

*Parent Permission Forms*  
for  
*Boarding Students*  
2020-2021

*Please read through the following parental permission forms carefully, sign or initial them where required, and then return by fax, mail, or E-mail to the AIS-Salzburg office before the start of the 2020-2021 school year (September 7, 2020). If you have any questions concerning these forms, please call the school office at +43 662 824617 or e-mail a message to [office@ais-salzburg.at](mailto:office@ais-salzburg.at). The provision of the information requested on these forms and signatures is an obligation of contractual enrollment at AIS-Salzburg and is required.*

**Name of Student** *(Please print clearly):* \_\_\_\_\_

**IMPORTANT!**

Please note that any and all of the following forms are subject to change or amendment given the health situation here in Salzburg during the upcoming school year. Particularly, attendance policies and excursion destinations and planning are subject to ongoing review. The school administration reserves the right to change these aspects of policy as needed and justified by the health hazards and their level of threat to our community at any given time during the 2020-2021 school year.

Additionally, it is critically important for the office staff to receive a carefully-completed and up-to-date Student Health Form and Record as well as a Medical Treatment Consent form (both attached here). Having this information will ensure that we can identify any particular threats to students with ongoing health problems or conditions which our health staff needs to be particularly aware of.

Thank you for your understanding.

# *Enrollment Form 1: Personal Data Consent*

## **Client Consent Form: Personal Data Protection**

In accordance with the European Union Regulation 2016/679 which established standards regarding the protection of data processed and stored as well as the free movement of data. This regulation is generally referred to as the General Data Protection Regulation (GDPR). The American International School-Salzburg is required by this regulation to create and provide a framework of policies which establishes an adequate level of protection of personal data collected and handled by the school staff. Personal data collected and processed by AIS-Salzburg includes that of (a) of enrolled students, (b) parents and legal guardians of students enrolled, (c) employees, and (d) contractual partners of AIS-Salzburg.

Whereby:

1. The term '**client**' refers to any student enrolled at AIS-Salzburg as well as their legal guardians who have signed a contractual agreement establishing formal enrollment at AIS-Salzburg for educational purposes.
2. The term '**contractual partner**' refers particularly to those who sign and enter into any formal agreement with AIS-Salzburg (parents and legal guardians) as well as employees and all others with which AIS-Salzburg enters a contractual arrangement.

With this form of consent specifically and the AIS-Salzburg Data Protection Policy generally, the administration of AIS-Salzburg hereby informs all clients of (I) the nature and categories of the personal data collected and processed at AIS-Salzburg, (II) the purposes for which their personal data is processed by AIS-Salzburg, (III) the third parties to which personal data is transferred, as well as (IV) the individual rights of clients regarding the processing of their personal data and how these rights can be exercised.

### **I. Purposes for Which Personal Data is Collected and Processed at AIS-Salzburg**

The American International School-Salzburg is a private, independent, secondary boarding and day school providing a college-preparatory education in English and in accordance with U.S. High School Diploma standards as well as criteria established by the Advanced Placement® program of the College Board Organization in the United States. AIS-Salzburg is fully accredited to offer this program and diploma by the Middle States Association of Colleges and Schools. The school's mission defines the following educational goals and purposes:

- A. to provide a college-preparatory secondary education and diploma to students ages 12 to 18 in accordance with internationally-recognized standards and expectations of professional practice and benchmarks;
- B. to provide safe, secure, and adequate residential accommodations to all boarding students;
- C. to establish and carry out a program of activity which enhances the physical well-being and development of our students;
- D. to provide for adequate nutrition, environmental conditions and health support for all students;
- E. to provide adequate direction, supervision, instruction, guidance, and order to facilitate the above.

In order to carry out our mission and the above-listed educational goals, the administration, staff, and faculty of AIS-Salzburg must collect and process personal data belonging to our clients (parents, legal guardians and enrolled students).

