

# Student Enrolment Form

**Please return this form to Darwin Middle School or email [enrol.darwinmiddle@education.nt.gov.au](mailto:enrol.darwinmiddle@education.nt.gov.au) as soon as possible to ensure prompt processing.** \*I understand that by submitting this form, this information will be shared between Darwin Middle School and my child's current school for the purposes of enrolment.

## Information and Privacy

The Department of Education is committed to providing Northern Territory students with quality education services. The department needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services, and to monitor compliance under the *Education Act*. Personal information will only be disclosed for these purposes as permitted by the *Information Act*.

The *Privacy Statement* attached is for your information. Please take the time to read this as it outlines in greater detail the use and disclosure of the information that you provide.

**If you need help completing this form, including translation services, please contact your school.**

Office use only	
Student UPN:	
Year:	
Form:	
Anticipated start date:	
Enrolment status:	Full-time    Part-time    FTE:

School name:	Darwin Middle School		
Has the student ever attended an NT school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
What was the last school the student attended?	School name:		
	State/Territory:	Country: (if not Australia)	
	Year/grade/level attained:	Date of leaving: / /	
Is this student residing in the NT due to a Defence Force posting?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Proof of identity attached (e.g. birth certificate, passport)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## Section 1 Student Details

Surname:		
Legal surname on birth certificate: (if different from above)		
Previous surname: (if applicable)		
1st name: (given name)		
2nd name: (middle name)		
3rd name: (if applicable)		
Preferred first name:		
Has the student been known by any other names? (if not listed above)	Other surname/s:	Other first name/s:

Date of birth:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Tribal grouping/clan name: (if applicable)		
Skin name: (if applicable)		
Student's residential address:		
Suburb/town/community:		Postcode:
Student's postal address: (if different from above)		
Suburb/town/community:		Postcode:

<b>Senior secondary students only</b>	
Student's contact details:	Phone:
	Mobile:
	Email:
Student's car registration number: (if applicable)	
Is the student independent? (i.e. living without a parent/guardian)	<input type="checkbox"/> Yes (If yes, all correspondence will be sent to the student). <input type="checkbox"/> No (If no, all correspondence will be sent to the parent/guardian).

<b>Section 2 Additional Student Information</b>	
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander
Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: <hr/>
Is the student an Australian citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is the visa subclass number: (e.g. 457, 676) If you have any questions about the visa subclass, contact the department's International Services Branch on 8901 4905.	<hr/> <input type="checkbox"/> Copy of visa attached?
If born overseas, on what date did the student arrive in Australia?	/ /
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: <hr/>

## Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached? ☐ Yes ☐ No

## Section 4 Parent/Guardian Information

If you are an independent student (living without a parent or guardian) please go straight to Section 7

	Parent/guardian 1	Parent/guardian 2
Title: (Mr/Ms/Mrs/Miss)		
Surname:		
First name:		
Middle name:		
Relationship to student: (e.g. father, grandmother)		
Responsible for parenting*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lives with student*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive reports etc*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact this person in an emergency?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If all the No boxes above are ticked, please ensure Section 3 is completed.)
Home phone:		
Other phone:		
Mobile:		
Email:		
Residential address:		
Suburb/town/community:		
Postcode:		
Postal address: (if different from above)		
Suburb/town/community:		
Postcode:		

\*Tick all boxes that apply

## Section 5 Parent/Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this optional information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify

What is the **highest** year of primary or secondary school the parent/guardian has completed?

For persons who have never attended school, mark Year 9 or equivalent or below.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> 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"/> 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

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

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> 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"/> 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

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 2).

