

INTERNATIONAL STUDENT POLICIES AND PROCEDURES DOCUMENT

Before you complete and sign the Application and Tuition Agreement forms, please carefully read this Policies and Procedures Document and the summary of The Code of Practice (www.nzqa.govt.nz/providers-partners/caring-for-international-students/).

You must sign the International Student Application and Tuition Agreement form to confirm have understood and accepted all provisions as set out in all documents.

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SECTION A – POLICIES AND PROCEDURES

1. CODE OF PRACTICE

Rodney College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZQA website at www.nzqa.govt.nz/providers-partners/caring-for-international-students

2. SELECTION

Selection will be made by the Director of International Students. Students from as wide a range of countries as possible will be recruited so that many cultures are represented. Offers are based on an assessment of the extent to which Rodney College can meet the needs of the prospective student. The College reserves the right to cancel an Offer of Place and refund fees paid hereunder in the event it ascertains any adverse comment from the previous schooling of the applicant or any of the applicant's recommendation letters. The College reserves the right to cancel an Offer of Place and refund fees hereunder in the event the level of English and/or prior learning in the subject area is not verified in testing at enrolment. Failure to disclose relevant information or the provision of false information may result in termination of enrolment.

3. TESTING

The College may test International Students on arrival at the College to help determine placement. The school offers ESOL where necessary.

4. PLACEMENT

The College will issue an Offer of Place to a selected student but the level of study offered is an indicator only. The College has the right to place the student in appropriate subjects and year levels; selection and placement are conditional upon the College being able to meet the needs of the student. Students entering the College as International Students must have the prior learning necessary and the intellectual and emotional capacity to cope with study in New Zealand in English at the level enrolled in. Quality applicants are sought whose proficiencies and career intentions are matched by the opportunities Rodney College offers. The College may ask a student to undertake intensive language tuition at another institution for a period of time if it is ascertained the student cannot cope at Rodney College at an appropriate English level. Generally, students are placed with their age group level.

5. ENROLMENT CONDITIONS

Upon enrolment at the College, the student will abide by the same conditions as regards behaviour and absence as apply to domestic students.

Enrolment as an International Student at the College shall be terminated:

- a) At any time by agreement between the parties; or
- b) By Rodney College if the student fails to pay fees in advance, or fails to abide by the same conditions as for domestic students, or fails to abide by the conditions of the International Student Tuition Agreement; or
- c) If the student ceases to hold, or ceases to be eligible to hold, a valid student visa issued by the New Zealand Immigration Service.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at www.immigration.govt.nz.

6. GENERAL INFORMATION

Liaison with the College

The International Office welcomes contact with parents. Parents may contact the appropriate International staff member about any school matters that concern them and the Deputy Principals and Guidance staff are also available for consultations. Teachers are available on Parents' Evenings held throughout the year. Regular newsletters are sent home with students or can be emailed directly to parents. These contain information about College activities, term and examination dates and other matters of interest to parents or caregivers.

Contact Information

The College appreciates having up-to-date information on all students. Please inform the international office when addresses or telephone numbers change. In some cases the International Director needs to contact parents or caregivers during working hours so the College requires an up-to-date contact address/telephone number for a parent's or caregiver's place of employment. We wish to avoid embarrassment by sending incorrectly addressed mail so would also appreciate being informed in cases where marital status change.

The Library

- The library operates in school hours, 8.35am-3.15pm.
- Students require an I.D. card or student number. Four items can be issued for 3 weeks.
- The library has a colour/black and white photocopier. Students can purchase any amount of photocopying allowance.

Absences

Sickness

When students are absent because of sickness, parents or caregivers are required to phone the student office that morning and send a note explaining the absence to the Whanau Teacher as soon as the student returns to school. If the absence is likely to be longer than three days, a medical certificate is required.

Visit to Doctor or Dentist

Students may make appointments with a doctor or dentist in school time, although it is obviously less disruptive if appointments can be made after school. The student should bring the appointment card or a letter from the parents or caregivers to the Deans and then sign out on the list outside student office before they leave school for the appointment. Students also need to sign in on their return to school.

Sickness during the School Day

The Student Office Manager is responsible for students who need to use the sick bay during the day. The Student Office Manager can give permission for students to go home sick at any time and will contact parents or caregivers when this occurs. Under no circumstances are students allowed to leave the school grounds without seeing the Student Office Manager first.

