

THE ANGLO-ITALIAN SCHOOL

Montessori Division

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Registration Form

AT THE ANGLO ITALIAN SCHOOL

First day of school _____

I. PERSONAL INFORMATION

I, _____, the father / mother / legal guardian (circle one) of the student
_____, wish to enroll him / her for the **2021/2022** school year at The
Anglo-Italian School, Montessori Division in grade _____.

Student name: _____ (last name, first name)

Date of birth: _____ (day/month/year) Place of birth: _____ (city, country)

Nationality: _____

Home Phone Number: _____

Address: _____ Zip code: _____

Previous school: _____ Address: _____

Native language: _____ Other languages studied: _____

Family Information

Father: _____ Cell Phone: _____

Mother: _____ Cell Phone: _____

Email address of parent(s): _____

Siblings of student:

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

I have read and understood the “**Parent’s Guide**” in its entirety, which represents the rules and regulations of the school; and, I understand that the school may use the above information only with exclusive permission and for the institutional purposes. **(General regulation for the protection of personal data 2016/679- GDPR).**

Signature: **X** _____ Date: _____

II. REGISTRATION PROCEDURES

Along with a completed Registration Form, the following documents must be turned in:

- 1) Two passport-sized photographs;
- 2) Report card(s) from the previous school year with a transfer authorization from the previous school;
- 3) A copy of an official identification document of both parents;
- 4) Copy of the handwritten signature of a parent who has the parental responsibility kept at the front office;
- 5) Any requests for permission for the practice of physical education with a medical certification issued by a medical practitioner;
- 6) Payment of the registration fee (for amounts and prices, see attachment N.1);
- 7) Immunization certificate

III. TUITION

SCHEDULE OF FEES-I have read the SCHEDULE OF FEES which are integral part of the present form and I fully intend to commit and respect the payment regulation. I am aware of the total tuition I must pay and I agree to fulfill all tuition payments. I commit to pay the entire tuition also in the case that the student is withdrawn early during the school year. **Tuition must be paid in all cases of forced closure of the school due and/or in all cases of closure imposed by third party events, including those imposed by State Authorities for health, pandemic or meteorological reasons, during which distance learning services may still be guaranteed.**

Tuition must be paid in all cases of forced closure of the school due to force majeure and/or in all cases of closure imposed by third party events, including those imposed by State Authorities for health, pandemic or meteorological reasons, during which distance learning services may still be guaranteed.

I will pay the tuition no later than the 10th of every month. I accept that I must pay 1 Euro for every day the payment is late, and in the case that the payment is not received within the first 20 days of the month the student will not be admitted into class.

Parent Signature X _____ Date _____

III.1 PERMISSION OF EMERGENCY CARE

In case of a SMALL ACCIDENT (scrapes or scratches), I give my permission to have first-aid treatment given to my child

_____.

In case of a SEVERE ACCIDENT (when the parents cannot be immediately reached), I give my permission to have my child taken to the following hospital: _____

Parent Signature X _____ Date _____

Medical History (indicate dates, if possible)

Heart Disease _____ Rheumatic Fever _____ Allergies _____

Diabetes _____ Tonsillitis _____ Other _____

The child has had therapy in the following areas:

Language Disorders*: Yes No Behavior Disorders*: Yes No

*I accept legal responsibility for accuracy of the information provided above: Yes No

Parent/Guardian Signature X _____

IV. COMPUTER AND INTERNET ACCESS

IV.1. Policies

It is The Anglo-Italian School policy that:

1. The use of school information technology (IT) resources shall be permitted for official and authorized purposes including communication, research, and educational development in support of the school's mission.
2. Internet use for educational and research purposes will be encouraged and supported while ensuring that school property, including IT resources, is being used for authorized purposes only.
3. All use of school IT resources will be accomplished through user accounts.

IV.2. Responsibilities

The Director, The Anglo-Italian School, Montessori Division, shall ensure that:

A copy of the Computer and Internet Access Policy will be provided to each user.

1. Each

student requiring a user account: is instructed to read and abide by the terms and conditions contained in this policy;

shall take appropriate precautions to protect school resources including computer equipment, network resources, and data; the student, together with the student's parent or guardian, shall sign and return the Computer and Internet Access Agreement before the student is allowed access to a school computer. The signed agreement is to be retained in the Computer Lab for the duration of the student's enrollment. A copy will be provided to the student.