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> <b>Group 1</b> Senior management in large business organisation, government administration, and qualified professionals	<input type="checkbox"/> <b>Group 1</b> Senior management in large business organisation, government administration, and qualified professionals
<input type="checkbox"/> <b>Group 2</b> Other business managers, arts/media/sportspersons, and associate professionals	<input type="checkbox"/> <b>Group 2</b> Other business managers, arts/media/sportspersons, and associate professionals
<input type="checkbox"/> <b>Group 3</b> Tradesmen/women, clerks and skilled office, sales and service staff	<input type="checkbox"/> <b>Group 3</b> Tradesmen/women, clerks and skilled office, sales and service staff
<input type="checkbox"/> <b>Group 4</b> Machine operators, hospitality staff, assistants, labourers and related workers	<input type="checkbox"/> <b>Group 4</b> Machine operators, hospitality staff, assistants, labourers and related workers
<input type="checkbox"/> <b>Other</b> Not in paid work in the last 12 months	<input type="checkbox"/> <b>Other</b> Not in paid work in the last 12 months

Section 6 Sibling Information			
Does the student have any brothers or sisters at this school?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details below		
	Sibling's given names	Surname	Date of birth
			/ /
			/ /
			/ /

Section 7 Additional Emergency Contacts		
For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contacts. For independent students this is the 1st point of contact in an emergency.		
	Contact 1	Contact 2
Title: (Mr/Ms/Mrs/Miss)		
Name:		
Relationship: (e.g. aunt, friend)		
Phone 1:		
Phone 2:		

Section 8 Medical Details and Consent		
Does your child suffer from any of the following? (Tick all the boxes that apply)		
<input type="checkbox"/> Allergies	<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Seizure disorder (e.g. epilepsy)	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Physical disability
<input type="checkbox"/> Speech impairment	<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Intellectual/learning impairment (e.g. dyslexia)
<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Mental health or behaviour issue (e.g. depression, ADHD)	
<input type="checkbox"/> Other, please specify: _____		
If you have ticked any of the boxes above please provide further information. Also provide details if the student has any special needs or requires support in school (including details of previous special needs assessments undertaken by a school etc)		
<div></div>		

**NOTE: School staff will administer first aid, seek medical assistance or call an ambulance for the student being enrolled if they judge this to be necessary.**

<input type="checkbox"/> Medication required. Please supply details of any treatments, care or medication required. (contact school for relevant forms)	
Relevant medical consent forms completed and attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required
Immunisation certificate/record provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent to the sharing of health information between schools and Department of Health and Families (DHF) as stated in the privacy statement (for more details see Appendix 1). Health information may be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent to a school health surveillance check when my child is in Transition and/or Year 1 (if applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent to my primary school child having a dental examination (if applicable).  Parents/guardians will be notified of the result and asked to give consent for any treatment or referrals. No treatment will be carried out without a current signed consent. Parents/guardians are encouraged to accompany their child to appointments.  More information available on website <a href="http://www.health.nt.gov.au/oral_health">www.health.nt.gov.au/oral_health</a> NB: Eligibility for public oral health services is restricted to defined client groups and excludes some visa subclass numbers. Information regarding eligibility can be found at <a href="http://www.health.nt.gov.au/Oral_Health/Child_and_Adolescent_Services/index.aspx">www.health.nt.gov.au/Oral_Health/Child_and_Adolescent_Services/index.aspx</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 9 Additional Consents

### Consent for publication of a student's Photo and Work

DoE may record sound and/or vision of a student and their work while they are at school or taking part in school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the school or college's work. This does not mean that the student loses ownership of the works.

Please provide consent for the following:

	Use of Student Photograph	Use of Work by Student	Publishing Student First Name	Publishing Student Surname
<b>School/College Newsletter</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>School/College Yearbook</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>School/College/Department Website</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*\* Consent for all other media usage should be sought as and when required.*

**Consent for library use**

I give consent to authorised access of the student's contact details and library borrowings by LINNet (Libraries in the Northern Territory) and associated libraries.

School libraries use the contact details to provide library borrowing services to students, and may share this information with LINNet and associated libraries. Only authorised library personnel will have access to this information. Please note failure to provide the information in full or part may result in limiting or preventing the student from borrowing from the school library.

