



## **GUIDELINES FOR ENROLMENT AT HUKARERE GIRLS' COLLEGE & CONTRACT WITH THE PROPRIETORS, TE AUTE TRUST BOARD**

### **ENROLMENT PROCESS:**

- Complete enrolment forms.
- Return the completed enrolment forms and a copy of your daughter's birth certificate, immunisation certificate and latest school report.
- When all completed forms have been received, an interview will be arranged for you and your daughter to meet with the Principal, Senior Leader and Hostel Manager.
  - The Principal's PA will arrange a time and date to suit you and the Principal.

### **FORMAT FOR THE INTERVIEW:**

- Interview with the Principal, Senior Leader and Hostel Manager.
- Tour of the school with current students.
- An explanation of the fees and methods of payments are presented by the school Executive Finance Officer and/or Principal or both
- Information on Hukarere Girls' College scholarships will also be made available.

### **ACCEPTANCE:**

- Once you have received a letter offering your daughter a place in our hostel, we want you to begin making automatic payments into the appropriate accounts immediately. This is done to assist you once your daughter arrives to start her academic journey with us.
-

**TE PIHOPATANGA**

*“Ko te aroha, hei te mea tinihangakore. Kia whakarihariha ki te kino; kia ū ki te pai”*

*“Love must be sincere. Hate what is evil. Cling to what is good.”*

*Romans 12:9*

*The Hukarere Girls' College motto “Kia Ū ki te Pai” is drawn from a longer verse found in the book of Romans, chapter 12 verse 9. This verse begins with a challenge: Our aroha, the way that we relate to and manaaki one another, must be nothing less than sincere. It cannot be fake or cynical. It cannot be manipulative or hypocritical. If it is any of those things, it is not love, it is not aroha.*

*So, what then is aroha? Aroha means being good and kind to others. It means doing everything in our power to awhi and support, to encourage and manaaki, to build up and not to tear others down. Aroha also means being good and kind to ourselves. Giving ourselves every opportunity to learn and grow, to strive and succeed, to flourish and thrive. How can we come to know such aroha? Romans 12:9 gives us a way: “Hate what is evil. Cling to what is good.” We can choose what we give our time and energy to. If we concentrate on working, learning, and doing what is right, and if we cling to what is good, then we can build a pathway that leads not only to a better life, but to a life that knows aroha in all its fullness.*

*This is the message that we want to give to learners of Hukarere Girls College and their whānau: “Kia Ū ki te Pai”. Be good and be kind. Work hard. Care for others. Care for yourselves. And in all that you do, let your aroha be sincere. Kia whakarihariha ki te kino. Kia ū ki te pai.*

*Ngā manaakitanga ki a koutou,  
Archbishop Don Tamihere*

*Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

**ENROLMENT**

2021 / 2022 (Please circle appropriate year or state year):								
Year when starting Hukarere Girls' College (Please tick): Boarder or Day Learner (Please tick)	Year 9	Year 10	Year 11	Year 12	Year 13	Boarder (Circle)		Day Stu den t
						5	7	
Learner's Surname:				Learner's Christian Name: (Refer to birth certificate)				
Date of Birth:		Religion:			Confirmed: Yes / No Christened: Yes / No			
Previous School:		Doctor:			Dentist:			
Tribal Affiliations:				Sporting Interests:				
<b>Parents/Caregivers Details:</b>								
Surname:		Christian Name:		Surname:			Christian Name:	
Physical Address: (This is where reports, statements, newsletters, daily notices will be sent to):								
Postal Address:					Telephone/Cell phone:			
Email Address:								
Are there any custodial issues the school should be aware of? Yes/No If yes please explain.								
<b>Legal Guardian Details: (Only complete this section if different from above):</b>								
Surname:				Christian:				
Address:				Telephone: Home: Work: Cell phone:				
<b>Emergency Contact (If main caregiver is not able to be contacted) COMPULSORY:</b>								
Surname:				Christian:				
Relationship to student:				Telephone: Home: Cell phone:				

*Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

<b>Consent to Search Bags/Hostel Dorms:</b>	
I (name of learner) consent to having my personal belongings searched.	
Parent/Caregiver:	Learner:
Date:	Date:
Comment:	
<b>Consent to allow my daughter/mokopuna to receive guidance and or counselling:</b>	
I (name of learner) consent to receiving guidance and counselling.	
Parent/Caregiver:	Learner:
Date:	Date:
Comment:	
<b>Consent to leave school grounds:</b>	
I (name of parent) consent to my daughter/mokopuna leaving the school grounds for any education outside the classroom.	
Parent/Caregiver:	Date:

<b>Alumni Information: Do you know any past students that have attended Hukarere Girls' College? Please complete contact details below.</b>			
Name:		Address:	
Telephone:		Cellphone:	
Comment:			

<b>Commitment to Hukarere's Special Character:</b>	
<b>I accept that:</b> <ul style="list-style-type: none"><li>• <b>Participation in the General School programmes</b></li><li>• <b>Maintain and uphold our AROHA values and Code of Conduct</b></li><li>• <b>Christian Living</b></li><li>• <b>Participation in Te Reo Māori programmes</b></li><li>• <b>School Kapa Haka</b></li><li>• <b>Events that are a part of the Special Character of Hukarere</b></li></ul>	
<b>Are mandatory conditions of enrolment.</b>	
Parent/Caregiver:	Student:

***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

Date:	Date:
-------	-------

**HEALTH PROFILE**

Name (in full):			
1)	Is your daughter/moko presently taking tablets and/or medicine?	YES/NO	
	If "Yes" please state name of medication, dosage, reason for use.		
2)	Please tick if your daughter/moko suffers any of the following:		
Migraine	YES/NO	Asthma	YES/NO
Blood noses	YES/NO	If Yes – uses a peakflow?	YES/NO
Rheumatic Fever	YES/NO	= Has an Asthma Action Plan? (Please attach if yes)	YES/NO
Bronchitis	YES/NO		
Travel sickness	YES/NO	Is on medication?	YES/NO
Urine Infection	YES/NO	Is a smoker	YES/NO
Fits of any type	YES/NO	Diabetes	YES/NO
Heart condition	YES/NO	If Yes - is on insulin?	YES/NO
Eczema	YES/NO	Is on medication?	YES/NO
- Is controlled by diet only	YES/NO	Vision problems	YES/NO
Other – see below		- Wears glasses	YES/NO
Hearing problems	YES/NO	- Wears contact lenses	YES/NO
- If Yes uses hearing aids?	YES/NO	Mental Health Issues – Please attach reports	
Please state any other problems we should be aware of:			
3)	Do you allow your daughter to smoke?		YES/NO
4)	If your daughter is a <u>boarder</u> do you hold a community service card? If so, please supply a photocopy of your card.		
5)	Please indicate if your daughter/moko suffers allergies to any of the following:		
Penicillin:	YES / NO	Any foods (please state below): YES/NO	
Bee Stings:	YES / NO		
Hay Fever:	YES / NO		
Others, please note:			
What special care is recommended?			
Date of last Tetanus immunization:			
Is this the first time your daughter/moko has been away from home?			YES/NO
6)	Please identify and describe any disabilities or conditions which might limit her participation including injuries or illness:		
Allowed Panadol YES/NO		Allowed Ibuprofen YES/NO	
7)	Any special food requirements or preferences:		
<b>Emergency relatives to contact in case of emergencies if legal caregiver cannot be contacted:</b>			
<b>Name:</b>		<b>Relationship:</b>	
Ph (Day):	(A/H):	Cellphone:	
Alternative Contact (Friend/ Neighbour):			

***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

<b>Name:</b>		<b>Relationship:</b>
Ph (Day):	(A/H):	Cellphone:
Signature:		Date:

In any adventure activity there is an element of risk. Provided the School takes care it will not be liable for any personal or property damage however occasioned. We reserve the right to cancel any activity or trip due to weather conditions, lack of reservations or other relevant factors.

**PARENTAL REQUEST FOR ASSISTANCE IN ADMINISTERING MEDICATION**

Name of Learner:	
Caregiver's Name:	
Address:	
Contact Telephone Numbers:	Home:
	Daytime:
	Emergency:
Medical Condition:	
Supervising Doctor:	
Medication Prescribed:	
Dose:	

*I certify that the information given above is correct. I authorise the school to be responsible for the administration of drugs to the above named pupil. I understand that the drugs will be administered by the School Nurse or in her absence by the Principal nominee (or hostel Whaea in the case of the hostel).*

Caregiver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

Please print name: \_\_\_\_\_

**MEDICATION REGISTER**

Name of Learner:	
Home Address:	
Contact Phone Numbers:	Home:
	Daytime:
	Emergency:
Medical Practitioner:	
Condition:	
Drug Prescribed:	
Dosage Instructions:	
Nurse's Comments:	

**Register of Doses:**

Date	Dose	Administered By	Quantity Still Held	Comment

***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

--	--	--	--	--

**UNIFORM LIST**

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Learners names are embroidered on all uniform items (included in purchase cost). Prices are subject to change without notice. Uniform items are to be paid before collection. There are two types of black shoes to be worn with uniforms. A black court shoe with a wedge is to be worn with the No.1 uniform and a black slip on shoe is to be worn with the No.2 uniform. In the summer students are required to wear black roman sandals. We do not supply shoes or sandals. Shoes and sandals can be purchased from No. 1 Shoes, Hannahs or The Warehouse.

