



**HENLEY**  
HIGH SCHOOL

# International Orientation Guide 2024

This guide is for parents, caregivers and homestay families of international students starting at Henley High School in 2024.

*Your*  
**Journey**

*Your*  
**Journey**  
///



**A student's journey through school is one of life's greatest and most important adventures.**

School guides, and shapes, and transforms. It allows students to explore – explore new ideas and concepts, new ways of thinking and feeling, new ways of being. It tests students. It pushes them beyond their limits, again and again. It strengthens them, developing their resolve to become the person they are meant to be.

School helps provide purpose, revealing in students passions and pursuits that may remain with them for the rest of their lives. It gives them direction – a path to follow beyond the voyage of school, where the next great journey awaits.

At Henley High School, our vision is to prepare our students to flourish in an evolving and challenging world. We value the school journey and are dedicated to helping each student grow and become their best self, able to adapt, respond and contribute as a resilient, ambitious and contemplative human being.

Like a boat sailing on the ocean, a core symbol of Henley High School, a student is free to make their own journey. Our students aren't alone as they set out. Just as our boat has four sets of oars, so too do our students:

- ✓ Our school with its committed teachers and staff
- ✓ The student's parents and family
- ✓ Their friends and the local community
- ✓ The students themselves.

All are driving their oars, helping the student on their journey, to strive, to seek and not to yield.

**Henley High School acknowledge and recognise Aboriginal and Torres Strait Islanders as the First Nations people of Australia and that they are the traditional owners and custodians of the land and waterways throughout our country.**

Henley High School is on Kurna Land. We pay our respects to the Kurna people, the Elders both past and present and their spiritual relationship with country.

**At the end of 2023, Mr Eddie Fabijan steps down as Principal of Henley High School and looks ahead to a well-earned break.**

**Meanwhile, Mr Tony Sims steps into the Principalship from 2024 and sets his sights on continued growth and excellence for our students and community.**

On behalf of the entire Henley High School community, thank you Mr Fabijan for your tireless and compassionate efforts over the past 7 years. Welcome Mr Sims to the role of Principal, we look forward to flourishing under your leadership.





The Henley High School community is excited to welcome our new international students and families in 2024. We understand that joining a new high school is a big milestone and this is even more pronounced for our international students that are also navigating a new country and experiencing different cultures.

This Orientation Guide has been prepared for parents, caregivers and homestay families of international students starting at Henley High School in 2024. It contains all the information you need to prepare your student for the start of their high school journey. It includes details about a number of forms that need to be completed before school commences and other important information.

Please pay close attention to information marked as **Important!** to ensure your student's best success for their first weeks of high school.

**Eddie Fabijan**  
Principal in 2023

**Tony Sims**  
Principal from 2024





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# Checklist

We are excited for your student to start their learning journey with us, but before they do there are a number of things you need to know and do.

Each is easy and straightforward, but there is a bit to get through. To make it simpler and so you don't miss anything this checklist has been prepared.

It includes all of the tasks that you are required to complete as part of the transition process including the due dates for each.

Between now and when your student starts with us, please work through this checklist, adhering to the due dates.

Topic	Actions	Due	Done
Orientation Day Pg 7	<ol style="list-style-type: none"> <li>1. My student attended Orientation Day.</li> <li>2. My student brought the required documents, paid their Laptop Program fees in full and collected their laptop (see School Enrolment Form on page 8 and Laptop Program on page 9).</li> </ol> <p><b>Important: See Orientation Day on page 7</b></p>	Orientation Day Orientation Day	
School Enrolment Form Pg 8	<ol style="list-style-type: none"> <li>3. I completed and signed the School Enrolment Form and my student returned it to the school.</li> </ol> <p><b>Important: See School Enrolment Form on page 8</b></p>	Orientation Day	
Laptop Program Pg 9	<ol style="list-style-type: none"> <li>4. I completed the correct Laptop Program Contract.</li> <li>5. Both, my student and I signed the contract.</li> <li>6. My student returned the Laptop Program Contract.</li> <li>7. My student paid the Laptop Program Contract fees in full.</li> <li>8. My student collected their laptop.</li> </ol> <p><b>Important: See Laptop Program on page 9</b></p>	Orientation Day Orientation Day Orientation Day Orientation Day Orientation Day	
Early dismissal Pg 10	<ol style="list-style-type: none"> <li>9. I received the link to the Early Dismissal Consent Form via an email from EdSmart.</li> <li>10. I completed the Early Dismissal Consent Form on EdSmart.</li> </ol>	Prior to Orientation Day Orientation Day	
Stationery and book list   Pg 11	<ol style="list-style-type: none"> <li>11. My student purchased all stationery items that they will require.</li> </ol>	Orientation Day	
School uniform Pg 12	<ol style="list-style-type: none"> <li>12. I scheduled a booking for uniform fitting or general uniform appointments, if required.</li> <li>13. My student purchased all uniform items that they will require and my student is ready to be in full uniform on Orientation Day.</li> </ol>	If required  Orientation Day	
Compass Pg 15	<ol style="list-style-type: none"> <li>14. I received an email with information on how to access Compass.</li> <li>15. I logged in to Compass for the first time.</li> </ol>	Week 1 Week 1	
Qkr! Pg 16	<ol style="list-style-type: none"> <li>16. I downloaded the Qkr! app, created an account and set up a profile for my student.</li> </ol>	Orientation Day	

# Orientation Day

**An Orientation Day will take place at Henley High School on the first Tuesday of each term.**

Orientation Day is the first official day of school for our new international students and serves as an introduction to Henley High School. It allows students to start building relationships with other students and staff and helps them become familiar with the school grounds and facilities. It also provides students with information on their subject timetables, how to use their laptops and other school life areas.

## Details

### Who:

All international students that will be commencing at Henley High School.

Orientation Day is for students only.

### Where:

Henley High School,  
Cudmore Terrace, Henley Beach SA 5022

Students to report to Reception and ask for Ms Mandy Matz (see page 17 for School Map).

### Date:

First Tuesday of each term.

### Time:

9.00am to 3.00pm.

Please note, this differs to normal school start and end times (see page 14 for lesson and bell times).

### Registration:

There is no need to register, but it is compulsory for all commencing international students to attend Orientation Day.