Other Absences

Under the Code of Practice an International Student is required to attend a minimum of 80% each school year. This is a requirement by New Zealand Immigration to re-apply for a student visa. The Education Act does not allow for holidays in school time, shopping or looking after other members

of the family. The school attempts to meet any reasonable requests from parents or caregivers for leave, but senior students need to be aware of the restrictions associated with internal assessment. The full support of parents and caregivers in these matters is an important factor in preventing truancy and in keeping young people out of trouble.

7. STUDENT BEHAVIOUR

School Rules

Students at Rodney College are expected to behave responsibly and accept the discipline and authority of the College. We expect students to behave with courtesy and respect towards each other and especially towards members of the College staff. All students must observe the Rodney College School Rules attached.

Alcohol and Drugs

Any student who consumes, is affected by, or is in possession of alcohol or drugs on any school trip, school related activity or in school uniform at any time, will be subject to disciplinary procedures as directed by the Principal.

Smoke Free

Smoking is not permitted in the school grounds or buildings at any time. Smoking is not permitted by students in school uniform or during school activities at any time.

Misconduct Policy

The disciplinary procedures outlined in the Education Act 1989 shall be applicable for all serious misconduct that is alleged to have occurred both inside and outside of the school. The designated caregiver, Homestay caregiver or Dean of International Students (or their representative) shall act as the parent in the disciplinary process.

Should it be deemed appropriate the school reserves the right to:

- a) Impose a curfew or other restrictions on the student outside of school hours for a set period of time
- b) Terminate the contract and repatriate the student with forfeiture of fees

8. GROUP STUDENTS

Defined as “two or more international students aged 10 and over, entering New Zealand together in an organised group and enrolling at a signatory for 12 weeks or less”.

All Rodney College policies and procedures stated in this document apply to students travelling in groups. Each student must complete an individual application form, and attend an orientation. All group students will have a named group supervisor for emergencies and a Rodney College contact person.

9. SUPPORT SERVICES

Many staff provide support and help for International Students. Counsellors and Careers Counsellors help students with personal and career issues, choices and applications. The International Department has a Director, Dean and Accommodation Co-ordinator who are available to deal with any concerns. First language assistance may also be available in some languages.

10. ADDITIONAL NEEDS

If at any time it is believed that an International Student is at risk the matter will be referred immediately to the Guidance Department where all appropriate policies and procedures will be followed.

11. COMMUNICATION, COMPLAINTS AND CONCERNS

Students and parents may experience a range of problems and difficulties. This is normal. Any problem should firstly be taken to the Accommodation Co-ordinator, International Dean or to Guidance staff.

The College adheres to the New Zealand Code of Practice. An appeal authority operates through the Ministry of Education and students are advised of this at orientation (email:ieaa@justice.govt.nz). All students are given a copy of their Tuition Agreement at orientation with a copy of this document.

The College welcomes direct communication from parents via phone, email, letter or visits. The College will communicate with parents via newsletters on a regular basis. The website will also contain up to date information.

12. ACADEMIC PROGRESS AND REPORTING

The College reports fully on academic progress twice a year, with a progress report issued in Term 1. Reports can be emailed to parents and/or agents. The College expects all International Students to make reasonable academic progress and try their best.

13. INTERNET AND COMPUTER USE

Students are provided with Internet access through parent consent as part of the pre-enrolment process. The Internet is only to be used for educational purposes and whilst the College has taken precautions to eliminate controversial material, it is not possible to restrict access to all such material and hence access remains the individual student's responsibility. Internet use and sites visited are monitored closely. The Rodney College Computer and Internet Use Agreement is attached.

14. AUTHORITY AND INFORMATION

The parents of the student authorise staff of the College to:

- a) Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational and welfare information;
- b) Receive financial information relating to the student including bank account details.
- c) Provide consents in respect of any activity carried out and authorised by the College d) Provide necessary consents on the student's behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.
- e) The parents irrevocably authorise the Director of International Students to advise the student's caregiver of all matters and information required to be provided to parents of any student under the laws of New Zealand. The parents irrevocably authorise the College to obtain information regarding the student from the homestay or caregiver. The parents agree to appoint the homestay or caregiver as their representative in New Zealand to receive and provide such information in substitution for the parents where it is not possible or practical for the parents to receive and provide such information.
- f) The parents agree to provide the College with academic, medical or other information relating to the wellbeing of the student as may be requested from time to time by the College.