	Size	Price (Each)	Amt	2nds	Issue Date	Paid	Acct	Total Cost
<b>Number One Uniform:</b>								
Blazer		\$170.00	1					
Kilt		\$118.00	1					
White Long Sleeve Shirt		\$ 30.50	2					
Blouse		\$ 34.50	1					
Red Vest		\$ 64.00	1					
School Tie		\$ 20.00	1					
Skin Coloured Stockings (Winter)		\$ 10.00	2					
Kilt Pin		\$ 1.50	1					
<b>Total Cost Number One Uniform</b>		<b>489.00</b>						

(Black court shoe, approx. \$69 @ Number 1 shoes)

<b>Number Two Uniform:</b>								
Grey Jersey		\$ 70.00	1					
Maroon Pleated Skirt		\$ 82.50	1					
Blouse		\$ 34.50	2					
Black Coloured Stockings (Winter)		\$ 10.00	2					
<b>Total Cost Number Two Uniform</b>		<b>\$241.50</b>						

(Black slip on or lace up shoes – Winter)

(Black roman sandals – Summer)

<b>P E Uniform:</b>								
P E Shorts		\$ 27.00	1					
House T Shirt		\$ 27.00	1					
Dark Grey Hoodie		\$ 95.00	1					



***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

<b>Total Cost P E Uniform</b>		<b>\$149.00</b>						
<b>Winter Sports Uniform:</b>								
Track Jacket		\$ 95.00	1					
Track Pants		\$ 70.00	1					
<b>Total Cost Winter Sports Uniform</b>		<b>\$165.00</b>						
<b>Total Uniform Cost:</b>		<b>\$1120.65</b>		<b>Total Uniform Purchase:</b>				

		
<b>No.1 Shoe Black court shoe</b> <i>All year round</i>	<b>No. 2 Black slip on Shoe (Terms 2 &amp; 3)</b>	<b>Black Roman Sandals (Term 1 &amp; 4 only)</b>

**Additional cost for embroidery to be charged to Learners account**

## **FEE SCHEDULE**



# **Te Aute Trust Board (Proprietors for the Colleges)**

### **TE AUTE TRUST BOARDS VISION STATEMENT FOR OUR SCHOOLS:**

- To send out young leaders who have achieved their potential in all areas of learning and personal development. Attending our Kura will prepare Rangatahi to be competent and confident in the practice and knowledge of Te Reo me Ōna Tikanga, while demonstrating Christian values and meeting the challenges of this changing world in their daily lives.
- Our Colleges are Special Character schools based on the unique balance of Te Ao Māori me Te Ao Pākehā, where students walk confidently in both worlds.
- Our team of dedicated teachers and hostel staff work together to inspire rangatahi to realise their potential both personally and as contributing members of society locally, regionally and internationally.
- Our Boarding facilities promote attributes that encourage our rangatahi to be independent, strong, confident individuals who are motivated and positive “team players.”

### **TE AUTE TRUST BOARD ATTENDANCE DUES ARE COMPULSORY FOR ALL STUDENTS:**

This is a compulsory fee approved by the Ministry of Education and paid by parents/caregivers to the Te Aute Trust Board (Proprietor for both Hukarere Girls' College and Te Aute College). This fee assists in supporting the school's strategic development plan with building, compliance costs and insurances.

*Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

Additional charges will be made for weekend activities (Boarders) and travel mileage when using the school vehicles.

**The previous term's account must be paid prior to starting back the next term.**

**Fees Per Term - (Based on four terms per year and with no Allowance or Grant assistance).**

Fees are paid one term in advance with the weekly automatic payment starting at entry time (thus you will always be a term in advance). Boarding fees are reviewed annually and are linked to the Consumer Price index.

