

STUDENT NAME \_\_\_\_\_  
Family Name Given Name

Year to commence \_\_\_\_\_

Year level to commence \_\_\_\_\_

*Please note that this enrolment application is an application only and does not guarantee that a place will be offered to your child.*



# APPLICATION FOR ENROLMENT

## St Thomas More School

50 Yorktown Road,  
PO Box 2002  
Elizabeth Park, South Australia 5113

(08) 8255 1699  
info@sttmore.catholic.edu.au  
www.sttmore.catholic.edu.au

OFFICE USE ONLY		
Date Received / /	Acknowledgement Sent / /	
Interviewed / /	Offer Sent / /	Offer Accepted / /
Principal/Deputy Principal Signature		

STUDENT DETAIL				
Family Name		Given Name/s		
Male / Female (Circle)	Date of Birth	Commencement Year	Term	Year level
Address (Please note: where parents are separated, state the address where the child mostly resides):				
		Postcode		

Is your child of Aboriginal or Torres Strait Islander Origin?

- No     
  Yes, Aboriginal     
  Yes, Torres Strait Islander     
  Yes, Both Aboriginal and Torres Strait Islander

VISA INFORMATION (if applicable)		
Visa Type	Date granted: / /	Visa Number
	Expiry Date: / /	

Does your child speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).

- English     
  Polish     
  Italian     
  Tagalog (Filipino)  
 Greek     
  Arabic (incl. Lebanese)     
  Vietnamese     
  Serbian  
 Cantonese     
  German     
  Dinka     
  Dari  
 Persian     
 Other – please specify .....

Country of Birth	<input type="checkbox"/> Australia	<input type="checkbox"/> United Kingdom	<input type="checkbox"/> New Zealand
	<input type="checkbox"/> South Africa	<input type="checkbox"/> Philippines	<input type="checkbox"/> Vietnam
	<input type="checkbox"/> United States of America	<input type="checkbox"/> Bosnia and Herzegovina	<input type="checkbox"/> Thailand
	<input type="checkbox"/> China	<input type="checkbox"/> Other (please specify) .....	

First enrolled in a school in Australia: ...../...../.....

PREVIOUS SCHOOLS AND PRE-SCHOOLS (include Kindergarten up to present time)			
	Name	From date	To date
1		/ /	/ /
2		/ /	/ /
3		/ /	/ /
4		/ /	/ /

Religion			Present Parish of worship		
Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

FAMILY DETAIL	Parent 1 / Guardian 1	Parent 2 / Guardian 2
Title	Mr Mrs Ms Miss Dr <i>(Please circle)</i>	Mr Mrs Ms Miss Dr <i>(Please Circle)</i>
Family Name		
Given Name		
Date of Birth		
Employer		
Relationship to child		
Telephone Numbers Home/Work/Mobile	H	H
	W	W
	M	M
Email		
Residential Address		
Postal Address (if different from residential)		
Living with child	YES, full-time <input type="checkbox"/> YES, part-time <input type="checkbox"/> NO <input type="checkbox"/>	YES, full-time <input type="checkbox"/> YES, part-time <input type="checkbox"/> NO <input type="checkbox"/>
If not employed, do you receive a government benefit? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(Please ✓ one)</i>		
Person responsible for financial account / fee payments.		
Family Court or other relevant Court Order/Intervention Order or Parenting Plan YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(Please ✓ one)</i> <i>(if YES, please provide a copy of that order to the school)</i>		

<b>Parental school education</b> <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</i>  ✓ one box only	<b>What is the highest year of primary or secondary school the Parent 1 / Guardian 1 has completed?</b> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	<b>What is the highest year of primary or secondary school the Parent 2 / Guardian 2 has completed?</b> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	
	<b>Parental non-school education</b>  ✓ one box only	<b>What is the level of the highest qualification the parent /guardian 1 has completed?</b> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	<b>What is the level of the highest qualification the parent /guardian 2 has completed?</b> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>

#### GLOSSARY

**Bachelor Degree**- Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.

**Certificate I to IV (including trade certificate)**- Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate.

**Diploma/Advanced Diploma** - Includes Advanced Diploma, Associate Degree and Diploma.

Information included in the following section will, if your application is successful, be required by the Australian Government as part of the School's statistical reporting requirements.

