



Trinity College, Cookstown Data Collection Form

Please complete the details below and return this form to General Office as soon as possible

Preferred Surname:		Legal Surname: (if different)	
Legal Forename:		Middle name:	
Preferred Forename:		Gender:	Male / Female
Date of Birth:		Brother/Sister in School	Yes / No
Name(s) of Brother/Sister(s)			
Address			
Home Phone:			Post Code:

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.
Place them in the order that you wish for them to be contacted.

Parent /Guardian	Relationship to Pupil e.g. Parent/Step-parent:			
Surname:	Forename:		Mr/Mrs/Ms	Priority 1/2/3
Address:			Postcode:	
Home Tel:	Email:	Work Tel:	Mobile:	
Parent /Guardian	Relationship to Pupil e.g. Parent/Step-parent:			
Surname:	Forename:		Mr/Mrs/Ms	Priority 1/2/3
Address:			Postcode:	
Home Tel:	Email:	Work Tel:	Mobile:	
Other Contact	Relationship to Pupil e.g. Grandparent/Childminder/etc:			
Surname:	Forename:		Mr/Mrs/Ms	Priority 1/2/3
Address:			Postcode:	
Home Tel:	Email:	Work Tel:	Mobile:	
Meal Arrangements (Circle appropriate choice)				Eligible for Free Meals Yes/No
Free School Meal	Paid School Meal	Sandwiches	Home	Other
Medical Practice:			Telephone:	
Address of Medical Practice:				
Medical Information:				
Special Dietary Needs:				
Ethnicity: See overleaf	Home Language: See overleaf		Religion: See overleaf	Parish:
Travel Arrangements (Circle appropriate choice)				Bus Route (if applicable) Bus Letter/Number if EA (Yellow Bus eg A,B,C, 1,2,3 etc)
Walks	Car	Taxi	J&K	EA (Yellow Bus)
			ULSTERBUS	Other
Previous Primary School:				Date of Admission: Date of leaving:
Please list all other school(s) attended until present				

General Data Protection Regulation (GDPR) 2018:

The College is registered with the Information Commissioner's Office (ICO) which is the Regulatory body for GDPR. The College has a duty to protect this information and keep it up to date. Personal information which you supply to the College may be shared with the Education Authority and with the Department of Education. The Data Collection Form will be retained for a minimum period from Date of Register + 10 years.

Signature of Parent/guardian

Date:



The following tables outline the categories used by the Department of Education for the School Census returns.

Please indicate your selection in the appropriate section on the attached form.

Religion

Bahai	Baptist	Brethren	Buddhist	Church of England
Church of God	Church of Ireland	Church of Jesus Christ of LDS	Church of Scotland	Congregational Church
Elim	Free Methodist	Free Presbyterian	Hindu	Independent Methodist
Jehovah Witness	Jewish	Methodist	Moravian	Muslim
No Religion	Other Christian	Other Protestant	Pentecostal	Presbyterian
Quaker	Roman Catholic	Salvation Army	Seventh Day Adventist	Sikh
Unclassified				

Ethnicity

Bangladeshi	Black – African	Black – Caribbean	Black – Other	Chinese/Hong Kong
Indian/Sri Lankan	Irish Traveller	Korean	Malaysian	Mixed Ethnic Group
Other Non White	Pakistani	Roma	Vietnamese	White