**FEES FOR 2021**

<b>Boarding Fees</b>	<b>Fees Per Term</b>	<b>Total Fees Per Year for Boarders</b>
5 / 7 Day Boarder <i>(Compulsory)</i>	\$2,558.75 per term	\$10,235.00 per year
Te Aute Trust Board Attendance Dues <i>(Compulsory for ALL Students \$1,125pa has been waived in 2020)</i>	\$ 281.25 per term	\$1125.00 per year *
	\$2840.00 per term	<b>\$11,360.00 per year</b>
<b>Day Student Fees</b>	<b>Fees Per Term</b>	<b>Total Fees Per Year for Day Students</b>
College Donation <i>(Non Compulsory)</i>	\$ 100.00 per term	\$400.00 per year
Te Aute Trust Board Attendance Dues <i>(Compulsory for ALL Students \$1,125pa has been waived in 2020)</i>	\$ 281.25 per term	\$1125.00 per year *

## *Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

\*If you are receiving a Ministry of Education Boarding Allowance please ensure that you are budgeting correctly for the shortfall. The Allowance DOES NOT cover the whole boarding fee.

### **STUDENT CONDITIONS OF ENROLMENT**

#### **ATTENDANCE DUES:**

Having applied for enrolment at Hukarere girls' College for (student's name), **I/we will pay Attendance Dues** as determined by the Proprietor and approved by the Minister of Education.

I/we understand that payment of Dues will be invoiced at the commencement of each school term. It is preferable that all Attendance Dues are paid this way but we also offer a monthly direct credit system with the annual amount being divided by 12 equal instalments.

I/we authorise the Proprietor to collect, retain and use any information for the purpose of assessing my/our credit worthiness and enforcing any rights under this contract.

#### **NON-PAYMENT OF FEES:**

The Proprietors / Hukarere refer all unpaid accounts to Bay Collection for collection on our behalf. There are no exceptions and this will impact on your Credit rating.

**Do not start your daughter if you are hoping or waiting on a Grant or Boarding Allowance to be approved or are unsure how you will pay the fees.** You need to know that the Grant or Boarding Allowance has been approved or and have your finances confirmed **prior to starting Hukarere**. (Refer to the *Student Fee Policy*).

#### **MĀPIHI POUNAMU / BOARDING ALLOWANCE:**

If this grant is approved, we ask for a \$40.00 a week auto payment to cover things not covered by this Allowance. This is to be paid by weekly auto payment – **no exceptions**. This automatic payment will cover the shortfall of the Boarding Allowance.

#### **TRAVEL TO AND FROM SCHOOL (BOARDERS):**

This is the responsibility of parents, and tickets should be booked well in advance of holidays, please record term dates for reference. If the girls have a distance to travel, money should be made available for refreshments on the way home.

Please note, Boarders will be taxed and charged if they need to be transported **outside of normal travel days in the hostel**. (The cost for a taxi to/ from town is about \$60.00 one way).

#### **NOTICE OF GIRLS LEAVING / OTHER:**

When a student is withdrawn from school/hostel the Principal must be advised immediately either by email or phone. If this notice is not given, there will be no refund of the levy for the term the student leaves in.

**Students sent home for disciplinary reasons, or are stood down/ excluded/ expelled from the hostel – there is no refund of fees for this period of time.**

*Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

I \_\_\_\_\_ have read, understood and agree to the conditions of my daughter's / mokopuna enrolment at Hukarere Girls' College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **EMAIL & INTERNET USE POLICY**

### **PURPOSE AND SUMMARY:**

It is the policy of Hukarere Girls' College to:

- Encourage the use of its electronic mail services and Internet access to share information and to improve communication for teaching and learning
- Prohibit unauthorised and improper use of these means of communication

This policy establishes the correct use of Electronic Mail (email) and the Internet by Hukarere Girls' College staff and students.

- Email and Internet access is provided as a teaching and learning tool as well as an aide to school management.
- Email and Internet access and any related hardware, software or data are the property of Hukarere Girls' College and no right of privacy extends to the user of these systems. – Email and the Internet place Hukarere Girls' College in the public domain, which means any use by students or staff, be in accordance with any relevant laws.
- Management, staff and students must use these tools in a professional manner – Access to these systems is granted only by approval from the school's service manager

### **POLICY BACKGROUND:**

The purpose of this policy is to minimise the costs and risks incurred by Hukarere Girls' College through the provision of clear guidelines and standards for the use of email and the Internet.

Hukarere Girls' College incurs costs for the transmission and receipt of email, and for the downloading material from the Internet. In addition, there are costs incurred in maintaining system capacity.

Hukarere Girls' College systems are constantly at risk from viruses, Trojans and other software designed to have a detrimental effect on computer systems.

- Email and Internet are notoriously insecure and Hukarere Girls' College faces significant risk of breaching the Privacy Act if personal data is exposed to email and/or the Internet.