## Occupation

(Please refer to the attached list of parental occupation groups below. Please select the appropriate parental occupation group from the attached list and place the group number in the box.)

- If the person is not current in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box.

What is the occupation group of the Parent 1 / Guardian 1?	
What is the occupation group of the Parent 2 / Guardian 2?	

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals.

- **Senior executive/manager/department head** in industry, commerce, media or other large organisation.
- **Public service manager** (Section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence Forces** Commissioned Officer
- **Professionals** generally have a degree of higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law Social Welfare, Engineering, Science, Computing professional**
- **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [aircraft/ship's captain/officer/pilot, fight officer, flying instructor, air traffic controller]

### Group 2: Other business managers, arts media/sportspersons and associate professionals.

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]
- **Financial services manager**[bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- **Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals
- **Health Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- **Defence Forces** senior Non-Commissioned Officer

### Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- **Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- **Skilled office, sales and service staff**
- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants**
- **Office** [typist, work processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant]

RELIGIOUS AND BACKGROUND	Parent/Guardian 1	Parent/Guardian 2
Religion		
Country of Birth		
Cultural Background		
Arrival Date in Australia (if applicable)		
Residential Status	Australian Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/>	Australian Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/>
Visa (if not Australian Citizen)	Visa Type: Visa Number: Date Granted: / / Expiry Date: / /	Visa Type: Visa Number: Date Granted: / / Expiry Date: / /
Are you an Old Scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Years Attended _____ to _____	Years Attended _____ to _____

### LANGUAGE OTHER THAN ENGLISH - FAMILY INFORMATION

What language or languages does the student use at home? .....

If the student uses languages in addition to English,

Who does the student speak the language or languages with? (✓ all relevant boxes).

- Grandparents       Parents       Other family       Friends

How often does the student use the language or languages? (✓ all relevant boxes).

- More than English       Daily       Weekly       Less than Weekly

What skills does the student have in the other language or languages? (✓ all relevant boxes).

- Understands spoken language       Speaks the language well  
 Reads the language       Writes the languages

Does the student go to a community language school? (please provide details) .....

#### Language Other than English

Does the Parent 1 / Guardian1 speak a language other than English at home? (Please ✓ the language(s) used most often).

- English       Polish       Italian       Tagalog (Filipino)  
 Greek       Arabic (incl. Lebanese)       Vietnamese       Serbian  
 Cantonese       German       Dinka       Dari  
 Persian      Other – please specify .....

Does the Parent 2 / Guardian 2 speak a language other than English at home? (Please ✓ the language(s) used most often).

- English       Polish       Italian       Tagalog (Filipino)  
 Greek       Arabic (incl. Lebanese)       Vietnamese       Serbian  
 Cantonese       German       Dinka       Dari  
 Persian      Other – please specify .....

**Have you previously had a student at this school?**       Yes     No  
 If yes, please indicate the names and dates attended.

Other children in the family, Name	M / F	DOB	School attending	Yr level

**EMERGENCY CONTACTS OTHER THAN PARENT/GUARDIAN 1 OR 2:** Emergency contacts will be called if parents cannot be contacted by the school.

	Emergency Contact 1	Emergency Contact 2
<b>Title</b>	Mr Mrs Ms Miss Dr <i>(Please circle)</i>	Mr Mrs Ms Miss Dr <i>(Please Circle)</i>
<b>Family Name</b>		
<b>Given Name</b>		
<b>Telephone Numbers</b> Home/Work/Mobile	H	H
	W	W
	M	M
<b>Residential Address</b>		
<b>Relationship to child</b>		

**Please state your reasons for choosing St Thomas More for your child’s education.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL RESPONSIBILITY**

The process of supporting students to become compassionate, just respectful, hospitable, serviceable and courageous citizens, is underpinned by the example of Jesus, the gospel values He lived and Catherine McAuley as the Mercy Education Values. An education in the Mercy tradition invites us to take up a challenge – one that encourages us to develop fully our own God-given talents. At the same time, it rekindles within us a desire to assist others, so that they too *‘may have life, and have it to the full’*. (John 10:10)

We value the partnership between school and home where behavioural issues are concerned. Our policies and procedures are developed in consultation with stakeholders in the community and then clearly communicated to parents. When enrolling students, our expectations of parents in terms of strong support are also clearly described.