15. ACCOMMODATION

As per the Code of Practice for the Pastoral Care of International Students, the College upon or before enrolment will determine and verify which category of accommodation the student will live in regardless of age i.e.

- a) Homestay
- b) Designated caregiver
- c) Parent

No International student of Rodney College can live independently, in a boarding establishment or in temporary accommodation.

Police vetting will be required of all caregivers and all residents of a household aged 18 or over excluding International Students (excluding parents).

The College will provide guidelines to the caregivers and the students and outline the divisions of responsibility between the College and the caregiver.

The parents and the student agree that the student shall remain in accommodation arrangements either organised by the College for the term of this agreement, or are approved by the College according to The Code of Practice guidelines on accommodation. Any changes must be negotiated with the Accommodation Co-ordinator. Failure to comply with this requirement may lead to a cancellation of the student permit. All caregivers who are not New Zealand citizens must provide copies of their passports and valid visas.

a) Homestay

All homestays are carefully selected and monitored to ensure that appropriate standards are maintained.

Homestay payment is payable in advance to Rodney College. The College will pay the homestay caregiver each fortnight, account for all money received and payments made from homestay money.

The homestay fees invoiced may be an estimate cost only. Exact costs will be determined when final departure date is confirmed. Rodney College can only guarantee accommodation for visa purposes for the number of weeks homestay fees have been paid for.

Rodney College will refund any balance left over at the end of the student's placement, according to our fees refund policy. If over NZD\$500 the refund will be made directly to the parents in the country of origin of the student. If under NZD\$500 the payment will be made in cash to the student on their last day prior to their departure from Rodney College.

Two week's notice must be given by either party (homestay or student) prior to a student being placed in another homestay.

b) Designated Caregiver (DCG)

The parents of the student must fill out and personally sign the International Student Application and include all details of the DCG (page 3 of International Student Application) when submitting the application. The College will decide if the caregiver will be verified as a Designated Caregiver and will ask for a police vet, further supporting information and/or evidence of nature of the close relationship or friendship.

The home of the proposed DCG will be visited and assessed the same as for a homestay caregiver. The home will be visited subsequently to substantiate and verify the DCG's living situation.

At no time can a DCG leave the student unsupervised overnight or for any length of time without firstly informing the College and seeking approval for a temporary caregiver to take their place. This will probably necessitate a new DCG being appointed for the period, as per all DCG regulations.

The DCG arrangement cannot change until Rodney College is informed, and agrees to the change. The parents take full responsibility and accept the decisions made by their DCG about the day-to-day requirements of their child and understand that Rodney College will make every endeavour to provide care and welfare of their child while studying in their school. Should you have any concerns regarding the welfare of your child Rodney College may refer your child to the relevant welfare authorities, or any other appropriate agency in New Zealand.

c) Parent

Students living with parents must still be monitored by the College. At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the College and seeking approval for a temporary adult caregiver to take their place. If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters. If a parent leaves a

student unsupervised in New Zealand that student will lose their place at the College and New Zealand Immigration will be informed. Parents must follow all the policies of the College at all times. Birth Certificates and copies of passports and visas are required to verify parent status.

16. LIABILITY, RIGHTS, CONTRACT

- a) In any event, the College's liability in relation to the supply of tuition services to the student is limited to the amount of fees paid by the student for the provision of the services in respect of which liability arises.
- b) Nothing in this agreement limits any rights the parents and/or the student may have under the Consumer Guarantees Act 1993.

17. AGREEMENT

- a) Notices given under this agreement must be in writing and given to the addresses set out in the application forms. Those sent by post shall be deemed to have been received five working days after posting.
- b) This document contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this agreement.
- c) It is acknowledged that all relevant provisions of the Education Act 2003 shall apply to the student in New Zealand. Any decision under these provisions to stand-down, exclude or suspend the student for a specified period shall terminate this agreement and the no refund policy shall apply. The parents shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
- d) Neither party is liable to the other for failing to meet its obligations under this agreement to the extent that the failure was caused by an act of God or other force of major circumstances beyond its reasonable control.
- e) This agreement shall be construed and take effect as a contract made in New Zealand and will be governed by New Zealand law, and the student and parents submit to the exclusive jurisdiction of the New Zealand courts.