AIS-Salzburg is committed to the privacy and security of personal data collected and processed within the principles of the GDPR. Our policy ensures that:

1. We obtain all necessary and mission-related personal data fairly.
2. We maintain all necessary and mission-related personal data for specific purposes.
3. We process personal data in ways related to the purposes inherent in the mission.
4. We keep personal data safe and secure.
5. We keep personal data accurate and up-to-date
6. We process personal data that is adequate, relevant, but not excessive to privacy
7. We retain no data longer than necessary.
8. We provide copies of individual's personal data on request of the client.

### **II. Nature and Categories of Client Personal Data Collected**

*Client personal data collected by AIS-Salzburg is stored securely in electronic form both internally on the school's server as well as on the external server of the PowerSchool® Student Information System. Access to all client personal data is*

restricted by policy to authorized staff members and for specific purposes related to the school's mission. Please refer to the AIS-Salzburg Data Protection Policy as well as the

*A. Parent and Legal Guardian Data*

1. Name and surname
2. Address of residence
3. Employer
4. Telephone, fax, and e-mail contacts
5. Family status and relationship information
6. Bank data
7. Signature
8. Financial account records

*B. Enrolled Student Personal Data*

1. Name and surname
2. Address of residence
3. Gender and date of birth
4. Nationality/citizenship(s)
5. Telephone, fax, and e-mail contacts
6. Passport(s) number, date of issuance/expiration, valid visas
7. Personal photo
8. Previous school name, address, contact information, contact person
9. Transcripts of previous educational results
10. Personal evaluative recommendations from former instructors
11. Health and medical parameters, including:
  - a. weight, hair & eye color, distinguishing physical marks
  - b. history of previously-diagnosed health issues
  - c. allergen information
  - d. restrictions due to diagnosed health issues
  - e. previous hospitalization and surgeries
  - f. regular medication
  - g. abnormalities regarding eyes, ears, nose, throat, paired organs, gastrointestinal tract, respiratory system, neurological systems, metabolic/endocrine systems, genitourinary systems or musculoskeletal systems
  - h. immunization record
  - i. use of corrective lenses or hearing aides
  - j. orthodontic procedures; previous and ongoing
12. Primary, secondary and tertiary languages
13. Login and password information to access Student Information System
14. Attendance records
15. Social/Behavioral history records
16. Academic results including evaluated assignments and evaluations
17. Grade-point average
18. University admissions plans and actions
19. External examination results (SATI, SATII, AP®, IELTS, Stanford 10)
20. Language proficiency evaluations
21. Honors and citations
22. Staff commentary, personal evaluations, recommendations
23. Student account financial records
24. Activities enrollment records
25. CCTV imaging
26. Academic and activities schedules
27. Final transcript records
28. Alumni contact information

*C. Applicant and Applicant Parent or Guardian Personal Data*

1. Name and surname
2. Address of residence
3. Employer
4. Telephone, fax, and e-mail contacts
5. Family status and relationship information
6. Bank data
7. Signature
8. Gender and date of birth
9. Nationality/citizenship(s)
10. Telephone, fax, and e-mail contacts
11. Passport(s) number, date of issuance/expiration, valid visas
12. Personal photo

13. Previous school name, address, contact information, contact person
14. Transcripts of previous educational results
15. Personal evaluative recommendations from former instructors
16. CCTV imaging during school visit

### III. Personal Data Transfer to Contractual and Non-contractual Partners

In order to carry out the above-stated mission and goals adequately and efficiently, the administration, staff, and faculty of AIS-Salzburg must occasionally transfer client personal data to third parties. These third-parties include contractual partners of AIS-Salzburg who have a legal, binding agreement with the school as well as non-contractual third-parties. Personal data transferred to third parties must always occur within the guidelines and parameters of the AIS-Salzburg Data Protection Policy to ensure the security and privacy of such personal data.