Home Language

Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Arabic	Belarusian
Bengali/Bangla/Sylheti	British Sign Language	Bulgarian	Burmese/Myanma	Chinese (Any Other)
Chinese (Cantonese)	Chinese (Hakka)	Chinese (Hokkien/Fujianese)	Chinese (Mandarin/Putonghua)	Creole English
Creole French	Czech	Danish	Dutch/Flemish	Edo/Bini
English	Esan/Ishan	Estonian	Fijian	Finnish
French	Gaelic (Scotland)	German	Greek	Gujarati
Hebrew	Hindi	Hungarian	Icelandic	Igbo
Irish	Irish Sign Language	Italian	Japanese	Kannada
Kashmiri	Kikuyu/Gikuyu	Korean	Kurdish	Latvian
Lingala	Lithuanian	Luganda/Ganda	Macedonian	Malay/Indonesian
Malayalam	Maltese	Marathi	Matebele	Ndebele
Nepali	Norwegian	Oriya	Other Language	Pahari/Himachali (India)
Panjabi	Pashto/Pakhto	Persian/Farsi	Polish	Portuguese
Rajasthani/Marwari	Romanian	Romany	Russian	Serbian/Croatian/Bosnian
Shona	Sindhi	Sinhala/Sinhalese	Slovak	Slovenian
Somali	Sotho/Sesotho	Spanish	Swahili/Kiswahili	Swedish
Tagalog/Filipino	Tamil	Telugu	Tetum	Thai
Tibetan	Tsonga	Tswana/Setswana	Turkish	Ukrainian
Ulster Scots	Urdu	Venda	Vietnamese	Welsh/Cymraeg
Xhosa	Yiddish	Yoruba	Zulu	



INTERNET ACCEPTABLE USE POLICY

Internet Use Agreement for pupils at Holy Trinity College
September 2021/2022

Please read this document carefully before signing

1. Introduction

Internet access is available to pupils and teachers in Holy Trinity College. We are pleased to bring this access to all pupils and believe the Internet offers vast, diverse and unique resources to both pupils and teachers. Our aim in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

2. What is the Internet?

The Internet is an electronic highway connecting thousands of computers across the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. However, we believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may obtain material that is not consistent with our educational aims.

3. Terms and Conditions

Users within Holy Trinity College must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal use of Internet resources. If an individual user violates any of these provisions, future access could be denied. Violations of this agreement will be referred to appropriate school officials for disciplinary action. Violations of UK law will be referred to the appropriate authorities. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Parents: It is important that you and your child read this agreement and discuss it together. When your child is given a login ID and is allowed to use the computers, it is extremely important that the rules are followed. As a parent, you are legally responsible for your child's actions. You are responsible for supervision of your child's Internet use when not in a school setting.

A. Acceptable Use

The use of the School's account must be in support of education and research and consistent with the educational aims of Holy Trinity College. Transmission of any material in violation of any legal regulations is prohibited; this includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret.

B. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Staff will deem what is inappropriate use and their decision will be final. *The school reserves the right to monitor and filter all files and/or e-mail to determine whether the facility is being used in a manner that is consistent with this agreement.* The ICT Co-ordinator may prohibit or terminate any pupil's use of the Internet at any time as required. The revoking of Internet access will only result after consultation with the School Principal. Pupils accessing the Internet within Holy Trinity College must consent to such monitoring.

C. Responsibilities

You are expected to abide by the generally accepted rules of Internet use, which include (but are not limited to) the following:

- Do not use the Internet for any illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers);
- Do not use Internet for financial or commercial gain;
- Do not use your account in such a way that you would disrupt the use of the facilities by other users;
- Do not use this facility in a wasteful or frivolous manner (e.g. tying up resources with computer-based game playing, sending trivial or excessive messages, downloading excessively large files);
- Do not reveal your personal address/phone number or the personal address/phone number of a colleague;
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or the Internet; this includes, but is not limited to, the uploading or creation of computer viruses;
 - Respect the privacy of other individuals;
 - Files/data belonging to others are to be considered private property unless explicit authorisation is given by the owner of the files;
- *Be polite. Do not be abusive in your mail messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.*

Holy Trinity College makes no warranties of any kind, whether expressed or implied, for the service that is provided and will not be responsible for any damages suffered; this includes loss of data resulting from delays or service interruptions caused by any negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. No guarantee of complete privacy is made.

4. Agreement to Comply

User: I understand and will abide by the Holy Trinity College Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, (1) my access privileges may be revoked and (2) school disciplinary action and/or appropriate legal action may be taken.