18. PRIVACY, INFORMATION

The parents and the student acknowledge that:

- a) Personal information disclosed in the International Student Application will be held by the International Office and will be used for communication to the parents. If any information i.e addresses change, please notify the International Office accordingly.
- b) All personal information provided to the College is collected and will be held by the College at 287 Rodney Street, Wellsford, New Zealand.
- c) In accordance with Europe's General Data Protection Regulation (GDPR) the College agrees to handle personal data lawfully and securely and comply with all current and effective laws in regards to personal data. Personal data will be treated confidentially and access will only be given to essential staff and service providers. Personal data will be deleted as soon as it is no longer required and when the law's record retention periods are over.
- d) If the student/parents fail to provide any information requested in the International Student Application, the College will be unable to process the application.
- e) The student/parents have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the College concerning them.

19. INSURANCE REQUIREMENTS

Eligibility for Health Services

Most International students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of

that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.health.govt.nz.

Accident Compensation Corporation

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand. This is a requirement under The Code of Practice for the Pastoral Care of International Students. The college offers the choice of two reputable Insurance Companies (see Application form).

If International students wish to purchase their own insurance elsewhere, the College needs to be provided with a copy of the insurance certificate and policy wordings (in English) so we may determine whether the insurance provides sufficient cover for the student's medical, travel and potential repatriation needs.

It should be noted that costs such as medical treatment in New Zealand and medical evacuation or repatriation can be prohibitive. It is therefore imperative that sums insured for these benefits should be set at an appropriately high figure – ideally, this figure should be unlimited although the College will allow figures that it deems to be sufficiently high.

Below is the suggested minimum content for appropriate insurance policies according to the Code of Practice for Pastoral Care of International Students. The policy should:

- a. Commence the minute the student leaves home for the airport on their way to New Zealand.
- b. Apply while in transit.
- c. Apply while the student is in New Zealand.
- d. Cover the student for any trips to other countries during the period of study.
- e. Cover the student for any holidays back to their home country during the period of study.

High sums insured and medical benefits

"Sums insured" is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to "unlimited cover". In order to "future proof" policies, sums insured of one million dollars plus are recommended.

Emergency evacuation / repatriation

Repatriation represents the costs of getting the student home. The benefit works two ways:

1. If the student becomes seriously ill or injured and needs to be accompanied home either alive or deceased) with medical professionals, these costs are met by the insurance.
2. If members of the student's immediate* family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

(*immediate family is the mother, father, brother or sister).

Ideally, the policy should have "unlimited cover" as very large sums can be incurred in these situations.

Insurance policies for International students should be obtained from companies with a credit rating no lower than A from Standard and Poors, or B+ from AM Best.

If the insurer is an overseas company, the College requires students to provide policy details in English so that it may ensure that all the necessary requirements are met.

If, prior to enrolment, it is decided that a student does not have adequate insurance, the student will

be required to take out additional cover to meet the standards set down by the College.

20. FEES & EXAMINATIONS

Please refer to the current full fee schedule on our website:

www.rodneycollege.school.nz/tuitions-fees

The Board of Trustees reviews all fees annually.

Additional costs may include:

- a) Uniform can be purchased new – allow \$400
- b) Stationary – allow \$200
- c) Entry fees for NCEA Examinations – allow \$383.30
- d) School trips – costs vary
- e) Involvement in sports and extra-curricular activities – some have a small fee
- f) Some subjects such as Hospitality and Photography have an additional cost for materials g) Outdoor Education – see the fee schedule on our website for up to date fees
- h) Spending money
- i) Travel to, from and within New Zealand

NCEA Exams

NCEA exams (National Certificates of Educational Achievement) are New Zealand's national qualifications for senior secondary students. NCEA is part of the National Qualifications Framework, along with approximately 1,000 other qualifications. Internal exams and assessments must be attempted by international students.

International students at Rodney College are not required to sit NCEA, particularly if only staying for one or two terms.

For more information about these qualifications, please go to:

www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/understanding-ncea/

21. NO REFUND POLICY & FEE PROTECTION

1. No Refund Policy

- 1.1 The Rodney College Fee Refund Policy is advised to applicants as “Fee Refund Conditions” and forms part of the Contract Agreement for International Students
- 1.2 This Fee Refund Policy is consistent with the relevant legislation including the Education Act 1989 Sec 4B(7), the Fair Trading Act 1986, the Consumers Guarantees Act 1993
- 1.3 The “Fee Refund Conditions” details the following:

Rodney College has a no refund policy. If the student withdraws from his/her course of study before the course completion date, he/she will **NOT** receive a refund of school fees except in exceptional circumstances. In such cases, the parents should write to the Director of International Students explaining what the exceptional circumstances are; however, the College’s decision is final.