## *Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

The Copyright (Infringing File Sharing) Amendment Act provides owners of copyright material such as movies and music a quick and easy way to penalise people infringing their copyright via online file sharing. Should the Act be breached any penalties imposed will be passed on to the individual student, student caregiver, or staff member concerned.

### DEFINITIONS:

<b>Students</b>	Refers to girls enrolled in a course of study at Hukarere Girls' College.
<b>Caregivers</b>	Refers to nominated adults (including parents and those acting on behalf of parents) who have acknowledged their responsibility for the care and well-being of a nominated student.
<b>School</b>	Means Hukarere Girls' College, its Board of Trustees, Principal, students and staff.
<b>School use</b>	Email messages sent and received in conjunction with Hukarere Girls' College business activities or to and from family, caregivers, friends and associates. Internet information sought in conjunction with Hukarere Girls' College teaching and learning activities, school administration, or family/friend's communication.
<b>User Logins</b>	User logins are the individual logins assigned to users. These are unique to a user and must not be shared with other users.
<b>Private Use</b>	Use for purposes other than the educational activities of Hukarere Girls' College — for example email to friends and use of the Internet for research topics not related to the educational activities of Hukarere Girls' College.
<b>Email</b>	Electronic messages sent to and from Hukarere Girls' College email addresses.
<b>Internet</b>	Access to and use of the Internet that is external to private networks owned and the access and use is managed by Hukarere Girls' College.
<b>Computer System</b>	Describes the totality of a computer including, but not limited to local disk drives, remote (server based) disk drives, cloud based data and programmes, cloud-based storage, demountable disk drives, memory based data storage whether installed in the computer or on a portable device.
<b>Network Managers</b>	Designated staff, students, and third parties will manage and supervise network use on behalf of the Principal and the Board of Trustees. The Network Managers will report any breaches of this Acceptable Use Policy to the Principal and will advise on any management or maintenance issues beyond their control.
<b>User</b>	Means any student or member of staff at the school with access to the School's computer networks.

## Acceptable Use Agreement

### INTRODUCTION:

Email addresses and Internet access are educational and business tools, but the use of those tools is not a right of students or staff. Hukarere Girls' College reserves the right to nominate levels of access for all users of the Hukarere Girls' College systems. Access will only be provided to students and staff through the network managers once this Acceptable Use Policy has been signed.

Any electronic mail account, Internet account, school provided hardware and software associated with Hukarere Girls' College or assigned by the Principal to individuals or groups or for particular functions remain the property of the School.

When required by law or when there is reason to believe that breaches of this policy or breaches of the law

## ***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

have taken place, or at any other time when requested by the Principal (or Principal's delegate), The school may wholly or partially restrict access without prior notice and without consent of the user concerned.

Staff and students using Hukarere Girls' College's email services and Internet access are expected to do so responsibly. They must comply with all legal requirements, with this policy and any other relevant policies and procedures.

Users should be aware that whenever they send an email, the user's name, user identification and location are included in the Email message. All users should, therefore, exercise good judgement and common sense when creating and distributing Email messages.

### **RESPONSIBILITIES:**

Use of email and Internet services must not compromise professional integrity and duties, or the style and quality of the School's communications.

Email leaves an irrevocable written record.

The comparative ease and immediacy of email communications needs to be tempered with caution. Do not act in haste, it can be easy to send ill-considered remarks or sub-standard "off the cuff" comments and/or advice.

Be cautious when forwarding email and ensure the correct address is displayed for the person to whom you wish to contact.

No computer programme or game is to be introduced into the School's network by any electronic means (including email attachment, data stick, or downloadable file from the Internet) without permission from the Network Management team.

### **PROHIBITED:**

The following email and Internet use is prohibited:

- Sending or down-loading any copyright protected materials in breach of that copyright
- Sending, receiving or down-loading any computer file that is not compatible with the business of the School, or that may present a risk in terms of computer operations:  
Examples of incompatible files include but may not be limited to
  - Streaming video or audio services
  - Movies e.g. file extensions avi, mpg, mpeg, viv
  - Music e.g. file extensions mp3, wav
  - Executable files e.g. file extensions exe, com
  - Databases e.g. file extensions mdb
  - Games
- Posting unauthorised videos of students either at Hukarere or dressed in Hukarere uniform.
- Unauthorised use of programmes or data during class time.
- Forgery or attempted forgery of email messages – e.g. sending an email in someone else's name without the consent of that person
- Participating in internet "chat rooms"
- Reading, copying, modifying or deleting email messages of other users without the other user's express or implied consent
- Sending harassing, threatening, obscene, inappropriate or other objectionable messages via email to anyone
- Sending unsolicited "junk" mail, "for profit" messages or chain letters
- Interference with teaching and learning in the school
- Illegal, fraudulent or unlawful activity
- Defamatory communications
- Incitement to break the law
- Accessing or distributing illegal material or materials which others may find offensive,

