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INZONE KĀINGA RANGATAHI HANDBOOK

2025

KO WAI ĀU

INGOA (NAME): _____
ĪMĒRA (EMAIL): _____
WAEA PŪKORO (MOBILE): _____
KARĀHE (CLASS): _____
MEDICAL CONDITIONS: _____

WHĀNAU

KAITIAKI TURE INGOA (GUARDIAN NAME): _____
KĀINGA NOHO (ADDRESS): _____

ĪMĒRA (EMAIL): _____
WAEA PŪKORO (MOBILE): _____

KAITIAKI TURE INGOA (GUARDIAN NAME): _____
KĀINGA NOHO (ADDRESS): _____

ĪMĒRA (EMAIL): _____
WAEA PŪKORO (MOBILE): _____

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INZONE KAUPAPA

OUR VISION

Our vision is Māori & Pasifika who are confident and competent in the two worlds of Te Aō Māori and Te Aō Pakeha and carry themselves like rangatira.

OUR MISSION

Our mission is to inspire and support Māori & Pasifika to excel through access to highly effective schools, whilst living in a whānau environment with a Māori kaupapa and underpinned by Christian values.

OUR WHAKATĀUAKĪ

Our whakatāuakī and the behavioural mantra that drives our culture is:

"Me Rangatira Te Tū"
–Carry yourself like a Leader

OUR VALUES

Our values are the essence of who we are and have been created from our thoughts and alignment to the InZone kaupapa.

MANAAKITANGA
Generosity, aroha and loyalty.

KIA TIKA, KIA PONO
Respect, integrity, fairness, tautoko.

KIA MĀIA
Courage, determination, striving for excellence.

KOTAHITANGA
Unity, solidarity, common purpose.

OUR WĀNANGA

INZONE AIMS TO DELIVER A CULTURALLY RELEVANT KAUPAPA TO EQUIP OUR BOYS AND GIRLS TO MOVE SEAMLESSLY BETWEEN TE AŌ MĀORI AND TE AŌ PAKEHA AND TO BELONG AND SUCCEED IN BOTH.

Our own Mātauranga Māori programme (and InZone Wānanga) aims to enhance, strengthen and support rangatahi to be competent and confident in both worlds in which they live.

InZone Wānanga aims to increase the cultural capacity and connection of our rangatahi by providing learning opportunities around Māori culture, traditions, history and waiata.

In addition, Noho Marae and Tikanga Wānanga may be scheduled throughout the year. These are compulsory for all rangatahi and whakawhanaungatanga will be a key aspect. With the support and expertise of whānau and friends, previous Noho Marae covered a range of subjects including whakapapa, whānau based relationships, Mau rākau, voyaging traditions and environmental awareness.

InZone will continue to seek the support and expertise of whānau and friends to further develop the learning opportunities for our rangatahi.

Kapa haka at InZone really encourages me to embrace my cultural identity (which is both Māori and Pasifika). InZone is inclusive and supportive of my journey both with my culture and my school success. - Year 11 Boy

Having our InZone Wānanga, together with our own kawa (protocols for InZone pōwhiri and other formal InZone events) and tikanga (InZone practises, procedures, protocols) helps our rangatahi feel connected to each other, InZone and their heritage. Our Pasifika peoples are also included in this program, with our tikanga including Pasifika prayers, stories and protocols.

INTRODUCTION

WELCOME TO THE INZONE KĀINGA WHICH WILL BE “HOME AWAY FROM HOME” FOR OUR RANGATAHI.

This handbook contains a lot of useful information regarding life at InZone and sets out our expectations in the kāinga and those of our community. Please read it carefully and keep it somewhere handy for your future reference.

Much of what we work toward is guided by tikanga Māori, and is underpinned by Christian values. Our faith and our values are embedded in our care practices, giving our rangatahi the added strength and confidence to go out and meet the day. We believe this model is unique in Aotearoa.

Our rangatahi quickly develop a sense of belonging within our kāinga. They are immersed in a home like environment and each student is supported by caring and empathetic staff – we strive to look after our rangatahi just as any “good parent would”. This environment helps our rangatahi focus on learning, discovering and exploring new opportunities and to have fun while doing so.

We value that each rangatahi is unique and brings their own special character to our community. As a member of our InZone community we ask all rangatahi to rise to our high standards of behaviour which reflect responsibility to, and care for oneself, others and the environment. InZone can only exist as a result of the hard work and support from a wide range of stakeholders which include InZone staff, Auckland Grammar and Epsom Girls Grammar Schools, whānau, our rangatahi, InZone Board of Trustees, InZone Boys & Girls Advisory Groups and our corporate, philanthropic and community supporters.

Ehara taku toa i te toa takitahi, engari he toa takitini – *‘Our Strength doesn’t come from one person alone, but it comes as a collective’.*

INZONE STAFF

KAIMAHI



CHIEF EXECTUIVE OFFICER
JARED NORDSTROM

SENIOR BOARDING MANAGER
CIE HAYWARD

TE KAINGA WANANGA

BOARDING MANAGER
CIE HAYWARD

KAIĀWHINA
COLIN NORDSTROM

KAIĀWHINA
ROBYN MANUEL

KAIĀWHINA
CHRISTIAN MIKA

WEEKEND. MANAGERS
MUKESH RATURI
REBECAH HAYWARD

TE KAINGA HUARAHI

KAIĀWHINA
LAURA MOSELEN

KAIĀWHINA
OCEAN MIKA

KAIĀWHINA
TASHINA WHAANGA

KAIĀWHINA
MIRIAMA SOUTAR

KAIĀWHINA
REBECAH HAYWARD

KAIĀWHINA
CARNIA-ROSE AUPOURI

KAIĀWHINA
NATALIA GASU

KAIĀWHINA
ELIZA GORDON

AKO COORDINATOR
ELI NEPIA

AKO COORDINATOR
JADA KELEMETE

HEAD CHEF
ARIHIA NORDSTROM

SOUS CHEF
VIENNA NORDSTROM

KITCHEN ASSISTANT/ CLEANER
VIOLET HAYWARD

TE KOARE (OFFICE)

FUNDING MANAGER
MJ. BETHELL

FINANCE MANAGER
CAMERON McGILL

OFFICE ADMINISTRATOR
SHALOM TANIELU

IT SUPPORT
FEROZE ASHRAFF

RIGHTS & RESPONSIBILITIES

RIGHTS

RANGATAHI HAVE A RIGHT TO:

- be safe, secure and happy
- be treated as an individual
- be treated with understanding, courtesy and kindness
- live and learn in a manner that allows them to maximise their opportunities to learn in academic, cultural and sporting areas and to develop their self-awareness and social responsibility

KAIAWHINA AND OTHER STAFF HAVE A RIGHT TO:

- be safe, secure and happy
- be treated as an individual
- be treated with understanding, courtesy and kindness
- work in a safe, friendly and satisfying work environment

PARENTS AND CAREGIVERS HAVE A RIGHT TO:

- know that their rangatahi are living and learning in a safe, friendly and helpful environment
- feel welcome at the kāinga

RESPONSIBILITIES

WE ALL HAVE THE RESPONSIBILITY TO:

- show respect to others by speaking positively, by being co-operative and helpful and by respecting others' differences, opinions and property
- always perform to the best of our ability in academic, sporting and cultural activities
- observe the kāinga rules, procedures and policies
- live by and implement the InZone values and our whakatauakī
- show respect for our kāinga by looking after property and equipment
- show respect for ourselves by taking a pride in our appearance and by always following the dress codes
- ensure our actions do not disrupt the learning and wellbeing of others

KĀINGA RULES & GUIDELINES

THESE RULES AND GUIDELINES ARE INTENDED TO FACILITATE THE EFFECTIVE MANAGEMENT OF THE KĀINGA.