☐ Yes ☐ No

**Consent for attending religious instruction**

I give consent for the student to attend religious instruction. Name of religious instruction you wish the student to attend:

☐ Yes ☐ No

**It is your responsibility to notify the school in writing of any changes to the information provided on this enrolment form.**

Name of parent/guardian/independent student enrolling the student and providing consents:

\_\_\_\_\_  
(Please print)

Relationship to student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:    /    /

Name of school witness: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date:    /    /

## Uniform Agreement

At Darwin Middle School we care about our students, their safety and their image within the community and believe that their appearance is a significant visible communicator about our school and themselves. Our school uniform is a universal design that meets the requirements of an active school life and the tropical climate that we live in.

### Student School Uniform

Unisex School T Shirt  
School Shorts (with Darwin Middle School logo)  
Enclosed footwear

School T shirts and shorts are available for purchase from the Administration Office during the year.

Northern Territory Government Policy requires all students from Transition to Year 9 to wear an authorised school uniform whilst on school premises and when attending official school activities during and after school hours.

Students who fail to wear the school uniform will be reported to the Office of Good Standing. A student may lose their Good Standing for up to two weeks for failing to follow this uniform agreement.

Your signature below acknowledges this uniform agreement.

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Signature of Student

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Signature of Parent

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Name of Student

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Name of Parent

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Date

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Date



# Student Cybersafety Use Agreement



This document is comprised of this cover page and three sections:

**Section A: Introduction**

**Section B: Cybersafety Rules for Secondary Students**

**Section C: Cybersafety User Agreement Form.**

## Instructions

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section C and return that page to the school office.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement, please contact the school.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

### **Important terms used in this document:**

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

**Additional information can be found on NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

## Section A: Introduction

The measures to ensure the cybersafety of Darwin Middle School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Darwin Middle School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This user agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a user agreement and once signed and consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on or off the school site.

## Section B: Cybersafety Rules for Middle School Students

**As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:**

1. I cannot use school ICT equipment until my parent, and I have read and signed my user agreement form (see Section C) and returned it to school.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not, at any time, use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Upload any files or software onto any of the schools ICT systems that is not related to school work
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material, I will:
  - Not show others
  - Turn off the screen or minimise the window and
  - Report the incident to a teacher immediately.

9. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, tablet, peripheral device) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
11. I understand that if I bring my own device to use at Darwin Middle School I do so at my own risk. The school is not responsible for lost, stolen or damaged devices. We recommend purchasing insurance for accidental loss or damage and students use a protective case or bag for their personal devices.
12. I will not connect any device (such as a USB drive, camera, or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
14. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
15. I understand that the school's ICT hardware and software is provided for the use of students for educational purposes only and that my use of ICT equipment in a school context is therefore subject to scrutiny by the School whenever the School considers this to be necessary or appropriate. To this end I understand that the School does monitor traffic and material sent and received using the school's ICT network. The school does use filtering and/or monitoring software to restrict access to certain sites and data, including email.
16. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
17. Any sources used in research must be cited and credit given to the author/creator. Copying of work and claiming it as your own is a serious breach of conduct.
18. I understand that sending, downloading or displaying offensive material including obscene language and pornography, installing packet sniffers, password generators and keystroke recording software and intentionally wasting bandwidth and printing resources, etc is not permitted.
19. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

## Section C: Cybersafety User Agreement Form

To the student and parent/legal guardian/caregiver, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, and the copy of this signed page which the school will provide.

**We understand that Darwin Middle School will:**

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues.

## Section for student

**My responsibilities include:**

- I will read this cybersafety use agreement carefully
- I will follow the cybersafety rules and instructions whenever I use the school's ICT
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the ICT Manager if I am not sure about anything to do with this agreement.

**I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.**

Name of student: .....

Signature: .....

Date: .....

## Section for parent/legal guardian/caregiver

**My responsibilities include:**

- I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

**I have read this cybersafety use agreement document and am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

Name of parent: .....

Signature: .....

Date: .....

**Please note: This agreement for your child will remain in force while enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**

## Language Studies

The Darwin Middle School program includes the teaching of languages other than English. It is expected that unless there are exceptional circumstances students will need to commit to being part of that language group for the remainder of their enrolment at Darwin Middle School. Students are able to take a non-language option in Year 9.