#### A. Contractual Partners to Whom Personal Data is Transferred

<u>Contracted Partner</u>	<u>Personal Data Transferred</u>
PowerSchool.com	name, address, academic records, evaluations, commentary, passport and visa documentation, academic scheduling, social-behavioral records, attendance records, documented summaries of educational progress, images
College Board Organization (AP/SAT)	name, address, nationality, educational status, gender, voice, residence
Dr. Herbert Huber Accounting GmbH	names, DOB, financial statements, bank account information, contact information
Kitchen catering (Contento GmbH)	names, surnames, DOB, preferences
Housekeeping (Delina GmbH)	student numbers and names
Internet Provision (Netzwerk GmbH)	student numbers, employee data
Communication (A1 Austria GmbH)	telephone, fax numbers
Laundry (Stanglmayer Germany GmbH)	personal clothing, residence location
Copying (Ricoh Austria GmbH)	physical document copies/scanning
Brochures/Marketing (COCO GmbH)	Imaging
Banking (Raiffeisenkasse Salzburg GmbH)	bank account information, names, address, passport information, residency documentation
Legal Assistance (Ferner, Hornung & Partner)	name, contact information, passport and visa information, financial information
Educational Agencies (Various)	student contact information, academic information, passport and visa information, academic history, recommendations

Non-contractual third-parties to which personal data is transferred are generally of three types:

(a) political/legal entities with authority over AIS-Salzburg, (b) other educational institutions who request and receive personal data of students interested in acceptance and enrollment, and (c) licensed health officials who are referred to for student health issues.

#### B. Non-contractual Partners to Which Personal Data is Transferred

<u>Non-Contractual Partners</u>	<u>Personal Data Transferred</u>
City of Salzburg	names, addresses, DOB, birth certificate, passport information, images, criminal records
Salzburg Magistrat	passport and visa documentation, images, medical history documentation, birth certificates, financial statements, confirmation of enrollment
Tertiary Educational Institutions	transcripts, images, examination and academic results, commentary from instructors, personal statements
Other Educational Institutions	transcripts, images, historical academic records, social/behavioral record, commentary, recommendations, confirmation of enrollment
Health Care Facilitators*	name, residence, health records, physical data, images, passport/visa, financial records and contact information

*\*Please note that all visits to health officials requires specific consent for medical treatment and the transfer of health and medical data between such officials and AIS-Salzburg. This consent is provided upon enrollment on the Consent for Medical Treatment and Transmission of Medical Information form.*

### IV. Individual Client Rights

All clients of AIS-Salzburg (parents, legal guardians and enrolled students) have the following rights as regards the collection and processing of their personal data by AIS-Salzburg:

1. To know and be able to contact the Data Protection Officer (DSO) of AIS-Salzburg:

E-mail: [office@ais-salzburg.at](mailto:office@ais-salzburg.at)

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Fax: +43 662 824555

Paul McLean  
Moosstrasse 106  
A-5020 Salzburg, Austria  
Tel.: +43 662 824617  
Fax: +43 662 824555  
E-mail: pmclean@ais-salzburg.at

2. To know the purposes for which personal data is collected and processed at AIS-Salzburg.
3. To know the interests and motivation of the school personnel and third parties to which personal data may be transferred.
4. To know any and all third-parties to which AIS-Salzburg may transfer personal data and for what purposes.
5. To know that personal data may, in some cases, be transferred to organizations (universities, colleges, secondary schools, etc.) that are outside of the EU and with whom the GDPR does not apply and give consent for such data transfer.
6. To request access to, correction of, or deletion of any and all personal data collected and stored by AIS-Salzburg, to object to the transfer of personal data or its processing by third-parties, the right to give and withdraw explicit consent for the processing of personal data as well as the right to lodge a complaint with the DSO or higher authorities responsible for the enforcement of the DGPR.
7. To know the period for which their personal data will be stored and what criteria is used to determine the storage period.
8. The right to know whether the collection and processing of personal data by AIS-Salzburg is a statutory (legal responsibility of AIS-Salzburg) or a contractual requirement (Contracted enrollment agreement) and to what extent, if a contractual agreement, the provision of personal data is an obligation as well as the possible consequences of failure to provide such data.