We believe it is important for all students to have an understanding of what their rights and responsibilities are. Teachers discuss and negotiate class rules / expectations / boundaries with students during the first weeks of the school year and then re-visit this topic frequently. The degree of ‘negotiation’ is proportionate to the year level. It is not uncommon for classes to ‘sign-off’ on contracts and display rules and contracts on classroom walls.

As a staff we have developed a process that will be in play by the end of Term 1 for students who start at the beginning of the year and Term 3 for Reception students who start mid-year. Teachers will explain this process with their class and parents/guardians are encouraged to engage with their child and the teacher in these discussions.

## ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

(The following questions are to assist us in facilitating the smooth transition of students into the school setting. If YES to any of the questions, please give details, using attachments if necessary.)

- a. Does your child have any special achievements, talents? ..... YES / NO
- b. Does your child have any learning needs?..... YES / NO
- c. Has your child attended any specialised agencies, special schools, units or centres? ..... YES / NO
- d. Has your child been assessed by a specialist service (such as speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)? ..... YES / NO
- e. Does your child have any special needs or considerations?  
(for example: disabilities, allergies, restrictions on physical activity) ..... YES / NO
- f. Does your child require any special provisions to be made by the school?  
(eg medication, disabled access etc)..... YES / NO
- g. Does your child have any infectious diseases? ..... YES / NO
- h. Has your child ever been suspended from school, expelled or refused admission to another school? ..... YES / NO
- i. Is there any other information that the school should be aware of in order to meet your child's educational needs? ..... YES / NO
- j. Does your child have an NDIS plan? ..... YES / NO

If YES please provide the name of provider \_\_\_\_\_

## OTHER INFORMATION

We consent to the School obtaining information about our child, where necessary, from previous schools or agencies/professionals. YES / NO

Do you have any outstanding school fees with another school? ..... YES / NO

### Please bring a copy of the following documents (as applicable) to your interview

- A copy of the birth certificate (or extract) (or current passport)
- Latest school report and/or reference from previous schools
- Copies of any national tests results (eg NAPLAN) where available
- Baptismal certificate
- Any Court order, Parenting Plan or related information affecting your child
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- A copy of the Visa details (if the child is not an Australian citizen)
- Letter of support/reference from your Parish Priest or Minister of Religion

## PRIVACY INFORMATION

1. The School collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the **Australian Privacy Principles** (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other schools and teachers at those schools; government departments (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local parish and diocese, other related church agencies/entities, and Schools within other Dioceses; medical practitioners; people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services to the School; anyone you authorise the School to disclose information to; and anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
6. From time to time, the school may be required to communicate to parents that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office.
7. The school may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Statement.
10. The School's Privacy Statement, accessible on the School's website, sets out how parents or pupils may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
11. The School's Privacy Statement also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
14. We may include pupils' and pupils' parents' contact details in a class list and School directory.
15. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

**I declare that all of the information provided in this application is, to the best of my knowledge, true and accurate.**  
(Both parents/guardians to sign if possible)

Parent 1 / Guardian 1	Parent 2 / Guardian 2
Signature	Signature
Date	Date

<b>PLEASE NOTE</b>	In due course you will be contacted regarding your application for enrolment. If you accept an offer of enrolment, the terms and conditions detailed in this <i>Application for Enrolment</i> are incorporated in the Enrolment Contract.
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**PARENT / GUARDIAN DECLARATION**

In applying to enrol my /our child at this school, I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.

16. I/we accept that support of school staff and cooperation concerning school activities is essential.
17. I/we accept that I/we will abide by school policies as amended from time to time.
18. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
19. I/we accept that the school reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct that brings into disrepute the good name and reputation of the School.
20. I/we accept the standards the school sets regarding grooming, uniform and personal presentation.
21. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the school (except where exemptions/remissions have been sought and granted).
22. I/we accept that the school does not accept liability for damage or loss of any personal possessions of students and that insurance for my/our child's personal possessions is my/our responsibility.
23. I/we consent to the school obtaining information about my/our child, where necessary, from previous schools or agencies/ professionals.
24. I/we consent to my/our basic family details (name, email address and telephone number) being revealed to: State Dental Clinic and to other Catholic schools who may wish to provide me/us with information to assist in choosing another Catholic school.
25. I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside.
26. I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.
27. I/we acknowledge and, if my/our application is successful, accept and agree to all of the above terms and conditions (clauses 1-12)

Parent 1 / Guardian 1 (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 / Guardian 2 (signature) \_\_\_\_\_ Date: \_\_\_\_\_

# PHOTOGRAPH/VIDEO/ARTWORK CONSENT FORM FOR STUDENTS & ADULTS

Dear Parent / Guardian / Community Member,

At certain times throughout their schooling, our students may have the opportunity to be photographed or filmed or their artwork/projects displayed. Adults associated with our school may also create work for the school, and may also be involved in photographs, sound recordings or video images.

