is in out of home care
- inform the school of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details

### Responsibility of school to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- treat students and parents/carers with respect.





# Windsor State School

Information relating to our school policies, including the **Student Code of Conduct, Student Dress Code, Homework Policy, and Parent Handbook**, can be found on the school website [www.windsorss.eq.edu.au](http://www.windsorss.eq.edu.au) under **Our School, Rules and Policies**.

I acknowledge:

- That I have read and understand the responsibilities of the student, parents or carers and the school staff outlined above and I have discussed the student responsibilities with my child; and
- I have read the information provided on the school website regarding the school's Student Code of Conduct, policies, programs and services, as outlined above

## ICT NETWORK AGREEMENT

- I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.
- I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.
- I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.
- I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.
- I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.
- I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above statements and guidelines.

### Parent/Carer Signature

\_\_\_\_\_

Date \_\_\_\_\_

### Parent/Carer Signature

\_\_\_\_\_

Date \_\_\_\_\_

### On behalf of Windsor State School

**Shona Arneil**  
**Principal**