#### **V. Statements and Signature of Consent for Clients**

*I, the undersigned, as a client of the American International School-Salzburg (AIS-Salzburg), hereby give my explicit consent to AIS-Salzburg to collect and process the personal data of myself and/or my child for the purposes stated in this document; namely, the implementation of a college-preparatory, secondary education in a boarding setting which is guided by the principles within the published mission and beliefs of the school.*

*Further, I understand that enrollment at AIS-Salzburg is a voluntary, contractual agreement between myself and AIS-Salzburg and that the collection of that the provision of such personal data which is necessary to effectively accomplish the school's mission and goals is obligatory and that enrollment at AIS-Salzburg is ended should such personal data not be provided, a request for its deletion or withdrawal of consent be received by AIS-Salzburg.*

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

Name of Parent or Legal Guardian: \_\_\_\_\_

***I confirm that I have read the AIS-Salzburg Data Protection Policy and this Client Consent form.***

***I understand my rights as a client regarding my personal data.***

***I consent to the collection, storage, and processing of personal data as explained, categorized, and listed in this Client Consent Form and I understand that this consent is required for enrollment at AIS-Salzburg.***

***I understand and consent that authorized staff members of AIS-Salzburg will have access to my personal data in order to carry out their job functions within the mission and goals of AIS-Salzburg.***

*I further understand that the following aspects of personal data collection and processing are not required contractually for enrollment but can be consented to if desired. I have indicated by checking those areas to which I give my consent:*

***I consent to allow AIS-Salzburg to utilize images of myself in school marketing and informational publications.***

***I consent to allow AIS-Salzburg to utilize my name in school marketing and informational publications.***

Signature of Student (if 13 or older): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Enrollment Form 2: Contact Information

The school sends all formal reports, including midterm and trimester grade reports, statements of account, etc., by electronic mail to the parents or guardians listed below. Please submit an e-mail address which can be utilized for this purpose and will be frequently checked throughout the school year. This is a parent contact address only. Student e-mail addresses should *not* be submitted here.

Parental/Legal Guardian **E-mail** Contact Address: \_\_\_\_\_

Parental/Legal Guardian **Telephone** Contact Number: \_\_\_\_\_

Parental/Guardian **Fax** Number: \_\_\_\_\_

Primary Mailing **Address**: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Emergency** Contact Number (*if different than above*): \_\_\_\_\_

*IMPORTANT: Please note that the data protection laws in the European Union (GDPR) require that all transfer of personal data between the school and its clients be regulated by the stipulations of the GDPR as explained in the AIS-Salzburg Data Protection Policy statement. Please review this information carefully and help us ensure that your personal data remains private and secure by keeping this contact information up-to-date at all times. Should you feel that your e-mail account's security is suspect, please make the necessary changes and inform our staff immediately if it involves a new e-mail address. The AIS-Salzburg staff is prohibited from transferring any personal data to any other contact address not listed on this form.*

### Educational Agencies and Consultants

If you would like to consent to the transfer of your personal data to an educational consultant or representative of the family as a third party:

1. They must have signed a separate contractual agreement with AIS-Salzburg, and
2. You must provide their secure e-mail and telephone number (below) if you consent to their reception of personal data:

Name of Educational Agent and Organization: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Statement and Signature:

*I, the parent or legal guardian, consent to private personal data being transferred to the above-stated agent and organization. Without this signature, I understand that AIS-Salzburg is forbidden to send such data given the GDPR.*

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

## Enrollment Form 3: Athletics / Physical Education Participation

Name of Student (Please print clearly): \_\_\_\_\_

The American International School-Salzburg requires all students to participate in physical education courses each trimester of enrollment. Additionally, ski and snowboarding trips are scheduled and a range of competitive athletics teams are organized and participate throughout the year. In order to take part, the following parental permission which releases the school from liability, must be signed and on file in the school office as of the start of the school year (September 7, 2020).