All kāinga staff aim to ensure the highest quality of care and safety for all rangatahi. InZone strives to create an environment where both our rangatahi and staff can perform to the best of their abilities and be the best that they can be.

It is a requirement of admission to InZone that both parents and rangatahi read the information in this Rangatahi Handbook and that you both sign the InZone Kaupapa Form in acknowledgement.

BEHAVIOURAL EXPECTATIONS

The InZone community operates on the principles of kia pono, kia tika, manaakitanga, kia māia, and kotahitanga.

Failure to adhere to our principles undermines trust. It is difficult to enjoy respectful relationships without trust, making it hard to act, think and come together as one to achieve a common purpose.

In the event of poor behaviour, cases of serious or continued misconduct may result in disciplinary action that may include dismissal.

ALCOHOL, DRUGS AND SMOKING/VAPING

Rangatahi must not:

- drink, consume, be under the influence of, possess, sell, purchase or provide or exchange alcohol or
- consume, possess, buy, provide, sell, exchange, be under the influence of or use illegal substances, drugs or solvents (or related items or objects such as party pills whether lawful or not)
- smoke, be under the influence of, possess, sell, purchase, provide or exchange tobacco, (or look alike tobacco products such as, but not limited to, e-cigarettes/vaping), in the kāinga, in the InZone grounds or as part of the InZone community or in InZone's care or in InZone uniform. This includes when rangatahi are representing InZone, or attending any event as a student of InZone in the wider community or on any InZone outings.
- Rangatahi must not use prescription or over-the-counter medicines inappropriately at InZone.

PHYSICAL ASSAULT, BULLYING ETC

Any behaviour that diminishes the wellbeing of others is a serious matter. Examples of diminishment include but are not limited to;

- bullying,
- assault,
- profanity,
- harrassment,
- fighting
  intimidation towards other rangatahi and/or staff.

CONSEQUENCES

If any student has any involvement with the listed substances or commits physical assault, immediate contact will be made with the whānau by the Senior Boarding Manager and will be dealt with in accordance with the Student Disciplinary Policy and Procedures with the possibility of immediate removal from the kāinga.

Staff may search rangatahi rooms if they have reason to believe there may be banned products (e.g. all banned items), other potentially dangerous items present, looking for InZone or personal property that is missing, or there is a health and safety risk to themselves or others. Staff acknowledges the right of each rangatahi to be secure against unreasonable search or seizure, whether of, property, correspondence, or otherwise. At no stage will rangatahi be physically searched.

OTHER BOARDING REGULATIONS

BANNED ITEMS

THE FOLLOWING ARE NOT PERMITTED ON THE PROPERTY OF INZONE EDUCATION FOUNDATION FOR ALL RANGATAHI, AT ALL TIMES:

- cigarettes and vaping devices
- alcohol
- any illegal substances including drugs or narcotics
- aerosol cans (including deodorant), spray paint, methylated spirits
- gambling materials
- pornographic material
- chewing gum
- fire starters, eg matches, lighters
- candles
- glow-sticks
- incense
- hair dye
- knives
- explosive materials, eg fireworks
- propulsion weapons, eg bb guns, slingshots, bow & arrows
- hair clippers or shears

Being in possession of any of the above items will result in immediate confiscation of that article. Further consequences may apply. Continued possession of any of the above will result to a disciplinary action.

DAMAGE

Any damage to or breakage of kāinga property, must be reported immediately to the Boarding Manager on Duty. Any costs incurred in the repair of malicious or intentional damage will be the responsibility of whānau.

WINGS AND BEDROOMS

The safety and security of InZone rangatahi is paramount and can never be compromised.

- No rangatahi is to leave their bedroom after lights out without a reasonable excuse.
- No Rangatahi is to enter a bedroom they are not assigned without permission from staff.
- No visitors, including whānau are to enter sleeping wings and bedrooms for any reason unless accompanied by a staff member.

VISITORS

Any person who enters the kāinga premises, shall be subject to all of the InZone kāinga rules and regulations.

All visitors are to report to the Duty Manager and shall adhere to the visitors policy and all directions given and are required to sign upon arrival.

No visitors, including whānau are to enter any of the kāinga wings and bedrooms. Whānau and visitors are allowed access to all common areas within the kāinga (i.e. dining room, lounge, hall in the Boys kāinga and dining room and top lounge in Girls kāinga). Entry into other areas will require staff presence to ensure all health and safety requirements are met.

No rangatahi may invite any person onto the premises, without permission of a Duty Manager.

All visitors onsite must abide by InZone's visitors policy.

WINGS/LEVELS

Rosters are drawn up each term allocating rooms for all rangatahi. This encourages rangatahi to mix with each other. Rangatahi are encouraged to personalise their rooms with mementos from home including photos and special linen. All items must be presentable, appropriate and non-offensive.

RANGATAHI ARE EXPECTED TO KEEP THEIR ROOMS TIDY AT ALL TIMES:

- All beds are to be made every morning.
- All wings are to be vacuumed daily and doors to remain open at all times.
- There will be daily room inspections.
- Rangatahi may play music through headphones in the wing. Portable speakers may only be used in common areas, excluding bathrooms.
- Rangatahi are responsible for their own valuables. All valuable items should be locked away when not in use. Locks must be provided by whānau.

CLOTHING AND UNIFORM

Rangatahi must be in possession of all of the articles of clothing and InZone uniform, specified in the clothing list. They must also have the required school uniform.

All clothing, InZone uniform, school uniform and personal possessions, must be clearly named at all times. New clothing or personal items purchased or brought during the term MUST be named immediately.

Rangatahi are required to wear their InZone uniform on any occasion specified by a Senior Boarding Manager on Duty.

All rangatahi are responsible for their own clothing.

The netting laundry bags are encouraged for all of our rangatahi. These are utilised for washing under garments and socks only.

HYGIENE

All showers and toilets are to be kept clean, neat and tidy, at all times.

All toiletries are to be taken back into rooms.

Any malfunctions in showers or toilets are to be reported immediately to the Boarding Manager on Duty.

All rangatahi must shower daily. Showering time should be sufficient to ensure a high standard of personal hygiene is maintained and brief enough to ensure adequate hot water for all.

Personal cleanliness and hygiene are paramount for the comfortable, communal living. Staff may discretely advise rangatahi if there is an issue in this regard.

RELATIONSHIPS

Whakawhanaungatanga is important at InZone. We encourage and promote positive, healthy and respectful relationships between our rangatahi and the staff.

Should any aspects of relationships between our wider InZone whānau be of concern, whānau may be called in to discuss the matter further.

MOBILE PHONES, LAPTOPS AND ICT

Rangatahi may bring a mobile phone with them to InZone. The phone must be registered with the Senior Boarding Manager to enable InZone to know who has a phone and their number.