If the application is made before the start of the course, fees will be refunded less: (a)

An administration fee

(b) Costs to the school already incurred for tuition

(c) Components of the fee already committed for the duration of the course, including appropriate portions of salaries of teachers and support staff (if applicable)

(d) Any other costs already incurred.

No refund will be made to a student who is excluded from the College by the Board of Trustees. No refund will be made to an International Student who changes visa status to one which entitles them to regular/domestic student status, after one month from date of payment.

2. Fee Protection

- 2.1 Rodney College Board of Trustees guarantee to hold separately from other Board funds, fees received from International Students, both Tuition and Homestay
- 2.2 Rodney College establishes an independent "Fees and Homestay" account for the protection of International Student Fees.
- 2.3 Tuition Fees are released to the Board Operational Account quarterly on a pro-rata basis, administered by the Executive Officer
- 2.4 Homestay Fees are forwarded to homestay caregivers fortnightly, approved by the Director of International Students and administered by the Executive Officer

22. CHANGE OF STATUS

International Students are able to change to domestic status while enrolled at Rodney College. If students change to domestic status, all normal conditions of enrolment must be met, including living permanently in zone. To make the change from International to Domestic status, students will need to complete a domestic enrolment application which is available from the student reception office. Documentation verifying details for regular student status will be required, including a completed domestic enrolment application.

Proof of regular student eligibility must be forwarded to the College, including copies of all relevant visas, passport details, and all relevant dates and conditions.

A student with domestic status who loses that status must then apply **immediately** for an International Student place and follow all normal procedures. Failure to do so will mean the New Zealand Immigration Service will be informed, and the student may have no place at the College.

23. TRAVEL & HOLIDAYS

Parents are welcome to visit their child while studying in New Zealand. The International Office can assist in any documentation required.

International students are encouraged to travel within New Zealand in holiday time:

- with their host families
- with school-organised groups; and
- on trips and activities organised by their agents or by approved student travel companies in the school holidays
- with their parents

We do not recommend a return to the home country in the short holiday breaks.

International students are not permitted to leave school before the end of term to travel home and must ensure they are back in NZ in time for the start of the new term. All holiday/travel arrangements must be approved by the Director of International Students. All Code regulations must be met.

If a student is absent from their homestay for more than five nights, as long as two weeks' notice has been given by the student, the student will be refunded with 50% of the homestay payment for those nights.

International students are not allowed to travel independently while they are studying at Rodney College. This is a condition of enrolment.

Upon arrival at Auckland Airport, students will be met by one of our staff and taken to their homestay family. Students will also be taken to the airport on their departure from New Zealand.

24. WORK

Rodney College will give written permission for part-time work (a maximum of 10 hours per week during term time) for year 12 and 13 students only. A Variation of Conditions to a student permit will need to be applied for. Go to www.immigration.govt.nz to view the detailed requirements of the New Zealand Immigration Service.

Students will need to show they are making and maintaining excellent academic progress, have

excellent attendance and have made satisfactory transport arrangements to and from work. Rodney College requires written confirmation from both parents and agent prior to applying.

Rodney College staff may visit the work-place.

A breach of any of these policies will place a student's visa and/or study permit at risk and/or will lead to disciplinary action by the College.

25. SCHOOL UNIFORM

International students must abide by the Rodney College Uniform Code, available on the website: www.rodneycollege.school.nz/uniform/. All uniform items are Rodney College regulation and are only available through the school Uniform Shop (except footwear).

26. ORIENTATION

The College will provide a comprehensive orientation programme on arrival to help students adjust to College life. All international students must attend an orientation at enrolment – this happens on the first day of school.

27. DRIVING POLICY

Rodney College does not allow international students to purchase, own or drive a motor vehicle independently while studying in New Zealand unless they live with their parents. A student can enrol in the New Zealand Graduated Drivers Licence to enable them to drive on their return to their home country but this must be with the permission of the Director of International Students and with an approved driving instructor only. Permission will not be granted to learn to drive with anyone other than a licensed driving instructor.

No international student is permitted to travel in cars with anyone who does not hold a full New Zealand driver's license.