- I hereby give permission for my son or daughter to participate in all forms of supervised and unsupervised sports and activities including skiing/snowboarding and contact sports. I release the school of all liability, present and future, incurred by reason of injury to my son or daughter while participating in such activities at AIS-Salzburg.
- I do not grant my son or daughter permission to participate in such activity (Please explain on a separate sheet). Note: Without participation in the credit-bearing, required physical education courses at AIS-Salzburg, promotion and/or graduation may not be achieved.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Enrollment Form 4: Leaves to the City

Name of Student (Please print clearly): \_\_\_\_\_

With parental/guardian permission, boarding students may leave campus during free time provided they remain within the city limits of Salzburg and the health situation is such that leaving campus is considered safe. It is critically important, however, that the resident staff is informed of the whereabouts of our students at all times when off campus. Tracking of student movement by the school staff must be agreed to as well. Strict guidelines are in place for reporting upon departure and return. All students must heed these guidelines and report back to campus before the required curfew time. Below, are three possible options for free time use off campus which parents and guardians should consider carefully and then sign below:

1. I am in agreement with the school's policy of allowing my son or daughter leaves to the city during free time provided appropriate sign-out and sign-in procedures are adhered to and no other restrictions are in place.
2. I am in agreement with the school's policy of allowing my son or daughter leaves to the city but allow him or her to leave campus only when accompanied by another student and within the school's restrictions.

Name of responsible student: \_\_\_\_\_

3. My son or daughter should only be allowed to leave campus under the supervision of the school staff.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Enrollment Form 5: Alcoholic Beverages

Name of Student (Please print clearly): \_\_\_\_\_

For students seventeen years of age and with parental permission, consumption of one glass of wine (100 ml table wine or 5 fl. oz.) or beer (285 ml or 12 fl. oz.) is allowed in licensed and approved public restaurants and guesthouses on Friday and Saturday evenings, consumed before 21:30 with a meal and in accordance with Austrian law. The following restrictions on alcoholic beverage consumption for students with permission should be carefully noted:

1. All alcohol consumption must accompany a meal between 16:00 and 20:00 on Friday or Saturday evenings when allowed by the administration.
2. All bars or other establishments that cater primarily to the serving of alcoholic beverages are off limits to all boarders at AIS-Salzburg with or without alcohol permission.
3. Consumption of hard alcoholic beverages (anything other than beer or wine) is prohibited at all times.
4. Students with alcohol permission are not allowed to purchase alcohol for later consumption. Possession of alcoholic beverages on campus results in referral to the disciplinary committee for determination of consequences.
5. The school reserves the right to declare certain weekends as "dry", suspending alcohol permission for all students.
6. The school reserves the right to utilize a breathalyzer to make all determinations concerning inappropriate levels of alcohol consumption. With or without the use of a breathalyzer, the AIS-Salzburg staff is considered appropriately aware and qualified to determine inappropriate alcohol consumption, resulting in possible disciplinary consequences.
7. The administration reserves the right to determine if the blood alcohol level of a student with permission is inappropriately high and an abuse of this permission in all cases whatsoever.
8. Violations of the school's alcohol policy will result in the loss of permission and suspension from the school. In cases in which a student endangers themselves or others while under the influence of alcohol, the student will be expelled from the school.

- a. My son or daughter is younger than 17 years of age and will not be turning 17 this school year. Therefore, the policy regarding alcoholic beverage consumption is **not applicable**.
- b. My son or daughter is 17 years of age or will turn 17 during the present school year. However, we do NOT wish to grant him or her this permission.
- c. I am in agreement with the policy as stated and grant my son or daughter permission to consume alcoholic beverages within the guidelines listed above. My son or daughter is 17 years of age or is granted this permission as of his or her 17th birthday on \_\_\_\_\_ (date).