### Schedule:

- ✓ 9.00am: Arrival
- ✓ 10.45am to 11.05am: Recess
- ✓ 1.15pm to 1.55pm: Lunch
- ✓ 3.00pm: Dismissal.

### Program:

- ✓ Welcome and introduction
- ✓ Form collection
- ✓ Tour of the school and learning areas
- ✓ ICT workshop including basic laptop use
- ✓ School photos
- ✓ School expectations
- ✓ Dictionaries, diary and calculators
- ✓ Tips for international students.

## Important!

It is compulsory for all commencing international students to attend Orientation Day.

## Important!

Students must bring their passport and the following forms completed and signed to Orientation Day:

- ✓ School Enrolment Form (see page 8)
- ✓ Laptop Program Contract (see page 9).

Students should also pay their laptop fees in full on Orientation Day.

### Documents:

Students must attend Orientation Day with their passport and the following forms completed and signed:

- ✓ School Enrolment Form (see page 8)
- ✓ Laptop Program Contract (see page 9).

### Fees:

Students should pay their Laptop Program Contract fees in full on Orientation Day. Laptops are only issued to students once the completed and signed contract is received and laptop fees are paid in full.

### Dress code:

Students are to wear full school uniform.

### Food and stationery:

Recess and lunch can be brought from home or purchased through the school canteen. See [henleyhs.sa.edu.au/section/student-services/canteen](https://henleyhs.sa.edu.au/section/student-services/canteen).

Students should also bring a pencil case with pencils/pens and a notebook/notepad.

### Transport:

It is recommended that homestay families either travel with the student or have a local student travel with them, especially if they don't have a phone set up yet.

For bus routes, please refer to [henleyhs.sa.edu.au/section/student-services/bus-timetable](https://henleyhs.sa.edu.au/section/student-services/bus-timetable).

If travelling by push bike, there is a bike rack located between the Hall and Arts Centre (see page 17 for School Map). Students are to use their own bike locks.



# School Enrolment Form

A Department for Education School Enrolment Form must be completed in order for a student to be enrolled at Henley High School.

The information collected is used for many purposes, including to:

- ✓ Maintain emergency contact information
- ✓ Inform you about matters concerning your student, their school and the education system
- ✓ Provide first aid and support student's health requirements.

## Important!

You must complete and return the School Enrolment Form with your student on Orientation day.

## Completing the Form

- ✓ You must complete and return the School Enrolment Form with your student on Orientation day. Please ensure you give it to them to hand in to the school on Orientation Day.
- ✓ The form for you to complete is attached to this document as Annexure A on page 19.





# Laptop Program

Henley High School has a strong focus on Information and Communication Technology (ICT) literacy that will enable students to be successful global citizens in the 21st century.

To support this vision, Henley High School has a 1:1 Laptop Program in place where each student has their own laptop. This initiative utilises a shared-cost model between the school and the parent, where parents make a contribution to the cost in exchange for 24/7 access, IT support, software and licensing, extended warranty and more.

All international students must complete a Laptop Program Contract and pay the laptop fees prior to receiving their laptop. The specific contract and fees are different for students undertaking the Study Abroad or Graduate Program.

## Laptop Program for International Study Abroad Students

The Laptop Program cost for International Study Abroad students is \$150 for one semester or less (one or two terms), or \$200 for more than one semester (three or four terms). The contract for you to complete is attached to this document as Annexure B on page 29.

## Laptop Program for International Graduate Students

The Laptop Program cost for International Graduate students is \$1400. The contract for you to complete is attached to this document as Annexure C on page 32.

## Completing the contract and paying the laptop fees

- ✓ You must complete and return the Laptop Program Contract on Orientation Day (see page 7).
- ✓ The contract must be signed by BOTH the homestay parent and the student.
- ✓ Students should pay their Laptop Program Contract fees in full on Orientation Day.
- ✓ Our preferred payment method is cash or card at Student Services.

## Laptop collection

- ✓ Laptops can be collected by students from Orientation Day.
- ✓ Laptops are unable to be collected prior to this date.
- ✓ Laptops are only issued to students once the Laptop Program Contract is received and the laptop fees are paid in full.

### Important!

You must complete the contract specific to the program your student is enrolled in:

- ✓ International Study Abroad Program students to use contract in Annexure B on page 29
- ✓ International Graduate Program students to use contract in Annexure C on page 32.

### Important!

The Laptop Program Contract must be signed by:

- ✓ The student
- ✓ The homestay parent.

### Important!

The Laptop Program Contract must be signed and returned by Orientation Day.

### Important!

The student should pay the Laptop Program Contract fees in full on Orientation Day. Laptops cannot be collected until payment has been received by the school.

# Early dismissal

**Occasionally, the school may be required to dismiss students earlier than the normal end of the school day.**

For instance, students are dismissed up to one hour earlier on the last school day before the Easter long weekend, sports day, or during extreme heatwaves.

The Early Dismissal Consent Form details the scenarios where an early dismissal may be required, the notice periods provided to you in each scenario, and allows you to provide your consent to the school dismissing your child in these circumstances.

## Completing the form

- ✓ The Early Dismissal Consent Form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form
- ✓ Please ensure you complete this form early in the term that your student commences at Henley High School.

# Lockers

**All newly commencing students will be allocated a locker and provided a padlock to keep their belongings safe and secured while at school.**

Students who bring mobile phones and other personal devices to school are to turn them off and place them in their locker at the start of the school day.

All students are required to use a school supplied combination padlock. If a student loses or damages a padlock, a replacement needs to be purchased at Student Services for \$28.50. The padlock remains the property of the school.



# Mobile phones

**Access to personal devices during school is managed so that students can be present in their learning and interactions with their teachers and peers.**

As per the Department for Education's Mobile Phone Policy, mobile phones and other personal electronic devices are to be off and away for the duration of the school day including during break times, unless they are being used for specific class work with explicit permission given by the teacher.

Students who bring mobile phones (or other devices) to school must accept sole responsibility for their care.

Students are to turn off their mobile phones and personal devices, including smart watches and earbuds and place them in their locker at the start of the school day.

Parents may apply for a mobile phone ban exemption for their student for specific purposes at:

[henleyhighschool.wufoo.com/forms/m1exytf01sx2id4/](https://henleyhighschool.wufoo.com/forms/m1exytf01sx2id4/).

To support the school, if a parent has an urgent matter during the school day, then they are asked to contact Students Services who will locate their student.