The Computer Lab Instructor or designee shall ensure that procedures are in place to provide information assurance, **computer training**, and to make sure that Computer and Internet Access Agreements are respected by all the students.

IV.3. Appropriate use of school technology resources

* Students will use school IT resources, including computers, electronic mail, and Internet access, only in support of education and for research consistent with the educational objectives of The Anglo-Italian School.

* Students will

respect and adhere to all of the rules governing access to and use of IT resources.

* Students will be

polite in electronic communication. Students will use courteous and respectful language in their messages to others. Students will not swear, use vulgarities, or use harsh, abusive, or disrespectful language.

Students **will not use** IT resources:

1. To deliberately disrupt network use by others. Therefore, students will not send "chain letters" or "broadcast" messages to individuals or to lists of individuals.

2. To gain or

attempt to gain unauthorized access to other computer systems.

3. To attempt to harm

or destroy data of another user, the Internet, or any other network. This includes creating or knowingly transmitting a computer virus or worm or attempting unauthorized access to files, computers, or networks (i.e., "hacking").

4. To pursue private commercial business activities, including those conducted on Internet sites such as eBay.

5. To create,

download, view, store, send, or knowingly receive material that is illegal or offensive to others, such as hate speech or any other materials that ridicules others based on race, creed, religion, color, sex, disability, or national origin.

6. To create, access,

download, view, store, copy, send, or knowingly receive material that is obscene, pornographic, or sexually suggestive.

7. To access or log on to any type of Instant Messenger program such as MSN, YAHOO, and so on.

iv.4. Using IT resources

Computer and IT usage are a privilege, and not a right. Any usage which is inconsistent with the terms and conditions stated in this instruction may result in the cancellation of student privileges. If students have any questions about appropriate computer use, they can ask the Computer Lab Instructor.

V. REINFORCED STATEMENT information for the treatment of personal data of pupils and their families in accordance with the general regulation for the protection of personal data 2016/679

Dear parents,

pursuant to Art.13 of legislative decree n.196/2003 in relation to personal data, also acquired from third parties, which the School will be in possession of, we inform you of the following:

1.PURPOSE OF DATA PROCESSING

The treatment of personal data will be aimed exclusively for the purposes described in the points below:

PURPOSE USE OF THE DATA RELATED TO THE STUDENT AND PARENTS

1/A) The data will be used by the School for the completion of registration, administrative and legal procedures.

1/B) Data will be used by the School for the preparation of the individual dossier of the student, which may contain annotations and evaluations derived from the educational curriculum carried out by the school, the observations of the teachers, of the child and the family.

1/C) Data will be used for the correct and complete execution and for the documentation of all didactic and recreational activities.

PURPOSE USE OF IMAGES (PHOTOS AND VIDEOS THAT PORTRAY THE CHILD)

1 / D) The documentation of the execution of educational and recreational activities may include photographic shooting (negative / digital) taken by an external person or by the teaching staff.

- The photos can be exhibited inside the school premises and in other external locations, in the school environment. The treatment of photographic documentation is aimed at the distribution in schools and / or among those who share the same purposes, i.e. for school exhibitions in the territory, school journal and online journal, school-related conferences and events.

- The pictures portraying the child at school during educational and / or recreational activities can be published on the School website, as documentation of highly positive events for the institutional activities of the School attended by the child.

1 / F) - The documentation of the execution of educational and recreational activities may include sound recordings and video recordings made by an appointed person internal or external to the school, to shoot the children while engaging in educational or other kind of activities (recreational activities, parties ...). These footages will be recorded on a special CD ROM.

1 / G) The CD-ROM where the filming of student's teaching and recreational activities will be recorded will be:

- handed over to the parents of children attending kindergarten, if requested;
- used for representations within the educational activity typical of the school, within the institution and / or inside premises used for educational exhibitions, for teaching purposes that the school deems appropriate.

2. METHODS OF DATA PROCESSING

The treatment is realized with operations or complex of transactions indicated in art. 4 comma 1 lett. A) T.U. : collection, registration, organization, conservation, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and distribution of data. Operations can be performed with or without the aid of electronic or automated tools. The data can also be collected from third parties.

The treatment is carried out by the owner and/ or by the people in charge of the processing who work under the direct authority of the owner, following the instructions provided under former art. 30 of L.D. NO. 196/2003 and the regulation EU 2016/679 of the European Parliament and of the Council of 27 April 2016, implemented on 10.04.2018.

3.PROVISION OF DATA

The provision of data is strictly necessary to carry out the activities referred to in point 1.