## ***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

- such as materials containing pornography, violence, racial hatred, abuse, or cruelty etc.
- Communications that bring the School into disrepute

Users will be advised when the School's firewall has quarantined a blocked format addressed to them with a message advising of the restriction. If there is a valid business reason to receive this file, the user should request the release from the Network Management team. Please note, the file will be examined for unlawful or restricted items before release.

### **PRIVACY:**

There is no right of privacy for email and Internet access on any Hukarere Girls' College device and/or account. The School reserves the right to access all aspects of users' mail at any time, for any reason without notice to the user.

### **CONFIDENTIALITY:**

Confidentiality of Hukarere Girls' College's email systems cannot be assured and are subject to both the rules of School and all laws and policies (including this policy), unintended redistribution, or the inadequacy of current technologies to protect against unauthorised access.

Email can be inadvertently sent to the wrong address and read by someone other than the intended recipient. Ensure accuracy in addresses. Exercise judgement in determining whether email is appropriate for the communication, (including attachments).

Copies of email deleted by users may still be recorded for a considerable time on Internet and in-house email systems, the recipient's computer and backup media.

### **RECORDS MANAGEMENT AND ARCHIVING:**

Email and Internet items, whether electronic or printed, may form part of the statutory records of Hukarere Girls' College and should be treated as such.

Filing and archive storage of electronic communications is subject to existing policies of Hukarere Girls' College.

Users of Internet services are responsible for record keeping and archiving electronic communication records, whether hard copy or electronic form.

All email stored electronically, or in paper form, must be dated if not electronically time-stamped. It is the responsibility of individual users to carry out reasonable housekeeping on their mailbox.

### **DISCLOSURE:**

All email records, (incoming/outgoing) whether stored or not on systems maintained by Hukarere Girls' College may be considered to constitute a Hukarere Girls' College record, and be subject to disclosure under law, or as a result of litigation.

### **PERSONAL USE:**

Use of the Internet and email for personal matters is acceptable provided it is for short durations, does not adversely impact the performance of the Hukarere Girls' College network and does not impact teaching and learning performance of both staff and students or the management of the School.

Personal external Email must clearly indicate that it is a personal communication and unrelated to Hukarere Girls' College.

An employee may be responsible for the cost of sending and receiving personal email whether solicited or not. Employees should, therefore, use discretion in handing out their email addresses.

All sections of this policy apply equally to personal and to School use of email and Internet access.

### **OWNERSHIP:**



## ***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

All computer systems owned by Hukarere Girls' College including but not limited to email, PC hard drives, server harddrives, theInternet Cloud and all data and information storedonorthroughthemisthe property of Hukarere Girls' College.

Hukarere Girls' College reserves the right to use all information on its system for such purpose as it sees fit at any time for any reason without notice to sender or receiver. Such use is only restricted by prevailing New Zealand law and statute.

Hukarere Girls' College retains the right to look at any employee's email or logs of Internet sites accessed either on the physical PC, server or remotely.

### **AUDIT ACCESS:**

Examination of computer systems including but not limited to email and Internet files will be carried out in response to a written request from the Chief Executive of the Board of Trustees or the Principal. This does not apply to email messages returned to the postmaster as undeliverable, these may be examined at any time.

Hukarere Girls' College will from time to time audit the use of email and Internet use by employees. Audits of email may include searches for bitmap files, executable files, picture files, animated, zipped database files. Audits of Internet access may include keywords or phrases, sites visited, the length of time spent at sites overall and the amount of data transferred.

Notwithstanding the above, an auditor may at any time open and examine the contents of any data or other file held on any Hukarere Girls' College networks and computer systems.

Audits and investigations of misuse of email and Internet access will be carried out with due diligence and respect for employees. This includes adherence to any and all applicable provisions of the Privacy Act and the Human Rights Act.

Where audits show abuse of email and orInternet access, the evidence will be passed immediately to the Principal or in the absence of the Principal, to the Deputy Principal. Access to email and Internet services by the user will be suspended pending the outcome of investigations into the misuse. The Principal or Deputy Principal acting on behalf of the Principal will provide any user under investigation a copy of the evidence of abuse.