Rangatahi are encouraged to bring their own laptop to the kāinga. Epsom Girls Grammar expects all students to have a device for learning at school. In the kāinga it is to be used primarily to support learning, checking e-mails and some recreational use. Laptops not used in a sensible manner or at inappropriate times may be confiscated by Boarding Staff. Their use is governed by the ICT Acceptable Use Agreement at the end of this handbook.

Years 9-13 rangatahi must hand their phones and laptops to the Duty Manager prior to bedtime.

DUTIES

All rangatahi are expected to do 'duties'. Lists of duties and current rosters are to be found on the kāinga notice boards. Duties may include washing dishes, vacuuming and emptying bins.

unless prior arrangement has been made with the Boarding Manager on Duty. Any rangatahi found using their laptop or phone after lights out, or outside of allocated times (without prior permission or using it inappropriately will have it confiscated.

Our goal is to create and maintain a cybersafety culture; which is in keeping with the values of InZone and legislative and professional obligations. All rangatahi and their parents must sign the ICT Acceptable Use agreement. This sets out each rangatahi's obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches, which undermine the safety of the kāinga environment.

BIRTHDAYS

Birthdays are recognised on the day. Whānau are welcome to visit to celebrate the event.

MEALS

Our staff place a high priority on providing healthy, nourishing meals which are appropriate for growing rangatahi. Whānau need to advise any special dietary requirements to the Senior Boarding Manager.

The meal service is generally of a buffet style where menu items offer a wide variety of core foods groups including fresh fruit and vegetables.

Rangatahi are expected to attend all meals except by prior arrangement with the Duty Manager (e.g. for sports practice – a meal will be left for them to eat on their return).

LEADERSHIP IN THE KĀINGA

2020 saw the formal introduction of a new leadership model across each kāinga, with 5 leaders in each kāinga enabling a greater level of 'influence' by more people. There is a wahine and tāne leader for each rōpu. The rōpu include rangatahi from each year level which enables our leaders to demonstrate our values in action. We also have a yearlong inter-rōpu competition, which creates a sense of unity amongst our rōpu along with a competitive streak between the collective of wahine and tāne in each kāinga.

HOMESICKNESS

It is perfectly normal for rangatahi living in completely new surroundings, such as the kāinga, to feel strange and to want to go home. In the event that rangatahi feel homesick, we encourage them to speak to kaiāwhina.

PAID EMPLOYMENT

Rangatahi may have paid employment, upon the following terms:

- An application to work is made to the Senior Boarding Manager in writing.
- That such employment is approved in all respects, by the Senior Boarding Manager
- That parents or guardians have given approval.
  Rangatahi will be responsible for travel to and from their place of employment
- School and Ako must take priority
- Monday to Friday only
- Back at the kāinga no later than 9.30pm

POCKET MONEY

Rangatahi are responsible for their own money. We recommend that rangatahi do not have cash and that instead they have their own EFTPOS card which they can access when they are out and about.

The lending of money to one another is not permitted.

Rangatahi must not leave sums of money in their wings. Neither the staff of the kāinga, nor the school, will accept any responsibility for any money lost or mislaid.

COMMUNICATION

CONTACTING INZONE

The relationship between rangatahi, parents and Boarding staff is vital to the success of the boarding community.

The first point of contact is the kāinga mobile:

BOYS TE KĀINGA WĀNANGA

021 605 571

GIRLS TE KĀINGA HUARAHI

021 605 574

Please text us in the first instance and we will respond as soon as possible.

It is advised that all parents, guardians and rangatahi have the kāinga mobile numbers programmed into their own phone.

At InZone we strive for effective communication. This means that if you have a suggestion, question or concern, please discuss this with us, enabling us to work together in partnership to build a community. Where possible, communicate directly with the person concerned. If you are unsure who to contact, please refer to the next page.

For sensitive issues when the person you wish to speak to is not readily available, please contact the Senior Boarding Manager. If the matter is unresolved after discussion with the relevant persons, you are always welcome to speak to the CEO.

WHO TO APPROACH IF YOU HAVE A QUESTION, SUGGESTION OR CONCERN:

WITHIN THE KĀINGA

Duty Manager
Day to day operations such as leave requests and general well-being

Senior Boarding Manager
Behaviour & well-being. Serious behaviour issues & activity approvals

ACADEMIC MATTERS

KAIĀRAHI AKO

Subject choice, assessment calendar & academic tracking

FINANCE MATTERS

Accounts Administrator – Shalom Tanielu
Fees & MoE funding applications

LEAVE AND ABSENCE FROM KĀINGA

Duty Manager –Weekend leave via ORAH & extended leave/illness

LEAVE AND ABSENCE FROM SCHOOL

Notification via the portal for both schools
Auckland Grammar School & Epsom Girls Grammar School

PĀNUI

We share events and news via whānau pānui. It is important to read these panui as they are a key way that we share information. Please contact the office if you have issues receiving pānui. Sometimes it can be found in spam/ junk folders. Gmail users can sometimes find pānui in 'promotions'.

CALENDER

We know how important it is for whānau and rangatahi to be able to plan ahead. We have created a 2024 calendar which is uploaded to our website under the News section. The calendar includes the term dates for 2024 and dates of our compulsory in and compulsory out weekends. Reminders of these dates will also be shared with you in our regular pānui.

Communication with home is encouraged. Rangatahi can have phone calls, and send letters and emails outside of ako times.

CHANGE OF CONTACT DETAILS

Please let us know if you change your address, phone numbers or email address. This is extremely crucial in emergency situations. From time to time we may also contact you with information in relation to your rangatahi, as well as regular newsletters, events taking place, invoicing etc and it is important that such correspondence be sent to the correct address.

It is a requirement that rangatahi must advise the Office Administration (info@inzoneeducation.org.nz) of any change of contact details so our records can be updated.

WHĀNAU FACEBOOK GROUP

There is a private Facebook group called Kāinga Kōrero . This is an informal channel for kaimahi to share photos and news of daily life and celebrating rangatahi. It is also a space for whānau to kōrero with each other around. Please contact the office to access this group.

WHĀNAU DYNAMICS

It will help us if we are kept informed about home life, changes of employment, relationships, significant bereavements or any new development which may impact on your rangatahi.

WHĀNAU INVOLVEMENT

We value whānau support and feedback. We will provide opportunities throughout the year where we can share news and seek feedback from whānau. We encourage volunteers.

WHAT YOU CAN DO

At InZone we certainly subscribe to the African proverb “It takes a village to raise a child”. The village comprises not only the kāinga, the sports field, the music room but home life as well. We require both your active participation and input in raising your rangatahi because you know them better than anyone! We have included some key ideas in terms of your role as a parent, as your rangatahi commences their InZone journey.

YOUR ROLE INCLUDES:

- Supporting InZone 100% in terms of our guidelines and expectations – our rangatahi need to hear the same messages
- Communicating with InZone early if you have concerns – we will listen. Avoid molehills becoming mountains
- Attending school parent-teacher where possible
- Attending key InZone events as much as possible especially our whānau events when rangatahi return at the start of each term
- Providing items for school and boarding life, including basic stationery & toiletries Keeping your sick rangatahi at home.
- Please do not return your rangatahi if they have any flu like symptoms

LEAVE

WE USE A SYSTEM CALLED ORAH TO MANAGE OUR LEAVE. ORAH SIMPLIFIES THE LEAVE REQUEST AND APPROVAL PROCESS FOR OUR BOARDING COMMUNITY AND ENABLES SEAMLESS COMMUNICATION BETWEEN; PARENTS - RANGATAHI – HOSTS AND BOARDING STAFF.