Please refer to the Henley High School Mobile Phone Policy on our website at: [henleyhs.sa.edu.au/section/student-services/mobile-phones](https://henleyhs.sa.edu.au/section/student-services/mobile-phones).

# Stationery and book list

**Basic stationery items, books and equipment needed for each lesson are provided to the student by the school. Students are required to bring a hard copy bilingual dictionary.**

The required bilingual dictionary must be a hard copy as electronic dictionaries are not permitted in exams. Dictionaries can be brought with the student from their home country, or can be purchased by the student from any good book store once they arrive in Australia.

Graduate students undertaking some mathematics subjects will need to purchase a graphics calculator from the school. The cost is approximately \$240. Invoices are issued once the student commences study. Standard calculators may be required for other mathematics subjects.

If your child requires a calculator for their maths lessons, their subject teacher will advise them at the start of the year.

# School uniform



Polo top

Relaxed pants

School shoes



Windcheater



Summer dress



Jumper



Rugby top



Spray jacket





Flex pants



Skirt



Relaxed shorts



Baggy pants



Baggy shorts

The Henley High School uniform is a symbol of pride and inclusivity for our school community and assists in providing a safe school environment for students.

The standard uniform is to be worn by students at all times when on school grounds, travelling to and from school and at all school organised activities and events, except where the PE, Sports Academy or alternative uniforms are required.

- ✓ Uniform items are non-gendered.
- ✓ Footwear must be plain black, flat-soled, leather, lace up school, sport or t-bar shoes.
- ✓ Socks must be plain white, grey or black.
- ✓ The summer dress and skirt must be worn 10cm above the kneecap or longer.
- ✓ Stockings must be skin-coloured (with the summer dress) or black (with the skirt).
- ✓ Undergarments can be worn provided they cannot be seen.
- ✓ Students should be clean shaven, with minimal makeup and unobtrusive nail polish.

For comprehensive information on the uniform, please refer to the Henley High School Uniform Policy on our website at: [henleyhs.sa.edu.au/section/student-services/uniforms](https://henleyhs.sa.edu.au/section/student-services/uniforms).

## Uniform supplier

Our uniform supplier is Devon Clothing.

## Uniform orders

Uniform items can be browsed and purchased instore at Shop 5, 516-520 Henley Beach Road, Fulham or online at: [onlinestore.devonclothing.com.au/shop-by-school/henley-high-school](https://onlinestore.devonclothing.com.au/shop-by-school/henley-high-school).

## Uniform fittings

At certain times of the year, bookings are required for uniform fittings or for general uniform appointments.

To book, go to: [onlinestore.devonclothing.com.au/shop-by-school/henley-high-school](https://onlinestore.devonclothing.com.au/shop-by-school/henley-high-school).

## Preloved Uniform Shop

Henley High School has a Preloved Uniform Shop that contains a variety of second-hand uniform items donated by current and past students and families. All items in the shop are free. Access is by appointment only. Please email: [monique.woolman@henleyhs.sa.edu.au](mailto:monique.woolman@henleyhs.sa.edu.au).

## Not in correct uniform

Uniform non-compliance will be dealt with through the uniform non-compliance procedure.

# Lesson and bell times

Time		Monday		Time		Tuesday		Wednesday		Thursday		Friday	
Monday only	Lesson	Lines	Tuesday to Friday	Lesson	Lines	Lesson	Lines	Lesson	Lines	Lesson	Lines	Lesson	Lines
8.35am	1	5	8.35am	1	7	No lesson	Staff meeting	1	1	1	2	1	2
9.25am	2	1	9.25am	2	6	2	7	2	5	2	4	2	4
10.05am	3	1	10.05am	3	6	3	7	3	5	3	4	3	4
10.45am	Recess		10.45am	Recess		Recess		Recess		Recess		Recess	
11.05am	4	2	11.05am	4	4	4	1	4	2	4	3	4	3
11.45am	5	2	11.45am	5	4	5	1	5	2	5	3	5	3
12.25pm	6	Care Group	12.25pm	6	3	6	Care Group	6	4	6	Care Group	6	Care Group
1.15pm	Lunch 1		1.15pm	Lunch 1		Lunch 1		Lunch 1		Lunch 1		Lunch 1	
1.35pm	Lunch 2		1.35pm	Lunch 2		Lunch 2		Lunch 2		Lunch 2		Lunch 2	
1.55pm	7	6	1.55pm	7	5	7	3	7	6	7	7	7	7
2.45pm	Dismissal	Staff meeting	2.35pm	8	5	8	3	8	6	8	7	8	7
			3.15pm	Dismissal		Dismissal		Dismissal		Dismissal		Dismissal	

Each line represents all the lessons of a particular subject. For instance, if Line 3 is English, then English lessons will take place on Tuesday Lesson 6, Wednesday Lesson 7 and 8 and Friday Lesson 4 and 5.



# Compass

Henley High School utilises a sophisticated school management system called Compass to communicate with you about your child's progress at school and about other important school matters.

Compass includes many different features including the ability to:

- ✓ Enter absence notifications
- ✓ Monitor your child's attendance
- ✓ Enter an explanation for absence or lateness
- ✓ Communicate with your child's teachers
- ✓ View your child's timetable and the school calendar
- ✓ View assessment grades for individual tasks
- ✓ Download and view your child's Semester Reports.

## Using Compass

Compass is accessible on any modern web browser or by using the Compass iOS or Android apps.

You will be provided access to Compass in the beginning weeks of your student's commencement at Henley High School. You will also receive login details and information on how to download and use the Compass app at this time.

When you are provided access, please take the time to log in and explore Compass, as it will be a primary means of communication between you and the school.

Between now and then, you will receive all important communications via other channels, including email, post and phone.

# EdSmart

EdSmart is an online tool used to capture parent permissions and responses for a range of student activities.

When we have a consent form for you to complete, in most cases we will send it to you via an EdSmart email. You simply click the link in the email and complete and sign the form digitally from your phone or computer.

It's quick and easy and it means no more crumpled paper at the bottom of your child's school bag. It works for excursions and activities that have a cost too. You can pay through EdSmart when you complete the form.

Where forms cannot be completed through EdSmart, including those where multiple signatures are required or where the payment options are more complex, we will use other methods including Qkr! or PDF/paper forms.

Some of the forms referred to in this guide will be sent to you via EdSmart.