Please make your selection below indicating your **first and second** choice. Whilst all effort will be made to ensure your student is placed in their first choice, restrictions in class sizes, student interest and teacher availability may require the school to place your student with their second choice. If no second choice is given, the school will allocate based on class availability.

☐ Indonesian

☐ Chinese (Mandarin)

### Additional information:

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

I have studied a language before? **Yes / No**

If yes, which language? \_\_\_\_\_

I speak a language other than English at home? **Yes / No**

If yes, which Language? \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

# Darwin Middle School Library Membership Form

Membership: ☐ Temp ☐ Student Internet User

Title	First and Middle Name	Last Name	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential address:

Postal address, if different to residential address:

Mobile phone:  Home phone:

Email address:  Card Number (Office use only)

Preferred method of contact for reservation & overdue notifications: ☐ Email ☐ Letter

## Responsible adult (for joining children under 18):

First and Middle Name	Last Name	Relationship	Card Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Consent

According to the NT Information Act, we require your consent to securely store your personal data outside of the Territory for the purposes of library business only.

I authorise permission for personal data for myself and my dependents:

1. to be stored outside the Northern Territory and, where required, Australia
2. to be stored securely; and
3. for the purposes of library business only, in accordance with the Information Act and Information Privacy Principles for the collection and handling of personal information.

I agree to abide by the **Darwin Middle School** Terms & Conditions of membership.

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

**Privacy Statement:** *Darwin Middle School* recognises the importance of protecting your privacy.  
Information you provide is used only by **Darwin Middle School** and not sold or given to third-parties unless required by law.

### Office Use Only

Membership: \_\_\_\_\_ Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

Added to SAM's: ☐ Complete ☐ Permission not given

Staff: Scan to RM and shred document once complete.

# Talent Release Permission Form - Students

I give permission for the Northern Territory Government to use my name and photographs, video or audio recordings of myself / my child for marketing and promotional purposes including but not limited to printed publications, newsletters, posters, advertisements, websites, social media, television commercials, billboards, and cinema and radio advertisements.

The permission will continue until I revoke permission in writing to the Northern Territory Government. In the situation where permission is revoked, every effort will be made to remove the image from future distribution; however, this may not be possible or practical in some situations.

I have read and understand the above:

<b>Name:</b>			
<b>Guardian name (if under 18 years):</b>		<b>Phone:</b>	
<b>Email:</b>			
<b>Do you identify as being of Aboriginal or Torres Strait Islander descent?</b> <i>Wherever possible, the Northern Territory Government will remain sensitive to cultural, family and personal sensitivities. This information is optional and will not be used for any purpose involving discrimination.</i>			<b>(mark X if yes)</b> <input type="checkbox"/>
<b>Signature</b> <i>(if under 18 years of age, must be signed by parent/guardian)</i>		<b>Date: (dd/mm/yyyy):</b>	
<b>Notes or special considerations:</b>			

OFFICE USE      Collected on behalf of the Northern Territory Government	
<b>Name:</b>	
<b>Organisation:</b>	
<b>Email/Phone:</b>	

**Description of job and person:** i.e. region, location, event name, clothing, hair colour, gender, position in shot

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**Notes:** i.e. sensitivities, exclusions, copyright considerations, original image number, file name

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## Talent – information sheet

The Northern Territory Government (NTG) is collecting your information to obtain permission to use photos, video and/or audio recordings of you in Northern Territory Government advertising, documents, promotional materials, websites and social media accounts. Photos, video (now referred to as images) and/or audio recordings or other personal information described in this form may be supplied to NTG staff, contractors or service providers (i.e. graphic designers) engaged by the Northern Territory Government to produce these materials but will not be provided to any other person or organisation for purposes other than described. The images or audio recording and a copy of the talent release form may also be stored on the NT Government Image Library.

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*Before you agree to any images or audio recordings of you being used by the Northern Territory Government, there are some important things you need to know.*

### **What will happen to my images once they are taken?**

The Northern Territory Government will store your images digitally in its photographic library database. The talent release form that you signed will be filed with your images. Once stored in the database, your images may be used by any Northern Territory Government department or agency for a wide variety of purposes, ongoing, until advised otherwise by you in writing.