It provides the Boarding staff with access to a complete list of all our rangatahi with a real time summary count of how many rangatahi are on or off campus, details about the current location of each rangatahi and rapid one-click access to a full profile of each rangatahi. Orah enables staff know where each rangatahi is, when they went there and when they are scheduled to return.

All leave is subject to the approval of the Duty Manager.

Other than for the purpose of attending school during normal school hours, no rangatahi may leave the kāinga grounds at any time, without the permission from the Duty Manager.

DAILY SIGNING OUT

All daily signing out is via ORAH, our student software management system. All staff, rangatahi and approved parents/caregivers will have their own ORAH accounts.

OTHER LEAVE

Exeat Leave will generally be given on the following terms:

- Weekend Leave is defined as leave from after school on Friday, until 6.00 pm on Sundays.
- Rangatahi on weekend leave will not be able to re-enter the kāinga until after 4.00pm. Please ensure that rangatahi have eaten dinner and the person delivering the rangatahi must personally see the Duty Manager to sign them in.
- Weekend Leave for a rangatahi to visit their home or to accompany his/her parents or guardian when in Auckland, will normally be granted.
- All applications for Weekend Leave are to be completed and submitted via ORAH by Wednesday 8pm.
- On any weekend or special leave, all rangatahi must have their exeat approved by their assigned parent/guardian.
- It is the responsibility of parents/guardians to provide InZone Administration with the name and contact details of all persons with permission to collect a rangatahi and to advise of any exceptions, so this information can be noted on Orah. Only such approved persons are able to collect rangatahi for exeat. Upon exiting the kāinga grounds, the responsibility for the rangatahi's safety resides with the parents/guardians or caregivers of the destination they have exeated to. This includes the method of transport to and from the kāinga. Our advice to parents is to make sure you know exactly what is going on, that you have checked out who your rangatahi is staying with and that they are responsible enough and happy to take responsibility for them. We can only help protect your rangatahi when he/she is our responsibility. It is too easy for overnight leave/weekend leave to be a loophole between your supervision and our supervision
- Every time a rangatahi is picked up or dropped off at the kāinga, the parent/guardian dropping off/picking up must come into the kāinga and inform the Boarding Manager on Duty.

COMPULSORY IN

A compulsory in, is when all rangatahi at either or both kāinga are required to stay at the kāinga for the weekend.

We require all rangatahi to remain at InZone when coming up to exams. These dates are in the calendar at the back of this handbook and will be notified to whānau via our panui.

Please note: A compulsory in is a structured event/activity planned by staff and is held for the benefit of rangatahi.

COMPULSORY OUT

A compulsory out, is when all rangatahi at either or both kāinga are required to leave the premises and return to whānau. NO EXCEPTIONS.

Arrangement and payment for travel to and from the kāinga is the responsibility of the parent/guardian.

INZONE ACTIVITY APPROVALS

There are activities organised by the Boarding Manager on Duty. These could involve sporting activities, cultural events and other events. Parents/ guardians will sign a general consent to participate in these activities each year on the Generic Consent form. For any activities requiring specific consent, your permission will be sought at the time.

CO-CURRICULAR ACTIVITIES

InZone supports rangatahi participating in co-curricular activities where these are not offered by the school. Consent to participate in such activities must be applied for in advance in writing to the Senior Boarding Manager. In making the decision, the Senior Boarding Manager will consider the impact of participation on the rangatahi and their academic workload, school commitments and wellbeing.

END OF TERM

At the end of every term, rangatahi MUST clear out their rooms and leave them in a tidy state. They are expected to take all of their belongings home. Many rangatahi take their belongings home in the weekends leading up to the holidays. At the end of Term 4, ALL of their belongings MUST be taken home.

MISSING RANGATAHI

In the event of a rangatahi who cannot be accounted for, the Boarding Manger must be informed immediately. The matter will then be brought to the attention of the Senior Boarding Manager. All efforts will be made to locate the rangatahi before contacting the parents/guardians so as not to cause unnecessary alarm. (Full process is in the Emergency Management Plan for each kāinga).

HEALTH & SAFETY

HEALTH & SAFETY IS A RESPONSIBILITY OF EACH INDIVIDUAL. ALTHOUGH WE TAKE ALL POSSIBLE CARE, ACCIDENTS CAN HAPPEN. TO ASSIST IN THIS PROCESS SOME GUIDELINES HAVE BEEN ESTABLISHED AND SUPPORT DETAILS LISTED AS FOLLOWS.

HEALTH AND SAFETY INCIDENTS/NEAR MISES

Please report all health and safety incidents (e.g. accidents) or near misses to the Boarding Manager on Duty.

Should you notice any potential hazards, please notify staff immediately.

Both kāinga have a Health & Safety plan in place.

EMERGENCY PROCEDURES

Emergency procedure notices are posted in the kāinga. Please take a moment to read these and familiarise yourself with evacuation routes and assembly areas.

FIRE EMERGENCY PROCEDURES

Trial evacuations and drills occur regularly in accordance with Hostel Fire Regulations. If there is a fire in the kāinga the Boarding Manager on Duty has the responsibility, knowledge and training, needed to take action.

Notices are put in each wing showing what you need to do and how you need to act. You will need to familiarise yourself with this procedure.

Fire escapes are to be used only during an emergency or a fire drill and are not to be used at any other time.

CONTAGIOUS DISEASES OR MEDICAL EMERGENCIES

In the case of medical emergency, the Senior Boarding Manager will take advice from the Ministry of Health and Ministry of Education. The CEO may determine to close the kāinga if there is a danger to the overall wellbeing of the InZone community.

HEALTH & MEDICAL CARE

IN A KĀINGA, IT IS IMPORTANT THAT MEDICAL ISSUES ARE DEALT WITH QUICKLY. ALL OUR BOARDING STAFF ARE TRAINED IN FIRST AID AND THEY ARE CAPABLE OF DEALING WITH MOST MINOR CUTS AND AILMENTS. IN ALL CASES, THEY WILL ASSESS ANY PROBLEM AND IF NECESSARY REFER THEM TO ONEHEALTH WHICH IS NEARBY WITH A FULL RANGE OF MEDICAL CARE INCLUDING X-RAY.

Any charges (including appointments and prescriptions) over and above ACC, incurred on behalf of each rangatahi during their time at InZone, are payable by the whānau who will be invoiced directly. If your family has a Community Services Card for healthcare, please provide a copy of the card and its number for our records.

SICKNESS

InZone has a sick bay where your rangatahi, if ill or injured, will stay until assessed. If their condition appears likely to persist for more than a day or two, or if the sick bay is full, we will ask you to make provision for them to be cared for away from the InZone kāinga. This being the case we request that all parents, when going on holiday, notify us of their intention and provide us with an alternative contact number for emergencies and placement of their rangatahi.