The Principal or Deputy Principal acting on behalf of the Principal will determine if further action to be taken. Such action will be in accordance with Hukarere Girls' College policies and procedures. It may include, but is not limited to, withdrawal of email and Internet access facilities and may constitute misconduct or serious misconduct.

### **CONSEQUENCES:**

Contravention or circumvention of this policy may constitute misconduct or gross misconduct under Hukarere Girls' College's policies and may result in disciplinary action which may lead more serious penalties.

### **MEASUREMENT CRITERIA:**

This Policy will be reviewed on a regular basis and modified as necessary following implementation, changes or organisational practices. All significant changes will be communicated to students, staff, and caregivers as the modifications are necessary.

### **SECTION FOR STUDENT:**

I have read and understood my responsibilities and agree to abide by this acceptable use agreement. I know that if I breach this agreement I may be liable for serious consequences.

Name of student: \_\_\_\_\_

Year: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Vision Statement: 'Hukarere Nurtures Learners and Leaders'*

**SECTION FOR PARENT/LEGAL GUARDIAN/CAREGIVER:**

I have read this **Acceptable Use Agreement** and am aware of the school's initiative to maintain a safe e-learning environment including the responsibilities outlined in the agreement.

Parent/Legal Guardian/Caregiver (please circle which item is appropriate)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**College Donation – Non Compulsory (School)**

Authority for automatic payments

# Setting up your APs



## Authority for automatic payments

Not to operate as an assignment or an agreement.

BANK USE ONLY						
A/P No.	Type	Charge	Bank Int.	Non Sod Com.	Bully/G.A. Code	Freq. (7/die)

### Payer details

To the manager

Name of bank

State/Branch

Address

Account name

Important please tick

- This is a new authority, or  
 As from

this authority replaces existing authorities for

\$

in favour of the same payee

(first payment date)

### Account details

Bank  State  Account number  Suffix

On behalf of (Name if other than payer)

### Details to appear on my/our bank statement

Particulars (max 12 characters)  Code (max 12 characters)  Reference (max 12 characters)

### Frequency and amount

First payment date  Last payment date   or until further notice

#### Frequency

Weekly  Fortnightly  Four weekly  Monthly  Other

#### Fixed amount

Amount \$  Amount in words

#### Variable amount

Complete if applicable (one option only)

Variable first amount  
 Variable last amount Amount \$  Amount in words

### Payee details

Pay to the credit of

Name of bank  Bank of New Zealand State/Branch  Napier  
 Account name  Hukarere College  
 Bank  State  Account number  020700000019600000 Suffix

### Details to appear on my/our bank statement

Particulars (max 12 characters)  Code (max 12 characters)  Reference (max 12 characters)

### Authorisation

- Please make this automatic payment as detailed by debiting my/our account.
- I/We understand and accept that the Bank accepts this authority only on the conditions above.

Customer to complete

Account name

Signature  Telephone 0

Account name

Signature  Telephone 0

***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

**Conditions**

1. The Bank will use reasonable care and skill to give effect to the directions given to it in this authority.
2. Where the directions given in this authority have been given by me/us for the purpose of a business, the Bank accepts those directions without any responsibility or liability for any refusal or omission to make all or any of the payments or for late payment or for any omission to follow such directions.
3. The Bank accepts no responsibility or liability for the accuracy of the information contained in the payment information fields on this authority.
4. I/We undertake to advise the Bank immediately for any information about payments shown on bank statements which are incorrect.
5. This authority is subject to any arrangement now or hereafter subsisting between myself/ourselves and the Bank in relation to my/our account.
6. The Bank may in its absolute discretion conclusively determine the order or priority of payment by it of any monies pursuant to this or any other authority or cheque which I/We may now or hereafter give to the Bank or draw on my/our account.
7. The Bank may in its absolute discretion refuse to make any one or more payments pursuant to this authority where there are insufficient funds available in my/our account.
8. This authority may be terminated or reduced by the Bank or the payee without notice to me/us in respect of the payments detailed over.
9. This authority will remain in force and effect in respect of all payments made in good faith notwithstanding my/our death or bankruptcy or any revocation of this authority until notice of my/our death or bankruptcy or other revocation is received by the Bank.
10. All current Bank and Government charges for this service in force from time to time are to be debited to my/our account.