The school and/or Catholic Education SA (CESA) may also wish to use such photographs/videos or artwork in print and online promotional, marketing, media and educational materials. This includes school and CESA newsletters, websites, social media or to promote the school or CESA in newspapers and other media.

We would like your consent to use your/or your child's photograph/video/artwork for the above purposes. Please complete the consent form below and return it to the school as soon as possible.

Thank you for your continued support.

**Name of person subject of consent:**

(as appropriate) \_\_\_\_\_

**Year Level:** \_\_\_\_\_

- I give consent for my/my child's photograph/video/artwork and name to be published in:
  - the school/CESA website
  - social media published by the school/CESA
  - promotional materials published by the school/CESA
  - newspapers and other media
- I authorise school/CESA to use the photograph/video/artwork in material available free of charge to schools and education departments around Australia for school/CESA's promotional, marketing, media and educational purposes.
- I give consent for a photograph/video/artwork of me/or my child to be used by school/CESA in the agreed publications without acknowledgment, remuneration or compensation.
- I give consent for a photograph/video/artwork of me/or my child to be used by third parties (eg. sporting teams, community groups, dignitaries, politicians) who may visit or provide services to our school or are associated with our activities.
- I understand and agree that if I do not consent to my/or my child's photograph/video/artwork appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school. Where consent is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

**Licensed under NEALS:** *The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.*

**This consent will continue to be valid for the time your child attends the school, unless you withdraw it in writing. You may withdraw your consent at any time by giving written notice to the school.**

I consent to the above use by the school	<input type="checkbox"/> YES <input type="checkbox"/> NO
I consent to the above use by Catholic Education South Australia (CESA)	<input type="checkbox"/> YES <input type="checkbox"/> NO
I consent to the above use by third party organisations as described (ref. 4 above)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Parent/Guardian name (as appropriate): \_\_\_\_\_

Signed Parent / Guardian/ Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

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# ACCEPTABLE USE POLICY

## Use of electronic devices purchased and owned by St Thomas More School, Elizabeth Park.

Electronic devices purchased by St Thomas More School, Elizabeth Park and assigned for the use of individual students remain the property of the school for the duration of the device's useful life.

Each student and parent/guardian are required to sign this Acceptable Use Policy before receiving the device, to acknowledge understanding of acceptable use procedures in line with the CESA policy.

### Student acknowledgement

- I understand that the device is for my use for the duration of my time at St Thomas More and that it must be handed back in an acceptable condition when I leave
- I understand that I am responsible for and must look after the device at all times
- I understand that the device has been provided for school work purposes only
- I understand that if my device is damaged that I need to report it as soon as possible
- I understand that if the device is damaged my parents may be required to pay for repairs
- I understand that I am not permitted to alter the security settings (PIN/password) on the device
- I understand that I am not permitted to graffiti or place stickers on the device

### Parents/Guardians to discuss with student and acknowledge:

- We understand that only school approved software/apps or programs are to be installed on the device
- We understand that the device has been provided for school work purposes only
- We understand that the device is not to be used for activities that are contrary to law or likely to contravene the law, including the laws of copyright, defamation, harassment (bullying), discrimination (sex, race, disability), privacy and intellectual property
- We understand that the device is not to be used for activities that could have a negative impact on the reputation of the school
- We understand that the device is not to be used for downloading non-school work related files or images
- We understand that the device is not to be used for playing internet based games, accessing, downloading or distributing defamatory, obscene or offensive material
- We understand that the device can be monitored at any time by a representative authorised by the Principal
- We understand that, if loss or damage to the device occurs and is deemed by the Principal to be the result of negligence or lack of care on the students part, that we may be responsible for the cost of repair or replacement.

Student name: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

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

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

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

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

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Where every child counts,  
and every child matters.



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