IF A RANGATAHI BECOMES ILL AT INZONE:

Any rangatahi suffering from any illness or injury, must immediately report to the Boarding Manager on Duty. The Boarding Manager on Duty may require rangatahi suffering from illness or injury to be supervised in the kāinga sick bay, or be required to visit a Doctor or taken home. The Boarding Manager on duty will contact you as needed. When a rangatahi is absent from school due to sickness or injury, but remains in the kāinga, the Boarding Manager will email the school to advise of the absence.

IF A RANGATAHI BECOMES ILL AT SCHOOL:

It is important for rangatahi to report to the school nurse in the school health centre. The nurse will assess the student and then, if necessary, contact the Boarding Manager on Duty. It is vital that InZone rangatahi do not leave school grounds, even to return to the kāinga, without both the school nurse and the Boarding Manager on Duty being aware of their condition and whereabouts.

COVID-19:

Anyone who is presenting with cold and flu symptoms should be isolated while medical advice is sought.

It is important to note that the vast majority of boarders or staff with symptoms consistent with COVID-19 will not have COVID-19. They must however follow all instructions provided by health professionals, including observing the full period of isolation (eg, as a contact of a case, or while waiting for a test result). Please refer to our Pandemic Plan for our detailed process around COVID-19.

BOARDING STAFF WILL NOTIFY PARENTS WHEN:

- There is any serious illness or accident
  There is any illness absence from school staff, and the unwell rangatahi, feel he/she could be better cared for at home
- There is reasonable concern for the safety and/or wellbeing (mental or physical) of their rangatahi or
- There is a serious illness or contagion, requiring the rangatahi to go home.

It is essential for the physical and mental wellbeing of our rangatahi that parents inform Boarding staff of any medical problems their rangatahi may have. This includes any concerns about physical or mental wellbeing.

It is the parents' responsibility to ensure that the inoculation record for their rangatahi is accurate and up to date when starting at InZone. Hardcopy evidence of all immunisation documentation must be in our files for each of our rangatahi.

MEDICATION – NON-PRESCRIBED & PRESCRIBED

NON-PRESCRIPTION MEDICATION:

Parental permission is required to issue non-prescription medication to rangatahi. Staff will note each instance every time non-prescription medication is distributed to your rangatahi e.g. Panadol, paracetamol, hay fever tablets, cough mixtures etc. Consent to give this medication is covered in the Generic Consent which needs to be completed annually.

PRESCRIBED MEDICATION:

Whānau must advise the Senior Boarding Manager of any prescription medication their rangatahi is taking. All prescription medication must be handed in to the Boarding Manager on Duty and this will be noted on ORAH. Staff will record in ORAH any time prescription medication is distributed.

DENTAL CARE

FREE dental care is available for all rangatahi who are 18 years or younger.

If you would like your rangatahi to have their Dental Care in Auckland, we suggest that you register them with:

Epsom Dental Care
19 Alpers Avenue, Epsom, Auckland 1023
Phone: 0800 524 042

The dental benefit scheme is available.
Rangatahi must ensure they keep their appointments.

TIME OFF SCHOOL DUE TO ILLNESS

If your rangatahi is unwell and their condition persists for more than two days, we may ask you to make provision for them to be cared for away from the kāinga.

If at the end of the holidays or weekends you have any doubts about your rangatahi being able to return because of sickness, please keep them at home until they are well enough to return. Contact the Senior Boarding Manager and also remind your rangatahi to report to the Senior Boarding Manager, when they return. It is also whānau responsibility to email the Senior Boarding Manager and the school to advise the circumstances of the rangatahi and their whereabouts.

Becoming tired because of study, sports or activities, does not warrant a day off school.

WELLBEING

PASTORAL CARE

If a rangatahi has a problem, they should approach the Boarding Manager on Duty, in the first instance. If the rangatahi wishes to take the matter further and feels that they cannot approach the Boarding Manager on Duty, on the particular issue, the rangatahi should then approach the Senior Boarding Manager (who will see them at an appointed time that suits both parties). If the case arises where the rangatahi feels the need to confide in or simply talk to someone else, they can talk to the school Counselling Team at any time.

The Boarding Manager on Duty fills the "mother/father role" at InZone and we hope all rangatahi would feel confident and comfortable enough to approach the Boarding Manager on Duty for help or even just a chat; particularly rangatahi new to the kāinga, in their early weeks.

If a rangatahi is being bullied (physically or verbally or online), or sees another rangatahi being bullied, they must report this immediately to the Boarding Manager on Duty.

Communication between parents, whānau, the school and InZone staff, is essential. It will help us if we are kept informed about home life, changes of employment, address, phone number, relationships, significant bereavements or any new development which may impact on your rangatahi.

Parents are also encouraged to liaise with the Boarding Manager on Duty, if they have any issue regarding the welfare of their rangatahi in the kāinga.

Rangatahi will complete the Nurture page on ORAH weekly or as required.

APPEARANCE

HAIR

The InZone policy on hair is the same as the respective school policy.

Should the Senior Boarding Manager feel that a rangatahi's hair style is not in accordance with the school regulations, they will need to address this immediately by having a haircut. Should the rangatahi not comply, we will then make contact with their parents to discuss the matter further.

JEWELLERY

Rangatahi can wear watches. The wearing of body piercings and jewellery aligns to the rules of the respective school.

A taonga, if worn at school, must align to the rules of the respective school.

INZONE NUMBER 1 UNIFORM

All rangatahi must have a set of Number 1 uniform for InZone.

The Number 1 uniform is to be purchased by whānau and it is the responsibility of each rangatahi to maintain their uniform to a satisfactory condition.

These may be purchased from a number of retail stores including The Warehouse, Postie Plus, Kmart.

BOYS:

- 1 x Long black dress trousers
- 1 x Long-sleeved white collar shirt
- 2 x Pair of black dress socks
- 1 x Pair black dress shoes

GIRLS:

- 1 x Black Skirt (full length)
- 1 x White Blouse (3/4 sleeve and collared)
- 1 x black dress shoes

CLOTHING RECOMMENDATIONS

BOYS:

- 6 x pairs of underwear
- 2 x singlets
- 2 x sets of pyjamas or boxers for sleeping in
- Personal shoes – trainers/sandals/ slippers/jandals
- Casual clothes eg shorts, tshirts, hoodies, trackpants
- 10 x coat hangers
- 1 x sock bag (maximum A3 size)
- 1 x underwear bag (maximum A3 size)
- Shaving kit
- Small combination or keyed padlock
- Water bottle

GIRLS:

- 6 x pairs of underwear
- 2 x bras
- 2 x sets of pyjamas or nightgowns
- 5 x personal shoes – trainers/ casual/covered footwear/slippers/ jandals
- Casual clothes eg shorts, skirts, shirts, tshirts, hoodies, trackpants
- 10 x coat hangers
- 1 x sock bag (maximum A3 size)
- 1 x underwear bag (maximum A3 size)
- Small combination or keyed padlock
- Water bottle

Plus school uniform items as specified by Auckland Grammar and Epsom Girls Grammar Schools.

PERSONAL TOILETRIES

- Toilet bag
- Soap
- Shampoo / Conditioner
- Toothbrush
- Toothpaste / Dental floss
- Razors and Shaving crème (for Boys)
- Hairbrush / Comb
- Nail clippers / Nail brush
- Deodorant – roll on only – AEROSOL BODY SPRAY CANS AND DEODORANTS ARE BANNED

Each article of clothing, laundry and equipment MUST BE CLEARLY AND SECURELY NAMED.