## Using EdSmart

- ✓ When you are required to complete an EdSmart form you will receive an email from "Henley High School - EdSmart" (please check your junk/spam folder if you don't see any in your inbox in the next few days)
- ✓ There is a link within the email that provides access to the form
- ✓ You are not required to login
- ✓ Complete and sign the form digitally through your phone or laptop and click submit.

# Qkr!

Qkr! is a mobile payment app that enables parents/ caregivers to order and pay for school items including school fees, lunches from the canteen, camps, equipment and resources such as laptops, calculators and study guides.

Some of the payments that are referred to in this document will be available to pay via Qkr!.

## Using Qkr!

To use Qkr!, see [henleyhs.sa.edu.au/Media/Default/Documents/HHS\\_howtoguide.pdf](https://henleyhs.sa.edu.au/Media/Default/Documents/HHS_howtoguide.pdf) or follow these steps:

- ✓ Download the *Qkr! by Mastercard App* on your iPhone or Android device
- ✓ Sign in or Register an account

- ✓ Use the *magnifying glass* to search for Henley High School and tap to *Select*
- ✓ You will then need to add a profile for your student. Tap *Profiles* and tap *Add Profile*
- ✓ Enter your student's details and tap *Add Profile*
- ✓ Then, from the *Menu* screen, you will be able to select which area you would like to explore (eg school lunches, school payments, camps and excursions and sports) and navigate to the item you want to pay for
- ✓ Once you have found the item, tap *Add to Cart*, then complete any additional information requested
- ✓ You are then able to *Checkout* and pay.



# School map







# Annexure A: School Enrolment Form

Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



Government of South Australia  
Department for Education

# SCHOOL ENROLMENT FORM

## INFORMATION PRIVACY STATEMENT

The Department for Education is committed to respecting the privacy of the information we collect about children, young people and their families. The information we collect from the school enrolment form helps us:

- maintain emergency contact information
- inform you about matters concerning your child, their school and the education system
- provide first aid and support student's health requirements
- provide information for school resource entitlements
- collect data to better understand student performance and to improve the education system
- meet our reporting requirements, including to other government agencies
- give information to contractors completing the Australian Early Development Census ([www.aedc.gov.au](http://www.aedc.gov.au)).

The information you provide on this form can help your child's school make planning and resourcing decisions. **Questions marked \* on this form are included to collect information required under the Australian Education Regulations 2013.**

Information from this form is stored securely in local school and department databases and files. The information may be transferred between schools if your child moves schools or locations between levels of education. Transferred information is updated by information provided on the current enrolment form. Data will also be shared with the Australian Government and the Australian Curriculum, Assessment and Reporting Authority (ACARA) where it is required by law for purposes such as NAPLAN testing.

We will collect data about student education and wellbeing from enrolled students, including:

- records of learning progress (including NAPLAN testing)
- absences from school
- behaviour, health and social development reports, observations and assessments.

To make sure our data collection is secure, private and confidential, we are governed by legislation including:

- *Australian Education Act 2013 (Cth)*
- *Education and Children's Services Act 2019 (SA)*
- *State Records Act 1997 (SA)*

Our contracts with any external organisations who need access to data about a child include strict confidentiality and disposal provisions.

The school enrolment form has been designed to ensure a parent or legal guardian complies with their obligation to provide information under the *Education and Children's Services Act 2019 (SA)* and to ensure the department complies with the Information Privacy Principles (IPP) [www.dpc.sa.gov.au/resources-and-publications](http://www.dpc.sa.gov.au/resources-and-publications). The IPPs regulate the disclosure of personal information held by the South Australian government. The department will not disclose information to others without your consent, unless required or authorised by a law of the State of Commonwealth, or under the IPP or the Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG) [www.dpc.sa.gov.au/responsibilities/information-sharing-guidelines](http://www.dpc.sa.gov.au/responsibilities/information-sharing-guidelines) (refer below for more information).

## INFORMATION SHARING STATEMENT

There are situations when the Department for Education might need to share information externally. For example, when it's important to your child's educational progress, or to manage a risk of serious harm to others. These situations are addressed by the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Under the ISG, we will seek your consent to share personal information about you or your child unless:

- disclosure is authorised or required by law
- it's unsafe or impossible to gain consent or consent has been refused
- not sharing the information will result in increased risk of serious harm to someone.

Your school may share information about your child's personal needs with specialised department staff, including Student Support Services. This is to help your school provide an appropriate education program and make teaching and learning adjustments for your child if needed.

Your school may also use the information you provide when applying for specialist resources, services or funding to support your child's education. The school will seek your consent before making any formal referrals for additional support.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. We work with you and other agencies/services to achieve this aim. We strongly encourage you to share all relevant information about your child that can help them enjoy and benefit from education. You can do this by:

- filling in the 'any other information' section of this form
- discussing any concerns with staff when enrolling and in the future.

**I have read above information privacy statement and information sharing statement.**

\_\_\_\_\_

Parent Signature



Refer to the occupation groups listed below when completing the questions on page 3.