28. SCHOOL CALENDAR

International students are expected to arrive in time for the first day of term. Please see our website for the [school calendar](#) and [term dates](#).

29. EXTRA CURRICULAR ACTIVITIES

The following sports and cultural activities are available at Rodney College. If you are interested in doing any of them, please state these on your Application Form. Please note that most sports in New Zealand are seasonal and may not be offered year round. Some teams may require a trial.

40 Hour Famine	Athletics	Badminton
Band pop/rock	Chess Club	Cross Country
Cricket	Cycling – Mountain	Debating
Equestrian	Golf	House Haka
Hockey	Kapa Haka	Netball teams
Orienteering	Rugby (boy and girls)	Skiing/Snowboarding
Social Action	Squash	Student Support
Surfing	Swimming	SADD
Table tennis	Tennis	Touch Rugby (boys and girls)
Variety Concerts	Volleyball	

30. SUBJECT CHOICES

Please refer to the International Prospectus on our website to see what subjects are offered at Rodney College: www.rodneycollege.school.nz/international-prospectus. Please indicate on your Application form which subjects you would like to take. Your course will be confirmed in discussion with the Dean of International Students on arrival.

APPENDIX A. STUDENT INTERNET AND COMPUTER USE AGREEMENT

I understand that:

- ✓ I cannot use the Internet at school without signing and handing in this Use Agreement.
- ✓ Computers and other communication technology equipment that belongs to Rodney College are intended for educational purposes. Any other communication technology equipment that I use within the school environment (e.g. mobile phone) will be used in accordance with the school regulations.
- ✓ When using a global information system such as the Internet it may not always be possible for the school to filter or screen all material which is inappropriate, (e.g. legal pornography), dangerous, (e.g. bomb designs), or illegal (e.g. child pornography or stolen credit card numbers). It is therefore **each student's responsibility** not to initiate access to such material, to distribute such material by copying, storing or printing, or have any involvement with such activity.
- ✓ When using the email facilities at school, it may not be possible for the school to monitor or filter all messages; it is therefore **each student's responsibility** to ensure that any electronic correspondence will not cause offence or be otherwise inappropriate.
- ✓ The school will view seriously involvement in any incident in which communication technologies are used to facilitate misconduct e.g. harassment, bullying, plagiarism, exam cheating etc.
- ✓ The school reserves the right to check at any time, work or data related to communication technologies in the school environment.

I will take care of information technology resources, including:

- ✓ I will not damage computer equipment or furniture and will use the resources with due care.
- ✓ I will not use any school computers for personal entertainment or social media.
- ✓ I will not attempt to breach copyright (e.g. by illegally copying software).
- ✓ I will not bring software from home to use on a Rodney College computer.
- ✓ I will not plagiarise by illegally copying text without referencing the source.

I will be considerate to other users, including:

- ✓ I will not monopolise equipment.
- ✓ I will not deliberately waste computer resources (e.g. unnecessary printing).
- ✓ I will not intentionally disrupt the smooth running of any computer or the school's network.
- ✓ I will not scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- ✓ If I accidentally encounter inappropriate, dangerous or illegal material I will immediately remove it from the screen/turn off the screen and notify a supervising teacher without disclosing the material to any other student.

I will respect the need for privacy and security, including:

- ✓ I will not reveal home addresses or phone numbers, mine or anyone else's, in cyberspace.
- ✓ I will use disks/flash drives only in accordance with the school regulations.
- ✓ I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.
- ✓ I will immediately report any cybersafety problems to a class teacher or Head of Department.

Please sign the Application and Tuition Agreement under Student Internet and Computer Use to show that you agree.

APPENDIX B. SCHOOL RULES

RODNEY COLLEGE SCHOOL RULES

Teachers have the right to teach

Students have the right to learn

The Board of Trustees has officially laid down the following rules for all students at the College. These rules also apply to all school related activities.

ATTENDANCE

1. You must attend school when it is open. Any absence must be explained in a note or phone call from your parents/caregivers.
2. You must be punctual to school and classes.
3. Once at school, you must not leave the school grounds without a note from the parent and permission from one of the Senior Leadership Team(SLT). Students leaving the grounds must sign out on leaving and sign in on returning.

APPEARANCE

4. Correct school uniform must be worn.
5. Hair colours should be natural.

BEHAVIOUR

6. Respectful behaviour must be shown to others and the environment at all times
7. The RESPECT code outlines the behaviours that we demonstrate at our school
8. Behave in a way that promotes their learning and the learning of others at all times.