LAUNDRY

LINEN RECOMMENDATIONS

- 3 x towels
- 1 x spare/second pillow

Each article of clothing, laundry and equipment MUST BE CLEARLY AND SECURELY NAMED. Labels should be placed on an area that is easily visible by the laundry staff.

Washing will be done daily, with bed linen washed fortnightly. Rangatahi are to collect clean clothes from the laundry or storage shelves at allocated times. Only personal items such as underwear and socks are to be placed in netted laundry bags provided by whānau.

NETTED LAUNDRY BAGS FOR UNDER GARMENTS AND SOCKS ARE ENCOURAGED PLEASE WHĀNAU!

A DAY IN THE KĀINGA LIFE

SAMPLE TIMETABLE – THERE ARE SLIGHT VARIATIONS IN REGARD TO THE TIMING OF EVENTS BETWEEN THE BOYS AND GIRLS KĀINGA DUE TO THE RESPECTIVE SCHOOL START TIMES. (EPSOM GIRLS – 8.30AM/ AUCKLAND GRAMMAR – 9.00AM)

MORNING 6:30 AM	An InZone rangatahi's day usually starts at 6.30am at which point they are woken up by their Boarding Manager. Once Rangatahi are dressed in full school uniform, they make their way to breakfast. Rangatahi are generally engaged in eating breakfast between 6.50 – 7.10am. Following breakfast, duties will be completed by the roopu that have been rostered on. Once duties and room inspections have been completed, rangatahi get ready to leave for school. At 7.40am (girls)/8.00am (boys) rangatahi assemble in the lounge on time for an opportunity to share and reflect. Notices are shared followed by a closing karakia before our rangatahi depart the kāinga making their way to school.
END OF SCHOOL 3:15 PM	At the end of the school day, rangatahi return to the kāinga where they are greeted by the Duty Manager. They are expected to empty, clean and return lunchboxes as well as shower/change before having some afternoon tea.
DINNER 6:00 PM	Dinner takes place between 5.00 - 6.00pm. Rangatahi are once again rostered on duties of setting up and cleaning up around the dinner time within their roopu.

ALL RANGATAHI MUST BE INVOLVED IN TWO EXTRA-CURRICULAR SCHOOL ACTIVITIES IN THE SCHOOL YEAR

A minimum of one summer and one winter activity.

AKO MONDAY - THURSDAY SUNDAYS 7-8:00PM	GIRLS Dinner: 5-6pm Ako session 2: 6.30-8pm	BOYS Dinner: 5-6pm Ako session: 6-8pm
BEDTIME YEAR 9-11 9:30PM YEAR 12&13 10:00PM WEEKENDS	Once rangatahi have finished Ako, they have supper before end of day routines. This includes the handing in of all electronics. The times and days governing the use and handing in of electronics is outlined in the ICT user agreement on page 68.	
	The weekends at the InZone kāinga are a great opportunity for rangatahi to participate in sport and/or co-curricular activities, to socialise, to catch up on school work or to bond as a whānau. Rangatahi can have a sleep in as long as they're up having breakfast before heading off to their Saturday morning sport or other commitments. Wake up times can vary so breakfast for some could start as early as 6.30am. 8.00am is the latest rangatahi are generally able to sleep in. Off campus leave is an option for all rangatahi. Rangatahi must take responsibility for their own learning over the weekends and must find time to do any school work they will have. There is a compulsory session every Sunday evening for all rangatahi from 7.00-8.00pm. Rangatahi on weekend leave must return to the kāinga on time for this Ako session.	

Ako

As indicated by the scheduling of compulsory Ako over the week (Sunday -Thursday), Ako is an integral part of InZone's academic programme. Ako aims to consolidate class work, develop good organisational skills and encourages responsible research and study habits.

It is expected that all rangatahi take responsibility for their own learning and engage in Ako diligently, including engaging through appropriate means to achieve best possible learning outcomes. No mobile phones are allowed unless permitted on a case by case basis with the Kaiārahi Ako. Their main role will be to assist rangatahi with their learning.

Rangatahi with "no work" should revise, make summaries, prepare for new work, practice vocabulary and grammar. Rangatahi with "nothing to do" will engage in kōrero with their Kaiārahi Ako..

All rangatahi in possession of an Auckland Grammar / Epsom Girls Grammar School homework diary must present this for the tutor on duty to check.

Once a week, both kāinga combine for dinner followed by a session together from 5.00-7.00pm. On these nights ako will start later. Although, there is allocated time for ako each week our rangatahi are expected to manage their academic workload within their weekly commitments. This may require them to find extra time to ensure they keep on top of their studies. Learning to self-manage time is a important skill for all rangatahi to develop. If at anytime rangatahi are feeling overwhelmingly under pressure it is important they communicate with kāinga staff and/or their whānau.

ACADEMIC SUPPORT

The InZone kāinga have a strong emphasis on our rangatahi achieving their academic best. This has been a key focus of InZone given Māori and Pasifika youth achievement rates at are lower NCEA relative to other ethnicities.

Our academic support is led by our Kaiārahi Ako, who oversees all facets of the academic program including academic monitoring and the coordination of the tutoring program. Tutors are on hand during the assigned weekday ako times at each kāinga and this has resulted in a structured timetable available for our rangatahi who have access to and seek tutors when required.

Our Senior Boarding Managers and Kaiārahi Ako work closely with our partner schools, for both academic (Year Level Deans and Head of Departments) and pastoral (Careers & Guidance) matters to ensure consistency in support from both school and kāinga. Our rangatahi are also supported by Kaiārahi Ako in their career planning by helping them to identify courses of study, scholarships or pathways to employment.

Our academic programme is very successful and a marked increase in the academic achievement levels of our rangatahi is now evidenced through school reports and examination results.

WHAKAWHANAUNGATANGA NOHO

At the start of each year prior to all of our rangatahi returning to the kāinga, we pull our newly enrolled cohort of rangatahi together to start their InZone journey. This is compulsory for our new intake who are mostly junior rangatahi.

The time together allows an opportunity for those all-important relationships/connections to be made. It is a week of stepping outside of one's comfort zone, learning to encourage and support your fellow InZone brothers and sisters. Accompanying this are evening sessions around our InZone values, kāinga life and learning opportunities.

TRAVEL

TRAVEL TO AND FROM THE KĀINGA

Whānau are responsible for arranging and paying for transport of their rangatahi to and from the kāinga. This includes to and from any public bus or train station, ferry terminal or the airport.

AUCKLAND TRANSPORT

Rangatahi are encouraged to use Auckland Transport HOP cards.

https://at.govt.nz/bus-train-ferry/at-hop-card/

TRAVEL TO AND FROM EXTRA-ACTIVITIES

Due to the logistics of 80 rangatahi potentially going in a variety of directions, the transportation of rangatahi to different sporting, cultural or community is challenging. Should staffing availability permit, every effort will be made to get our rangatahi to where they need to be. Unfortunately, this will not always be possible and we therefore ask whānau to be mindful of this when having a kōrero with your sons and daughters empowering them to arrange transport themselves and communicating this with kāinga staff.

TRAVEL TO AND FROM SCHOOL

Rangatahi will walk to school or occasionally may be taken in the kāinga vehicle.