I understand and accept that:

- Use of the School's Internet account is a privilege, not a right;
- The Internet is to be used for educational and research purposes only, consistent with the educational aims of the School. Misuse will result in loss of the account;
- Staff may monitor pupil use of the Internet, including e-mail, to determine that use is for the stated purposes. For this and other reasons, e-mail is not private. Violations that may lead to revocation of **Internet access** includes:
 - playing computer-based games;
 - downloading excessively large files;
 - sharing password with anyone besides ICT Staff;
 - subscribing to inappropriate newsgroups;
 - E-mail correspondence inappropriate to educational purposes;
 - any activity posing potential risks to myself or others;
 - harassing other users (e.g. with unwanted e-mail messages);
 - illegal activity;
 - revealing my or another's home address/phone number;
 - vandalism of accounts or systems;
 - using abusive, vulgar, or other inappropriate language;
 - failure to report known security problems;
 - Using the Internet through a mobile phone device in an inappropriate manner eg. social media sites eg. Facebook, Twitter etc...
 - any other inappropriate use or misuse of the facility.

Staff will deem what is inappropriate use, and their decision is final. Accounts are monitored and use of the account implies agreement to such monitoring. The Director of ICT may close an account at any time for violations.

Please complete the section below and return it to the school as soon as possible, pupils **will not** be allowed Internet access until this document has been signed and returned.

I understand and accept the conditions herein.

Pupil's Name _____ Pupil Signature: _____

Date _____

Parent:

As the parent or legal guardian of the pupil named above, I grant permission for my son/daughter to use electronic mail and the Internet. **I understand that pupils will be held accountable for their own actions.** I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring computer information and digital media.

I have read and agreed to the Internet Acceptable Use Policy

Parent Signature: _____ Date: _____



Holy Trinity College
9 - 29 Chapel Street
Cookstown
Co Tyrone
BT80 8QB

Principal: Mrs I Russell

Consent Form for Photographic Images of Children

Name of Parent/Guardian: _____

Name of Child: _____

Address: _____

School: **Holy Trinity College, Cookstown**

Project Description:

Typical uses of photographic images within the school:

- School events eg. Career Fairs/Enterprise Days
- Sports Day Activities/School Productions
- Prize-giving
- Publications eg. School Prospectus/Newsletter/Local/National Press
- School Trips/Field Trips/Course-work Studies/Class Work
- Displays/Notice Boards within School
- Site Security/CCTV
- Internet/Social networking sites

Parents will be asked for permission for events not included in the above list.

To the Parent/Guardian

We/I give permission for my child's image to be used in relation to the above list.

Yes/No

Signature: _____ Date: _____

Please return this form to: The General Office for Child Protection purposes.

Under GDPR, pupil photographs will be retained for the duration of the pupil record.



HOME - SCHOOL COVENANT

I, being the parent/guardian of (name of child) acknowledge that **I understand that:**

1. by law, parents have a duty to ensure that their children are educated;
2. every child is entitled to be educated;
3. no child is entitled to be educated at the expense of, or to the detriment of, the education of others;
4. when a pupil fails to meet the minimum required standards of behaviour, the school is entitled to impose such sanctions as are outlined in the school discipline policy which may include suspension and, if necessary, expulsion.

The School agrees to	As Parent/guardian, I agree to
<ul style="list-style-type: none"> - strive to create a community of faith which is the hallmark of Catholic school. - provide a full and balanced curriculum. - to treat your child with dignity giving him/her respect as an individual. - provide records and information about your child's educational progress. - arrange regular meetings with your child's teacher(s) and be available at other times when you have concerns or queries. - let you know at the earliest opportunity if your child is having any difficulties at school. - provide information about education welfare benefits, where you may go for help and advice and about the procedures for complaints. - encourage in your child an awareness of his/her responsibilities to and respect for all others in the community. - keep you informed about new policies and developments in school. <p>Signed on behalf of the school</p> <p><i>Isabel Russell</i></p>	<ul style="list-style-type: none"> - convey to my child an appreciation of Catholic education. - make myself aware of all the school regulations. - support and work with the school and encourage a positive attitude to education. - ensure that my child attends school regularly and punctually, - take full responsibility for my child's care of resources (books, equipment etc.) - let the school know if there are any factors which may affect my child's performance in school. - let the school know if I have any concerns about my child's education. - attend meetings at school to discuss my child's progress and to learn about the work of the school. - abide by decisions made by the Head teacher and Governors with regard to the school's management. <p>Signed _____</p> <p style="text-align: center;">Parent/Guardian</p> <p>Date _____</p>