THINGS YOU MAY NOT BRING TO SCHOOL

9. Potentially harmful objects such as matches, lighters and knives are forbidden.
10. Large sums of money must not be brought to school.

CELLPHONES / ELECTRONIC DEVICES

11. Cell phones, ipads and electronic devices should only be used when your teacher has given permission to use them for learning.

SMOKING

12. Smoking is not permitted by anyone, anywhere in the school grounds.

ALCOHOL/DRUGS

13. No alcohol/drugs are to be brought to school, used at school or used prior to coming to school.

The following are drawn to the attention of parents as being areas where parental co-operation is especially sought:

- Students are to be dressed in the school uniform. Correct uniform is to be worn from the time students leave home in the morning, until they return home after school. If it is necessary, for some reason, to wear an article of clothing which is not part of the uniform, students are asked to report to a Dean before school who will lend them the correct item for the day.
- Students cycling to school are required to wear a protective helmet.
- School discipline applies from the time students leave home in the morning until they return home after school.

Please note students in homestay accommodation must also abide by the rules as outlined in the Homestay Rules and Guidelines document.

APPENDIX C. HOMESTAY RULES AND GUIDELINES



287 - 319 Rodney Street, Wellsford 0900. Ph: +64 9 423 6030 Fax: +64 9 423 7555
Email: international@rodneycollege.school.nz Web: rodneycollege.school.nz
International Director: Suzette Eastmond

HOMESTAY RULES AND GUIDELINES

All students are treated as a member of the family and are subject to the same rules and discipline as any other member of the family. Each family will have its own house guidelines which must be followed. Please discuss the house guidelines with your host parents on arrival. They will include the following:

1. No smoking or drinking of alcohol in the home without permission of the host parents. Host parents are not permitted by law to provide alcohol or cigarettes to students under the age of 18. If you are under 18 it is against New Zealand law to buy cigarettes or alcohol.
2. You must ask permission from your host family before going out of the home, other than going to school. If you travel on the school bus and decide to not catch the bus then you must inform your family.
3. You must tell your host parents where you are going and where you are at all times. If your plans change then you must contact your homestay parents and tell them. It is the New Zealand law that if you under the age of 18 you are not allowed to enter hotels or licensed premises unless your host parent is with you. It is the law that you cannot gamble under the age of 20.
4. You must show respect for the host parents and their family and property. Do not take expensive personal items to school or large amounts of cash.
5. Any damage caused by you must be paid for by you.
6. You must ask permission to make toll calls. If possible make some arrangement to purchase a calling card or make collect calls. You must be considerate of others when using the telephone.
7. In New Zealand the amount of hot water is limited. Shower time should not be longer than 10 minutes.
8. If you wish to go away for a weekend or holiday, permission must be given by your own parents, the International Dean and the homestay parents. We will also need to inform your agent if applicable. This is to ensure your safety. The telephone number and the name and address of the person you are staying with must be notified to the school and homestay parents. This will be checked.
9. You must not organise for your friends to stay at your home without first asking for permission from your homestay parents.
10. If friends visit your homestay, please introduce them to your host family. If your friend is your girlfriend or boyfriend, make sure your bedroom door stays open.

- 11.** Please discuss with your homestay family if any curfew times apply. Rodney College is in a semi- rural area without public transport so the family will likely need to pick you up or agree to your arrangements on how you plan to get home. New Zealanders tend to go to bed quite early. We would expect lights to be out by midnight at the latest on a school night.
- 12.** You will be expected to keep your bedroom tidy. Clothes should be folded and put into drawers or hung in the closet. If food is eaten in your bedroom make sure you clean up after yourself. Rubbish must be taken out of your room and put in a rubbish bin – your host parents will show you where this is. You will probably be asked to change your own linen and place your dirty washing in a set place.
- 13.** As you will be regarded as one of the family, it is important that you spend time with your host family, including eating meals together, spending time after school or in the evening. Check with your family when the best time is to spend family time and what their expectations are. Make an effort to talk to members of your host family. If you need help with homework, ask for help.
They will appreciate you asking and will be more than happy to help you with anything you are unsure about.

We want you to have a safe and enjoyable time in New Zealand and become a valued family member. Please follow these Rules and Guidelines for your own safety.

Signed for the Board of Trustees

Date:

Review Date: Term 4, 2019