No rangatahi is allowed to drive a car to and from school or carry passengers in the car to and from school, without the permission of the Associate Headmaster of Auckland Grammar School (Boys) and the Senior Boarding Manager.

USE OF VEHICLES

All rangatahi wishing to have a vehicle in their possession whilst boarding at either of the InZone hostels must notify the Senior Boarding Manager with vehicle make, model and registration.

No rangatahi is allowed to drive a car or carry any passengers in the car without the permission of the Senior Boarding Manager. Please apply in writing for permission, a copy of the rangatahi's drivers licence and insurance details must be provided to InZone. Usage of the car or motorcycle must comply with the official New Zealand Road Code. Infringement of these guidelines will result in permission being revoked.

Due to the limited parking space at each kāinga, rangatahi vehicles will need to be parked on the surrounding streets.

WITHDRAWAL FROM INZONE

IF FOR ANY REASON, YOU FEEL THAT YOU NEED TO WITHDRAW YOUR **RANGATAHI** FROM THE INZONE PROGRAMME OF STUDY, A DISCUSSION WITH THE SENIOR BOARDING MANAGER IS RECOMMENDED.

One term's notice in writing of your intention to withdraw the rangatahi from InZone, must be given no later than the first day of the InZone term at the end of which the notice expires.

All amounts owing up to and including the final day of the rangatahi at InZone are payable before their final day.

If this notice is not given, you will be required to pay one term's InZone Fees in lieu of notice.

If this notice is given, InZone will provide a refund without any deductions for any Boarding Fees paid in advance for any period after their final day at InZone.

BEHAVIOUR MANAGEMENT

OUR APPROACH

At InZone we encourage behaviours or actions that allow for individuals, groups or communities of people that are personally fulfilling, productive and socially acceptable. At all times we will be asking our rangatahi to consider the impact of what they say and what they do to oneself, others and wider communities.

It is important that our rangatahi realise that behaviour concerns as poor attitude, lack of respect, bad language and non-compliance have a larger impact and consequence.

Applying the InZone values, kāinga staff will be encouraged to engage in conversations with our rangatahi whose behaviour is having a negative impact on others. All matters regarding behaviour incidents will be logged and documented in ORAH following each conversation.

Ideally, our rangatahi will take learnings from these conversations and engage in positive next steps to address the matters at hand.

In the event that further steps need to be taken to address matters, a meeting with the Senior Boarding Manager will be arranged which may include the involvement of parents or caregivers.

There may be ex ceptional circumstances where the CEO and/or Sen ior Boarding Manager determines that behaviour requires the immediate suspension of the rangatahi from the kāinga.

Extreme circumstances may warrant the permanent removal of the rangatahi from the kāinga. In this case the rangatahi will be immediately suspended while the disciplinary committee meets to make a recommendation as to whether permanent removal is warranted.

The Board may remove the student immediately following the stand down without a Disciplinary Committee hearing.

DISCIPLINARY PROCEDURES

1. InZone's behavioural expectations are set out in various policies and procedures, including in the rangatahi Handbook and InZone's Terms. Rangatahi are required to know and abide by InZone's policies and procedures, as introduced, amended or revoked from time to time.

2. When an incident occurs such as being disruptive, uncooperative or disrespectful, the following steps will be taken. Kāinga Staff will engage in a conversation with the rangatahi and an incident report will be completed on ORAH. This conversation will include the rangatahi considering the impact of their actions on others. This will be shared with the Senior Boarding Manager.

3. In the event that further steps are needed, the Senior Boarding Manager will inform whānau and meet with the rangatahi to review their behaviour, using a restorative approach which focuses on accountability, restoration of rightful and peaceful relationships and needs of all parties.

4. Where the behaviour concerns the health and safety of the individual or others, and/or impacts negatively on life in the kāinga, and/or constitutes serious misconduct, the CEO may immediately suspend the rangatahi from the kāinga. The rangatahi will still be expected to attend school if feasible. The suspension may be for up to three school days, as determined by the CEO and/or the Senior Boarding Manager.

5. Following the suspension, the rangatahi may return to the kāinga following a re-entry meeting between the CEO and/or Senior Boarding Manager and the whānau. This may be a virtual meeting. This may include some additional behavioural conditions.

6. If the breach is serious enough to warrant removal from the kāinga, then, at InZone's discretion, the CEO will either:
(a) In consultation with operational staff, establish an appropriate consequence for the breach and meet with whānau to discuss its implementation; or
(b) Contact the whānau as soon as practicable and call a hearing of the Disciplinary Committee — made up of three members of the Advisory Groups, the Board, the CEO, or the Senior Boarding Manager (provided they are not directly involved in the incident or otherwise conflicted), or other independent InZone volunteers. The Disciplinary Committee will meet to consider the options, which may include permanent removal.

7. In the interim, the rangatahi may be suspended from the kāinga but will still be expected to attend school if feasible.

8. Details will be provided to the whānau confirming the date and time of the Disciplinary Committee meeting. The Committee will use its best endeavours to ensure the meeting occurs within three school days of the suspension, unless the CEO — in consultation with the Senior Boarding Manager and at least one Trustee (who will act as a member of the Disciplinary Committee) — decides that it is in the best interests of the rangatahi and/or other rangatahi affected by the breach to delay the meeting for up to ten days.
This extension must only occur for reasons related to health and safety, or to allow time to restore the mauri of the kāinga following the breach.
The rangatahi, their parent/caregiver, and/or support person must attend the Disciplinary Committee meeting. The rangatahi may also bring a supporting representative(s) to the meeting.

9. The Disciplinary Committee must act fairly and reasonably. They will review the Senior Boarding Manager's report (including incident details and witness statements), listen to the rangatahi, parents/caregivers, or their representatives, and consider any written submissions made by or for the rangatahi.

10. The Disciplinary Committee will be guided by the established process in arriving at its recommendation. The Committee's recommendation will then be sent to the Board for ratification.

12. If permanent removal is the outcome, the Board will provide written notice of this decision to the whānau.

13. If permanent removal is not recommended, then the rangatahi may return to the kāinga following a meeting between the CEO, Senior Boarding Manager, and/or the whānau.
This may include additional behavioural conditions such as those included in Clause 6.

14. In the event of exceptional misconduct (including, but not limited to, assault, sexual assault, or bringing illegal or banned substances into the kāinga — e.g. drugs, alcohol, fireworks, etc.), where:
a) the perpetrator admits the serious misconduct, or
b) there are reliable witnesses or evidence, or
c) there is video footage of the incident, then the Board (by unanimous decision) may remove the student immediately following the stand-down, without a Disciplinary Committee hearing.