<b>Group 4</b> Other Occupations	<b>Group 3</b> Trades and advanced / intermediate clerical, sales and service staff	<b>Group 2</b> Other business managers, Arts / Media / Sportspersons and associate Professionals	<b>Group 1</b> Senior management in large business organisation, government administration and defence, and qualified professionals
<p><b>Drivers</b> Mobile plant, Production / Processing, Machinery, Other machinery Operators.</p> <p><b>Hospitality staff</b> Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.</p> <p><b>Office assistants</b> Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.</p> <p><b>Sales assistants</b> 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.</p> <p><b>Assistant / aide</b> Trade's assistant, School / Teacher's aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum / gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> Other ranks below senior NCO not included above.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> Farm overseer, Shearer, Wool / hide classer, Farm hand, Horse trainer, Nurseryman, Greenkeeper, Gardener, Tree surgeon, Forestry / logging worker, Miner, Seafarer / fishing hand.</p> <p><b>Other worker</b> Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.</p>	<p><b>Tradesmen / women</b> Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.</p> <p><b>Clerks</b> 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.</p> <p><b>Skilled Office Staff</b> Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.</p> <p><b>Skilled Sales Staff</b> Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher.</p> <p><b>Skilled Service Staff</b> Aged / Disabled / Refuge / Child care worker, Nanny, Meter reader, Parking inspector, Postal worker, Courier, Travel agent, Tour guide, Flight attendant, Fitness instructor, Casino dealer / supervisor.</p>	<p><b>Owner / manager</b> Farm, Construction, Import / Export, Wholesale, Manufacturing, Transport, Real estate business.</p> <p><b>Specialist manager</b> Finance, Engineering, Production, Personnel, Industrial relations, Sales / marketing.</p> <p><b>Financial services manager</b> Bank branch manager, Finance / investment / insurance, Broker, Credit / loans officer.</p> <p><b>Retail sales / services manager</b> Shop petrol station, Restaurant club, Hotel / Motel, Cinema, Theatre agency.</p> <p><b>Arts / media / sports</b> Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media presenter, photographer, Designer, Illustrator, Proof reader, sportsman / woman, Coach / trainer, Sports official.</p> <p><b>Associate professionals</b> Generally have diploma / Technical qualifications, Support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> Technician / Associate professional.</p> <p><b>Business / administration</b> Recruitment / Employment / Industrial relations / Training officer. Marketing / Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office / project manager.</p> <p><b>Defence Forces</b> Senior Non-Commissioned officer.</p>	<p><b>Senior executive / manager / department head in industry, commerce, media or other large organisation.</b></p> <p><b>Public service manager</b> (Section head or above), Regional Director, Health / Education / Police / Fire services, Administrator.</p> <p><b>Other administrator</b> School Principal, Faculty head / Dean, Library / Museum / Gallery director, Research facility director.</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> Generally have degree or higher qualifications and experience in applying this knowledge to:</p> <ul style="list-style-type: none"> <li>• Design, develop or operate complex systems;</li> <li>• Identify, treat and advise on problems;</li> <li>• And teach others.</li> </ul> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing.</b> Professional.</p> <p><b>Business</b> Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.</p> <p><b>Air / sea transport</b> Aircraft / ship's Captain / Officer / Pilot, Flight officer, Flying instructor, Air traffic controller.</p>
<p><b>Parent's education, qualification and occupation</b></p> <p>The questions about each parent's education, qualifications and employment group are asked on all school enrolment forms.</p> <p>In South Australia this information is used in determining each school's <i>Index of Educational Disadvantage</i> (IED), which is linked to funding levels and may be used to allocate resources to school services. In the future this information may be used to determine resource allocations to schools.</p> <p><b>If you are an independent student (living without a parent) please go straight to Page 5 - Student Personal Details.</b></p>			

**Enrolling parent 1**

(eg Birth, adoptive parent or guardian)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

☐ Male ☐ Female

Relationship to student:

Employment status:

Occupation:

\* What is the occupation group of parent?  
Please select the appropriate occupation  
group from the list on page 2.

- If the person is not currently 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 above.

Work Location:

Work Phone Number:

Mobile Phone:

Email:

\* What is the highest year of primary or secondary school the parent has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- Year 12 or equivalent ☐ 4  
 Year 11 or equivalent ☐ 3  
 Year 10 or equivalent ☐ 2  
 Year 9 or equivalent, or below ☐ 1

\* What is the level of the highest qualification the parent has completed?

- Bachelor degree or above ☐ 7  
 Advanced diploma / Diploma ☐ 6  
 Certificate I to IV (including trade certificate) ☐ 5  
 No non-school qualification ☐ 8

In which country was the parent born?

If not born in Australia, what was the date the parent arrived in Australia?

DD MM YY

\* Does the parent speak a language other than English at home? ☐ No, English only ☐ Yes

If **yes**, what is the main language the parent speaks at home?

Does the parent require an interpreter?

☐ No ☐ Yes

Language for translation:

What is the cultural background of the parent?

**Enrolling parent 2**

(eg Birth, adoptive parent or guardian)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

☐ Male ☐ Female

Relationship to student:

Employment status:

Occupation:

\* What is the occupation group of parent?  
Please select the appropriate occupation  
group from the list on page 2.

- If the person is not currently 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 above.

Work Location:

Work Phone Number:

Mobile Phone:

Email:

\* What is the highest year of primary or secondary school the parent has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- Year 12 or equivalent ☐ 4  
 Year 11 or equivalent ☐ 3  
 Year 10 or equivalent ☐ 2  
 Year 9 or equivalent, or below ☐ 1

\* What is the level of the highest qualification the parent has completed?

- Bachelor degree or above ☐ 7  
 Advanced diploma / Diploma ☐ 6  
 Certificate I to IV (including trade certificate) ☐ 5  
 No non-school qualification ☐ 8

In which country was the parent born?

If not born in Australia, what was the date the parent arrived in Australia?

DD MM YY

\* Does the parent speak a language other than English at home? ☐ No, English only ☐ Yes

If **yes**, what is the main language the parent speaks at home?

Does the parent require an interpreter?

☐ No ☐ Yes

Language for translation:

What is the cultural background of the parent?

### Other person 1 providing care to the student (if applicable)

This section should be completed for any other persons providing some level of care for the student. If the school has established that a person claiming to be a parent has appropriate authority to enrol the student (eg person in loco parentis), they should be recorded as an enrolling parent (page 3). For further details schools should refer to the admission procedure.

Resides at the same address as the student? ☐ Yes ☐ No ☐ Reports ☐ Access ☐ Correspondence

Mr / Mrs / Ms / Other

Sex: ☐ Male ☐ Female

Family Name:

Given Names:

Phone Number:

Relationship to student:

Mobile Number:

Mailing Title:

Address Line 1:

Address Line 2:

Address Line 3:

Suburb / Locality:

Postcode:

Country (if not Australia):

Email Address:

### Other person 2 providing care to the student (if applicable)

Resides at the same address as the student? ☐ Yes ☐ No ☐ Reports ☐ Access ☐ Correspondence

Mr / Mrs / Ms / Other

Sex: ☐ Male ☐ Female

Family Name:

Given Names:

Phone Number:

Relationship to student:

Mobile Number:

Mailing Title:

Address Line 1:

Address Line 2:

Address Line 3:

Suburb / Locality:

Postcode:

Country (if not Australia):

Email Address:



## Student Personal Details (provide proof of identity)

Family Name:

Given Names:

Preferred Name:

Date of Birth:    \* Sex: ☐ Male ☐ Female

**Government regulations require the capture of students' sex. The Department for Education recognises the sensitivities of identifying sex and gender for some students. The department is committed to inclusion, and all schools provide an inclusive environment for all students. If you wish to provide additional information about this student's sex or gender identity, please add them to the Comments section (page 9). The school will respond confidentially, inclusively and according to requests made in your comments.**

Has this student been approved for School Card Assistance at their previous school? ☐ No ☐ Yes

\* Is the student of Australian Aboriginal or Torres Strait Islander origin? ☐ No  
 (For persons of both Australian Aboriginal or Torres Strait Islander origin, tick both 'Yes' boxes.) ☐ Yes, Australian Aboriginal  
☐ Yes, Torres Strait Islander

\* In which country was the student born? ☐ Australia ☐ Other – please specify below

**For a student born overseas with a date of arrival in Australia on or after 1/1/2006, a "visa sub-class" must be entered. Refer to visa grant letter or visa entitlement verification online (VEVO) for visa details and conditions. Some temporary residents are required to pay fees and must have a letter of offer / confirmation from International Education Services.**

If other, on what date did the student arrive in Australia?

Residence status of student: ☐ Australian Citizen / Permanent Resident  
☐ Temporary Resident  
☐ Tourist Visa Length of intended enrolment (months):

Visa Sub-Class:  Visa grant date:

Passport Number:

What is the student's cultural background?

Religion (optional):

Does the school need to be aware of any cultural and/or religious requirements? Please advise:

\* Does the student speak a language other than English at home? ☐ No, English only ☐ Yes

Main language:

Other language/s:

Does the student attend an after-hours Ethnic school?

☐ No

☐ Yes

If Yes, which school?

Which language is studied?

Is the student in care and subject to a custody or guardianship order under the *Children and Young People (Safety) Act 2017 (SA)*?

☐ No

☐ Yes

**If Yes, case workers and schools should ensure their local student support service office has been contacted, and appropriate forms and meetings are completed in relation to the student's educational needs.**

Does this student receive Youth Allowance?

☐ No

☐ Yes

Does this student receive ABSTUDY?

☐ No

☐ Yes

### School Use Only

**Proof of identity provided?**

☐ No ☐ Yes

**Proof of residence provided?**

☐ No ☐ Yes

School No:

ED ID:

Student ID:

School Year Level:

Census Year Level:

Roll Class:

FTE:

Campus:

House:

Enrolment Date:

Permanent Resident:

Origin:

Visa Sub-Class:

NESB:

EALD: ☐ Yes ☐ No

IELP / NAP Transfer: ☐ Yes ☐ No

Family contact details	
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99	99
100	100

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<p><b>Student address details (provide proof of residence)</b></p>	
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**Mailing\* Address**

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eg Mr and Mrs Black, Ms B Green

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**Residential\* Address** (must be the student's primary place of residence, not a commercial, postal or a mailing address)

--

eg Mr and Mrs Black, Ms B Green

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\* If student under shared care arrangements, provide address details of where the child lives the majority of the school week.

If you have other addresses that need to be documented (B – Billing, H – Holiday, S – SACE Mail, T – Term),  
note in any other information / comments on page 9.

## Emergency Contacts (If enrolling parents cannot be contacted or unable to collect student)

Note: Includes permission to provide overnight care

### Priority 1

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

### Priority 2

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

### Priority 3

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

### Priority 4

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

## Medical conditions and health support for student

Does your child have a diagnosed medical condition?

☐ No

☐ Yes

If **Yes**, please tick the relevant conditions:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Acquired Brain Injury | <input type="checkbox"/> Gastrostomy                          | <input type="checkbox"/> Oncology                   |
| <input type="checkbox"/> Asthma                | <input type="checkbox"/> Hearing Impaired / Ear health issues | <input type="checkbox"/> Oral Eating and Drinking   |
| <input type="checkbox"/> Cerebral Palsy        | <input type="checkbox"/> Heart Condition                      | <input type="checkbox"/> Seizures and Epilepsy      |
| <input type="checkbox"/> Continence            | <input type="checkbox"/> Joint Conditions                     | <input type="checkbox"/> Severe Allergy Anaphylaxis |
| <input type="checkbox"/> Cystic Fibrosis       | <input type="checkbox"/> Medication                           | <input type="checkbox"/> Transfer and Positioning   |
| <input type="checkbox"/> Diabetes              | <input type="checkbox"/> Mild Allergy                         | <input type="checkbox"/> Visually Impaired          |

If other, please specify:

Does the student require additional health support or first aid?

(e.g. support with medication management, continence care, psychological issues)

☐ No

☐ Yes

If **Yes**, the school will need a health care plan from the treating doctor / health professional.  
Is plan attached?

☐ No

☐ Yes



## Court orders (including parenting or intervention orders)

Are there any current Court orders relating to this student?

☐ No

☐ Yes

If **Yes**, a copy of the order must be provided for the school's records.

On what date was the court order issued?

DD

MM

YY

Key details of court orders provided (**School use only**):

## Siblings

Full Name

Sex

Date of birth

Attends this school?

☐ Male

☐ Female

DD

MM

YY

☐ No

☐ Yes

☐ Male

☐ Female

DD

MM

YY

☐ No

☐ Yes

☐ Male

☐ Female

DD

MM

YY

☐ No

☐ Yes

☐ Male

☐ Female

DD

MM

YY

☐ No

☐ Yes

☐ Male

☐ Female

DD

MM

YY

☐ No

☐ Yes

## Other preschools and schools attended

Is the student currently attending a government school?

☐ No

☐ Yes

If Yes, please specify the current Department for Education school:

If No, please specify the current non-government school they are attending:

If No, have they previously attended a government school? If so, please list the two recent government school attended.

Preschool / School Name

From

To

DD

MM

YY

DD

MM

YY

DD

MM

YY

DD

MM

YY

### Any other information / comments

### Signatures

By signing this form you are declaring that all information given is true and accurate.