4.REFUSAL TO PROVIDE DATA

The eventual refusal by the interested party to provide personal data as mentioned in paragraph 3, implies the impossibility to fulfill the activities referred to in point 1.

5.DATA COMMUNICATION

Personal/ sensitive data may be made aware to the people in charge of data processing and may be communicated to third parties only for the purposes of point 1 in particular:

- Primary schools
- Tax/ accounting/ legal advice studio
- Bodies carrying out psychomotor activity
- Competent bodies according to the laws in force.

-Figures, professional or non, operating in the school and / or on behalf of the school on assignment/authorization of the same.

6. DIFFUSION OF DATA

Personal data are not subject to disclosure.

7. TRANSFER OF DATA ABROAD

Personal data may be transferred to countries of the European Union and to non member countries for the purposes referred to in point 1.

8. RIGHTS OF THE INTERESTED PARTY

Article. 7 T.U. grants the interested party the exercise of specific claims, including obtaining from the owner confirmation of the existence or not of their personal data and their being made available in an intelligible form; the interested party has the right to know the origin of the data, the purposes and methods of the processing, the logic applied to the processing, the identification details of the owner and the subjects to whom the data may be communicated.

The interested party has the right to obtain:

- a) updating, rectification or, when interested, integration of data;
- b) the cancellation, transformation into anonymous form or blocking of data processed unlawfully, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
- c) the attestation that the origin of personal data and the purposes and methods of treatment have been brought to the attention, including in regards of their content, of those to whom the data have been communicated or distributed, except when such fulfillment proves impossible or involves a use of means manifestly excessive to the protected right.

4. The interested party has the right to object, in whole or in part:

- a) on legitimate grounds, to the processing of personal data concerning him / her, even though they are relevant to the purpose of the collection;
- b) to the processing of personal data concerning him/her for the purpose of sending advertising or direct sales material or for carrying out market research or commercial communication.

9. HOLDER OF THE TREATMENT

Holder and Responsible of data treatment is: Vitalba Notarnicola.

The place where personal data are processed is: VIALE DELLA LIBERAZIONE 1 - 80125 NAPOLI (NA)

The undersigned _____ parent of the student _____

- declares to have received the information pursuant to art. 13 of Legislative Decree no. 196/2003;
- requires, as required by point 7 of the informative document, that the data relative to the student's educational outcomes are also treated in relation to the purposes referred to in art. 96 of Legislative Decree no. 196/2003 (communication and / or distribution, also to private individuals, for the purpose of facilitating the orientation, training and professional placement, also abroad, of the student) and in accordance with Regulation (EU) 2016 / 679 of the European Parliament and of the Council of 27 April 2016, adopted on 10.04.2018.

Signature of the parent or representative

X _____

PHOTO, PERSONAL DATA, & SCHOLASTIC FIELD TRIP CONSENT

The personal data provided will be used exclusively for the institutional purposes of the school, which are those relating to the education and training of students and the administrative ones instrumental to them, as defined by current legislation (RD N. 653/1925, D .Lgs. No. 297/1994, Presidential Decree No. 275/1999, Law No. 104/1992, Law No. 53/2003 and related legislation).

- I _____ exercising the parental authority on the minor _____

AUTHORIZE

the School for the processing of personal data and to organize school trips and / or excursions as described herein.

- publication of the images of the aforesaid minor also on the website of the school and on the school's social networks.
- the use of images of the aforesaid minor also on the website to certify the educational and / or training path
- the communication of the images of the aforementioned minor for participation in exhibitions, contests, competitions and other extracurricular activities provided for by school's educational curriculum.
- my children to participate to the trip / visit / excursions accepting any eventual changes of the program due to force majeure and declares to have read the program and the modalities for conducting the educational trip / guided tour / educational excursions, of the addresses indicated in it and the economic aspects connected to the student's participation in these activities. The participation of the child to take exams off-site. To have read the rules of conduct that the student will be required to observe under penalty of disciplinary sanctions, as aware that travel / visits / trips are an integral part of the school's curriculum program and the rules the students must follow are those foreseen by the current legislation that regulates the relationship of the students with the scholastic institution. To exempt, in accordance with the regulations in force on the matter, the school and the accompanying persons from any responsibility for any injuries in which the child should incur resulting from failure to comply with the orders received from the persons in charge of the trip.

Parent/Guardian Signature X _____

Follows attachment No.1, schedule of fees and payment regulations.