### **Who can use my images?**

Your images cannot be shared with any person, organisation or company outside of the Northern Territory Government, other than those specified, without your express permission. This includes private companies, political parties, and charitable organisations.

### **Where will my images or audio be used?**

Your images may be used in a variety of applications. Some of the typical places could include printed brochures and flyers, newspaper advertising, magazines and journals, television commercials, radio commercials, government events and displays, newsletters, websites and social media channels, outdoor billboards and banners, bus advertising and others as required. Your image may be used in situations that are unrelated to the original purpose for which they were taken.

### **What if I don't want my photograph to be used somewhere?**

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign.

### **I had my photograph taken but I no longer want it used. How can I get it taken off the database?**

You should telephone the number on this form or send an email to let us know.

### **Why do you need to know if I identify as being of Aboriginal or Torres Strait Islander descent?**

The NT Government delivers a wide range of services and public information programs specifically designed to reach Territorians who identify as being of Aboriginal or Torres Strait Islander descent and we appreciate that there may be certain cultural sensitivities about using your image.

### **You are entitled to access and amend the information provided by you.**

### **For more information or to update your records please contact:**

Northern Territory Government, Department of Education  
Corporate Communications and Media  
Lvl 11, Mitchell Centre  
**Phone:** 8901 4918  
**Email:** comms.doe@nt.gov.au



# APPENDIX 1 Privacy Statement

For more information regarding the Department of Education (DoE) obligations in relation to protecting your privacy, visit <http://www.education.nt.gov.au/about-us/foi> or contact a DoE Information Officer on (08) 8901 4907. We need enrolment details for the following purposes:

## Student Details

- This information is required to discuss matters regarding the student's education, for contact in an emergency or for other educational purposes. These other educational purposes may include:
  - the determination of the number of school aged children in a region, allowing DoE to plan resourcing for schools;
  - to assist in the provision of transport to and from schools;
  - to determine whether all school-aged children are enrolled in an educational facility as required by the NT *Education Act*;
  - any requirements under relevant laws of either the Northern Territory or Australian Government; and
  - students' names and demographic information may be verified against health records.

## Student and Parent Background Information

- Some of this information is a standard requirement on all enrolment forms Australia wide as part of the National Education Agreement. The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools. Some of this information will be forwarded to the Australian Government as required under the appropriate legislation.

## Additional Emergency Contacts

- This is required in the event that the school is unable to contact parents/guardians. Please ensure that the people named have agreed to their details being provided to the school.

## Special Family Circumstances

- Additional information about parents/guardians. This is needed so that we are aware of family arrangements e.g. foster care, dual custody, access restrictions. Please provide any relevant Court Orders including access restrictions and parenting plans, and inform the school as soon as possible about any changes to your family arrangements.
- Contact your school principal if you would like to discuss, in strict confidence, any matters relating to these arrangements.

## Medical Details and Consents

- Health information is required so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- Contact information may be shared with staff of the Department of Health and Families (DHF) should nurses, dentists, audiology staff and health workers need to contact parents/ guardians. The school may need to disclose personal and sensitive information to medical practitioners, and people providing services to the school, including specialist visiting teachers and counsellors.
- We require details of student medical conditions and/or disabilities, and medication they may need while at school. If possible, please provide medication to the school in an authorised pharmacy packet.
- Please inform the school if your child develops a medical condition that may require regular or emergency treatment by school staff.
- Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.
- Health information may also be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results) to ensure the student is properly cared for at school.
- DHF may provide medical information back to the school to assist in planning appropriate health interventions and to assist in classroom curriculum activities.

Please contact the school if you require further information or clarification regarding the DoE Medications Policy.

## Access to Your Child's Record Held by the School

In most circumstances you are able to access your child's records. Please contact the Principal to do so. If you have any concerns about the privacy of this information please contact the Principal.

# APPENDIX 2

## List of Parent or Guardian Occupation Groups

### Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executives/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 or 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, flight 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 clerk/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 desk, admissions clerk]

**Skills office, sales and service staff**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care 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 staff** [typist, word 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 are 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, crossing supervisor]