Signature Enrolling parent 1:

Date:

DD

MM

YY

Signature Enrolling parent 2:

Date:

DD

MM

YY

#### School use only

Pre enrolment interviewer:

Data entry person:

# Annexure B: Laptop Program Contract for International Study Abroad Students

## 2024 Laptop Program Contract: International Study Abroad Student



**HENLEY  
HIGH SCHOOL**

**Student Name**

**Homestay Parent Name**

**Office use only**

**Option**

**Inv#**

**Com**

**Collected**

Cudmore Terrace  
Henley Beach SA 5022

P 08 8355 7000

E [henleyhs@henleyhs.sa.edu.au](mailto:henleyhs@henleyhs.sa.edu.au)

W [henleyhs.sa.edu.au](http://henleyhs.sa.edu.au)

Please confirm by signing this agreement that:

1. I have read the Laptop Program Handbook found at [www.henleyhs.sa.edu.au](http://www.henleyhs.sa.edu.au) and agree to the 'ICT Acceptable Use' policy.
2. I understand that this is a program which provides a student with access to a laptop which is the property of the school for their exclusive use at school and at home over the duration of the student's program at Henley High School.
3. I understand that by signing the agreement that this constitutes a commitment to pay the non-refundable lease fee, which is due before the laptop is issued to the student.
4. I understand that any damages not covered by warranty will be invoiced separately.
5. I understand that where payment has not been received by the due dates specified that Henley High School's debt recovery policy will apply. This means the laptop can be collected and the contract reverted to a Daily Loan status until the outstanding fees are paid.
6. I understand that outstanding invoices for laptop repairs are also included in the debt recovery policy.
7. Payments must be made to Student Services either in person or by phone 08 8355 7014 / 08 8355 7015 or by ringing the Finance Office on 8355 7008. Upon payment, this form must be stamped by Student Services and then returned to the International Office.

### Student's responsibilities:

- Laptops must be brought to school fully-charged to last out a full day of learning.
- It is expected that when not in use the laptop will be locked securely in the student's locker.
- Powering or charging of devices at school will not be possible due to WHS compliance advice.
- Students must return their laptop in good working condition 1 week before their last day at school.

Please note, as per Department for Education requirements, non-school or privately purchased laptops are not permitted to be used at school due to licensing and software agreements.

I confirm that I have read and understand the above terms and that I agree to pay a non-refundable lease fee (must be paid before the laptop is issued to the student):

- ☐ 1 semester or less (1 or 2 terms) \$150 full upfront payment
- ☐ More than 1 semester (3 or 4 terms) \$200 full upfront payment
- I understand my responsibilities regarding the use of the laptop and the Internet.
  - In signing below, I acknowledge that I understand and agree to the Laptop User Contract.
  - I understand that failure to comply with the Laptop User Contract could result in recall of the laptop and loss of access for home use.

The contract must be signed by the student and the homestay parent.

**Student Name**

**Student Signature**

**Date**

**Homestay Parent Name**

**Homestay Parent Signature**

**Date**



**Government of South Australia**  
Department for Education

Department for Education T/A South Australian Government Schools CRICOS Provider number: 00018A

*Your*  
**Journey**  
///

We acknowledge and recognise Aboriginal and Torres Strait Islanders as the First Nations people of Australia. Henley High School is on Kurna Land. We pay our respects to the Kurna people, the Elders both past and present and their spiritual relationship with country.



# 2024 Laptop Program Contract: International Study Abroad Student

## Terms and conditions

### 1. Purpose

The laptop is provided as a tool to assist student learning both at school and at home.

### 2. Ownership

2.1 The student must bring the laptop to school fully charged every day. Chargers should be left at home.

2.2 The school retains ownership of the laptop until the 3 year lifecycle is completed.

2.3 All material on the laptop is subject to review by school staff.

### 3. Damage or loss

3.1 All laptops are covered by a 4-year manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, malicious or accidental damage (eg cracked LCD screens are not covered under warranty).

3.2 Any problems, vandalism, damage loss or theft of the laptop must be reported immediately to the school.

3.3 In the case of a suspected theft a police report must be made by the family and an event number provided to the school.

3.4 In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided and a major damage or loss report must be filled out by the student. The repair costs are subsidised. (No charge for labour).

3.5 If a laptop is damaged or lost, the Principal will determine whether replacement is appropriate and/or whether or not a student retains access to a laptop for home use.

3.6 Students will be required to replace lost or damaged chargers.

### 4. Standards for laptop care

The student is responsible for:

4.1 Taking care of laptops in accordance with school guidelines in the Laptop Handbook

4.2 Adhering to the Acceptable use policy outlined in the Laptop Handbook.

4.3 Backing up data securely.

### 5. Acceptable computer and internet use

The students will adhere to the guidelines outlined in the Laptop Handbook on:

5.1 Acceptable use

5.2 Cyber bullying

5.3 e-crime

### 6. Access and security

Students will:

6.1 Not disable settings for virus protection, spam and filtering.

6.2 Ensure that communication through the internet and online communication is related to learning.

6.3 Keep passwords confidential and change them promptly when known by another person.

6.4 Use passwords that are not obvious or easily guessed.

6.5 Never allow others to use their account.

6.6 Log off at the end of each session to ensure nobody else can use their account.

6.7 Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable.

6.8 Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student.

6.9 Never knowingly initiate or forward a message sent in confidence, a virus, a hoax email or spam.

6.10 Never send or publish unacceptable or unlawful material or remarks including offensive, abusive, or discriminatory remarks.

6.11 Never threaten, bully or harass another person.

6.12 Be aware that all use of the internet and school networks can be audited and traced to the accounts of specific users.

6.13 If the student leaves the school the software will de-activate within a period of 60 days

### 7. Privacy and confidentiality

Students will:

7.1 Never publish or disclose the email address of a staff member or student without that person's explicit permission

7.2 Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others

7.3 Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### 8. Intellectual property and copyright

Students will:

8.1 Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

8.2 Ensure that permission is gained before electronically publishing users' works or drawings.

8.3 Always acknowledge the creator or author of any material published.

8.4 Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

### 9. Misuse and breaches of acceptable use

Students will be aware that:

9.1 They are held responsible for their actions while using internet and online communication services.

9.2 They are held responsible for any breaches caused by them allowing any other person to use their account.

9.3 The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services

# Annexure C: Laptop Program Contract for International Graduate Students

# 2024 Laptop Program Contract: International Graduate Student



**HENLEY  
HIGH SCHOOL**

**Student Name**

**Homestay Parent Name**

**Office use only**

**Option**

**Inv#**

**Com**

**Collected**

Cudmore Terrace  
Henley Beach SA 5022

P 08 8355 7000

E [henleyhs@henleyhs.sa.edu.au](mailto:henleyhs@henleyhs.sa.edu.au)

W [henleyhs.sa.edu.au](http://henleyhs.sa.edu.au)