**Alteration to fixed amount**

Please alter the fixed amount of this transfer

As from

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fixed amount				\$	
Fixed amount in words					
Customer Signature					

As from

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fixed amount				\$	
Fixed amount in words					
Customer Signature					

<b>BANK USE ONLY:</b>				<b>BANK STAMP:</b>
Date received	<input type="text"/>	Recorded by	<input type="text"/>	
Checked by <input type="text"/>				
X Code Reason				
Sign <input type="text"/>				

**Hostel Fees – Compulsory for Boarders & Attendance Due Fee for Boarders & Day Students (Proprietors)**

Authority for automatic payments  
**Setting up your APs**



**Authority for automatic payments**  
Not to operate as an assignment or an agreement.

BANK USE ONLY						
A/P No.	Type	Change	Bank Int.	Non Sol Cons.	Bulk/G.A. Code	Freq. (1/3/6)

**Payer details**

To the manager

Name of bank \_\_\_\_\_  
 Store/Branch \_\_\_\_\_  
 Address \_\_\_\_\_  
 Account name \_\_\_\_\_

Important please tick

This is a new authority, or  
 As from \_\_\_\_\_ \$ \_\_\_\_\_  
 (first payment date) in favour of the same payee

Account details

On behalf of (Name if other than payer)

Bank Store Account number Suffix \_\_\_\_\_

Details to appear on my/our bank statement

Particulars (max 12 characters) Code (max 12 characters) Reference (max 12 characters)

**Frequency and amount**

First payment date Last payment date  or until further notice

Frequency

Weekly  Fortnightly  Four weekly  Monthly  Other \_\_\_\_\_

Fixed amount

Amount \$ \_\_\_\_\_ Amount in words \_\_\_\_\_

Variable amount

Complete if applicable (one option only)

Variable first amount  
 Variable last amount Amount \$ \_\_\_\_\_ Amount in words \_\_\_\_\_

**Payee details**

Pay to the credit of

Name of bank **Bank of New Zealand** Store/Branch **Napier**  
 Account name **Hukarere College** 0 2 0 7 0 0 0 0 0 1 9 6 0 0 0 0

Details to appear on my/our bank statement

Particulars (max 12 characters) Code (max 12 characters) Reference (max 12 characters)

**Authorisation**

- Please make this automatic payment as detailed by debiting my/our account.
- I/We understand and accept that the Bank accepts this authority only on the conditions above.

Customer to complete

Account name \_\_\_\_\_  
 Signature \_\_\_\_\_ Telephone 0 \_\_\_\_\_  
 Account name \_\_\_\_\_  
 Signature \_\_\_\_\_ Telephone 0 \_\_\_\_\_

***Vision Statement: 'Hukarere Nurtures Learners and Leaders'***

**Conditions**

1. The Bank will use reasonable care and skill to give effect to the directions given to it in this authority.
2. Where the directions given in this authority have been given by me/us for the purpose of a business, the Bank accepts those directions without any responsibility or liability for any refusal or omission to make all or any of the payments or for late payment or for any omission to follow such directions.
3. The Bank accepts no responsibility or liability for the accuracy of the information contained in the payment information fields on this authority.
4. I/We undertake to advise the Bank immediately for any information about payments shown on bank statements which are incorrect.
5. This authority is subject to any arrangement now or hereafter subsisting between myself/ourselves and the Bank in relation to my/our account.
6. The Bank may in its absolute discretion conclusively determine the order or priority of payment by it of any monies pursuant to this or any other authority or cheque which I/We may now or hereafter give to the Bank or draw on my/our account.
7. The Bank may in its absolute discretion refuse to make any one or more payments pursuant to this authority where there are insufficient funds available in my/our account.
8. This authority may be terminated or reduced by the Bank or the payee without notice to me/us in respect of the payments detailed over.
9. This authority will remain in force and effect in respect of all payments made in good faith notwithstanding my/our death or bankruptcy or any revocation of this authority until notice of my/our death or bankruptcy or other revocation is received by the Bank.
10. All current Bank and Government charges for this service in force from time to time are to be debited to my/our account.

**Alteration to fixed amount**

Please alter the fixed amount of this transfer

As from

<input type="text"/>	Fixed amount \$ <input type="text"/>	Fixed amount in words <input type="text"/>
Customer Signature <input type="text"/>		

As from

<input type="text"/>	Fixed amount \$ <input type="text"/>	Fixed amount in words <input type="text"/>
Customer Signature <input type="text"/>		

<b>BANK USE ONLY:</b>		<b>BANK STAMP:</b> <input type="text"/>	
Date received <input type="text"/>	Recorded by <input type="text"/>		Checked by <input type="text"/>
X Code Reason <input type="text"/>			
Sign <input type="text"/>			