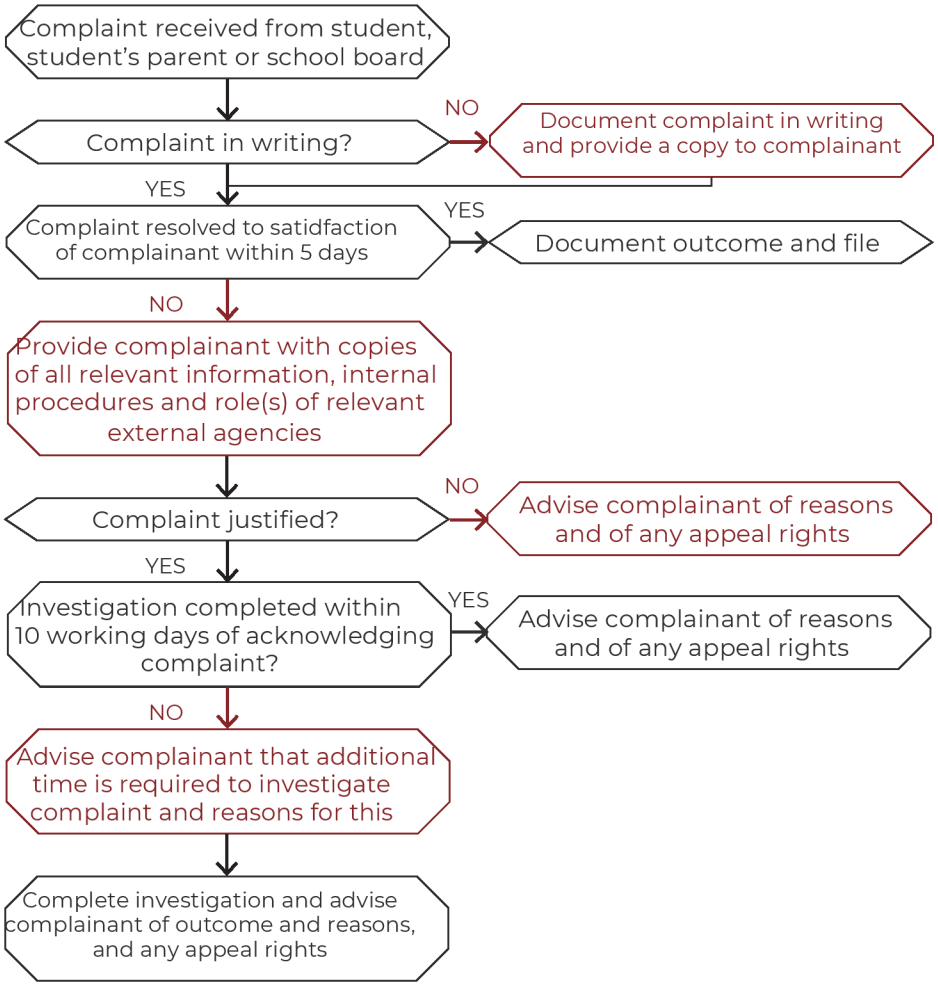
COMPLAINTS

WE ALWAYS WELCOME FEEDBACK FROM WHĀNAU AND OUR RANGATAHI. WE HAVE SEVERAL FORMAL AND INFORMAL WHĀNAU HUI THROUGHOUT THE YEAR. PARENTS ARE WELCOME TO CALL THE SENIOR BOARDING MANAGER AT ANY TIME TO PROVIDE FEEDBACK. ALL FEEDBACK WILL BE CONSIDERED AS AN OPPORTUNITY TO IMPROVE THE SERVICES WE PROVIDE.

We hope that by maintaining regular communication with you we can avoid complaints. However, if you have a specific issue with the services we provide or with a staff member, then you may make a formal verbal or written complaint to the Senior Boarding Manager, CEO or Board Chair.

OUR COMPLAINTS PROCESS IS SET OUT ON THE FOLLOWING PAGE

COMPLAINTS PROCESS



ICT ACCEPTABLE USE AGREEMENT

AS A SAFE AND RESPONSIBLE USER OF INFORMATION AND COMMUNICATION TECHNOLOGIES ("ICT"), I WILL HELP KEEP MYSELF AND OTHER PEOPLE SAFE BY FOLLOWING THESE RULES AT INZONE:

Sunday to Thursday

- Year/Form 9/3, 10/4, 11/5
  - Devices in at 8.30pm.
- Year/Form 12/6 & 13/7
  - Devices in at 9pm
- Wifi off @ 9.30pm and back on at 8 am the next day

Friday and Saturday

- Year/Form 9/3, 10/4, 11/5, 12/6 –Devices in at 9.30pm
- Year/Form 13/7 Devices allowed (always subject to performance)
- Wifi off @ 9.30pm and back on at 6am the following day.

1. As an enrolled student at InZone Education, I automatically agree to the rules set out in this ICT Acceptable Use Agreement.
2. If I have my own account and username (eg Orah), I will logon 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 InZone or an InZone related activity, I will not have any involvement with any ICT materials or activities which might put at risk my own safety, or the privacy, safety and or security of InZone or other members of the InZone community (e.g. bullying or harassing).
5. All devices using the InZone wifi must be registered with the Senior Boarding Manager.

RULES CONTINUED ON FOLLOWING PAGE

6. I understand that I must not at any time use ICT material (including creating, sending, saving or sharing material) to upset, offend, harass, threaten or in any way harm anyone connected to InZone or InZone itself, even if it is meant as a joke.

7. I understand that the rules in this use agreement also applies to mobile phones. I will only use my mobile phone(s) at the times that I am permitted.

8. While at InZone, 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;
- Make any attempt to get around or bypass security, monitoring and filtering that InZone has in place
- Engage in activities deemed illegal by New Zealand or International law such as fraud, electronic crime (hacking, spamming, identity theft)

9. If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimize the window immediately; and
- Report the incident to the Duty Manager or another staff member.

10. I understand that I must not download any files such as music, videos, games, or programs without first:

- Gaining the permission of a Boarding Manager.
- Clarifying whether I have the authority under New Zealand Copyright Law to download such material (Copyright (Infringing File Sharing) Regulations 2001).
- I also understand that anyone who infringes copyright may be held personally liable.

11. I understand that these rules apply to any privately-owned ICT equipment/device (including a laptop, tablet, mobile phone, USB drive) I bring to InZone or an InZone related activity. Any content (data, images, video, audio, text or any format) on such equipment/devices must be appropriate to the InZone environment.

12. I will not connect any device (including a USB drive, camera or phone) to, or attempt to run any software on, InZone ICT equipment without a boarding manager's permission, this includes wireless technologies.

13. I will not give out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, birthdays.

14. I will get permission from any other person involved before taking a photo or video. I will not publish on social media (or other public sites) photos, audio, personal details or videos of others without their permission. I agree that if I have posted something whether intentional or by mistake and the person asks me to remove I will do so immediately.

15. I will respect all ICT systems in use at InZone and treat all ICT equipment and devices with care. This includes:
Not intentionally disrupting the smooth running of any InZone ICT systems.
Not attempting to hack or gain unauthorised access to any system in place at InZone.
Adhering to all expectations outlined in the Acceptable Use Agreement.
Not joining in if other students choose to be irresponsible with ICT.
Reporting any breakages or damage (including any viruses introduced to the system) to a Boarding Manager — including damage to other students' ICT equipment.

16. I understand that boarding managers have a right to prohibit use of wifi and ICT devices and that I must hand in my devices each evening or when asked.

17. I understand that InZone may monitor traffic and material sent and received using the InZone ICT network. InZone may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

18. I understand that InZone may audit its computer network, Internet access facilities, computers and other InZone 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.

19. I understand that if I break these rules, InZone may inform my parent(s). In serious cases, InZone may take disciplinary action against me. I also understand that my family may be charged for any repair costs. If illegal material or activities are involved, it may be necessary for InZone to inform the police.


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