Please confirm by signing this agreement that:

1. I have read the Laptop Program Handbook found at [www.henleyhs.sa.edu.au](http://www.henleyhs.sa.edu.au) and agree to the 'ICT Acceptable Use' policy.
2. I understand that this is a program which provides a student with access to a laptop which is the property of the school for their exclusive use at school and at home over the duration of the student's program at Henley High School.
3. I understand that by signing the agreement that this constitutes a commitment to pay the full laptop program fee of \$1400, which is due before the laptop is issued to the student.
4. I understand that any damages not covered by warranty will be invoiced separately.
5. I understand that where payment has not been received by the due dates specified that Henley High School's debt recovery policy will apply. This means the laptop can be collected and the contract reverted to a Daily Loan status until the outstanding fees are paid.
6. I understand that outstanding invoices for laptop repairs are also included in the debt recovery policy.
7. Payments must be made to Student Services either in person or by phone 08 8355 7014 / 08 8355 7015 or by ringing the Finance Office on 8355 7008. Upon payment, this form must be stamped by Student Services and then returned to the International Office.

## Student's responsibilities:

- Laptops must be brought to school fully-charged to last out a full day of learning.
- It is expected that when not in use the laptop will be locked securely in the student's locker.
- Powering or charging of devices at school will not be possible due to WHS compliance advice.
- Students must return their laptop in good working condition 1 week before their last day at school.

Please note, as per Department for Education requirements, non-school or privately purchased laptops are not permitted to be used at school due to licensing and software agreements.

I confirm that I have read and understand the above terms and that I agree to pay a lease fee (must be paid before the laptop is issued to the student) of:

☐ Laptop program fee \$1400 full upfront payment

- I understand my responsibilities regarding the use of the laptop and the Internet.
- In signing below, I acknowledge that I understand and agree to the Laptop User Contract.
- I understand that failure to comply with the Laptop User Contract could result in recall of the laptop and loss of access for home use.

**The contract must be signed by the student and the homestay parent.**

**Student Name**

**Student Signature**

**Date**

**Homestay Parent Name**

**Homestay Parent Signature**

**Date**



**Government of South Australia**  
Department for Education

Department for Education T/A South Australian Government Schools CRICOS Provider number: 00018A

*Your*  
**Journey**  
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We acknowledge and recognise Aboriginal and Torres Strait Islanders as the First Nations people of Australia. Henley High School is on Kurna Land. We pay our respects to the Kurna people, the Elders both past and present and their spiritual relationship with country.

# 2024 Laptop Program Contract: International Graduate Student

## Terms and conditions

### 1. Purpose

The laptop is provided as a tool to assist student learning both at school and at home.

### 2. Ownership

2.1 The student must bring the laptop to school fully charged every day. Chargers should be left at home.

2.2 The school retains ownership of the laptop until the 3 year lifecycle is completed.

2.3 All material on the laptop is subject to review by school staff.

### 3. Damage or loss

3.1 All laptops are covered by a 4-year manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, malicious or accidental damage (eg cracked LCD screens are not covered under warranty).

3.2 Any problems, vandalism, damage loss or theft of the laptop must be reported immediately to the school.

3.3 In the case of a suspected theft a police report must be made by the family and an event number provided to the school.

3.4 In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided and a major damage or loss report must be filled out by the student. The repair costs are subsidised. (No charge for labour).

3.5 If a laptop is damaged or lost, the Principal will determine whether replacement is appropriate and/or whether or not a student retains access to a laptop for home use.

3.6 Students will be required to replace lost or damaged chargers.

### 4. Standards for laptop care

The student is responsible for:

4.1 Taking care of laptops in accordance with school guidelines in the Laptop Handbook

4.2 Adhering to the Acceptable use policy outlined in the Laptop Handbook.

4.3 Backing up data securely.

### 5. Acceptable computer and internet use

The students will adhere to the guidelines outlined in the Laptop Handbook on:

5.1 Acceptable use

5.2 Cyber bullying

5.3 e-crime

### 6. Access and security

Students will:

6.1 Not disable settings for virus protection, spam and filtering.

6.2 Ensure that communication through the internet and online communication is related to learning.

6.3 Keep passwords confidential and change them promptly when known by another person.

6.4 Use passwords that are not obvious or easily guessed.

6.5 Never allow others to use their account.

6.6 Log off at the end of each session to ensure nobody else can use their account.

6.7 Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable.

6.8 Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student.

6.9 Never knowingly initiate or forward a message sent in confidence, a virus, a hoax email or spam.

6.10 Never send or publish unacceptable or unlawful material or remarks including offensive, abusive, or discriminatory remarks.

6.11 Never threaten, bully or harass another person.

6.12 Be aware that all use of the internet and school networks can be audited and traced to the accounts of specific users.

6.13 If the student leaves the school the software will de-activate within a period of 60 days

### 7. Privacy and confidentiality

Students will:

7.1 Never publish or disclose the email address of a staff member or student without that person's explicit permission

7.2 Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others

7.3 Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### 8. Intellectual property and copyright

Students will:

8.1 Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

8.2 Ensure that permission is gained before electronically publishing users' works or drawings.

8.3 Always acknowledge the creator or author of any material published.

8.4 Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

### 9. Misuse and breaches of acceptable use

Students will be aware that:

9.1 They are held responsible for their actions while using internet and online communication services.

9.2 They are held responsible for any breaches caused by them allowing any other person to use their account.

9.3 The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services





## Henley High School

Cudmore Terrace, Henley Beach SA 5022

Monday to Friday

8:00am to 4:00pm

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**E** [info@henleyhs.sa.edu.au](mailto:info@henleyhs.sa.edu.au)  
**W** [www.henleyhs.sa.edu.au](http://www.henleyhs.sa.edu.au)

## Student Services

**P** 08 8355 7015 (Years 7-9)  
**P** 08 8355 7014 (Years 10-12)  
**E** [studentservices@henleyhs.sa.edu.au](mailto:studentservices@henleyhs.sa.edu.au)

## Finance

**P** 08 8355 7008  
**E** [finance@henleyhs.sa.edu.au](mailto:finance@henleyhs.sa.edu.au)

## ICT Services

**E** [ICTservices@henleyhs.sa.edu.au](mailto:ICTservices@henleyhs.sa.edu.au)



**Government of South Australia**  
Department for Education

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