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_



# *Enrollment Form 6: Damage Liability Declaration and Agreement*

**Name of Student** (Please print clearly): \_\_\_\_\_

As the parent of a boarding student at AIS-Salzburg, I understand and accept the following terms and conditions for residency in the school's dormitories for the 2020-2021 school year:

1. I understand and accept that the school property which my child is given to utilize during the school year is not the personal property of my child and that my child is to care for it and maintain its usefulness and value during my child's period of enrollment at the school.
2. I understand and accept that an inventory and damage assessment of my child's dormitory room and its furnishings will be conducted at the start of the school year which will determine and establish the room and furnishings conditions. I understand that this assessment will be signed by my son or daughter upon moving into the dormitories.
3. I understand that any damage beyond that resulting from normal use is the responsibility of my child as well as my child's roommates and I agree to reimburse the school not only for any damages for which my child is responsible but also for the time and labor of the school staff, shipping, and any other costs directly associated with replacement or repair of the damaged item.
4. I understand and accept—in accordance with the school's policy as defined in the Parent and Student Handbook—that should no one accept responsibility for damage done to school property in my child's room or its furnishings, the costs for replacement and/or repair will be equally shared by myself and the parents of any other occupants of the room.
5. I understand that the AIS-Salzburg administration has the right to withdraw payment for replacement and/or repair of damages from my child's incidentals account.
6. I understand and accept that my child's responsible utilization of school materials, furnishings, and property is not limited to his or her dormitory room, but extends to any school facilities, rooms, public areas, and furnishings whose utilization is granted by the school administration.

*As the parent or guardian of the above-named student, I have read, understood, and agree that my child shall comply with the terms of this Damage Liability Declaration and Agreement. I agree to cover the costs of replacement and repairs of any damage—beyond normal usage—for which my child is responsible.*

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

# Enrollment Form 7: Attendance Policy Agreement

Name of Student (Please print clearly): \_\_\_\_\_

## AIS-Salzburg Attendance Policy

1. All students at AIS-Salzburg must be in attendance in all credit-bearing courses at least 80% of the total scheduled instructional time each academic year. Students who are not in attendance at least 80% of the class time will not receive academic credit. This includes both excused and unexcused absences. Failure to receive credit will result in non-promotion and potential forfeiture of the school's diploma.
2. Unexcused absences from one or more class periods is considered a disciplinary infraction and will result in consequences which include restriction of free time, detention, camping, or referral to the disciplinary committee in cases of repeated offenses.
3. Early departures before vacation or excursion periods as well as late returns afterwards will be marked as unexcused by the school administration regardless of the circumstances. Flight arrangements and travel plans need to be made well in advance with this policy in mind. As in the case of all unexcused absences, the student forfeits the right to make up the academic work assigned and disciplinary consequences may also result. The school year calendar is posted on the school's website.
4. All students at AIS-Salzburg must meet the schools' physical education requirement of two class hours per week during each trimester of enrollment. In the case of illness or injury which does not allow participation (with confirmation of a physician) the physical activity requirement will be made up when the student is physically capable of doing so.
5. All boarding students are required to attend weekly evening study halls on Sunday through Thursday evenings. Failure to attend an evening study hall will result in campus restriction and detention hall. 5-day boarders as well as full-boarders who have received weekend check-out permission are to return to the school campus before 18:00 on Sunday evening.
6. All full-boarding students are required to participate in the weekend activities program. Should a weekend check-out be desired, the following guidelines must be strictly adhered to:
  - a. Check-outs for the weekend are made exclusively to parents and immediate family members who assume full responsibility for their child while away from school.
  - b. Check-outs for the weekend must be agreed to by the school administration following the submission of a request form. This form must be received before 16:00 on the Wednesday before the desired weekend check-out .
  - c. Written or telephonic approval or confirmation by the parents is required.
  - d. One weekend check-out is allowed for full boarders per trimester.
  - e. The administration reserves the right to deny a weekend check-out at any time for any reason.

*As the parent or guardian of the above-named student, I have read, understood, and agree to the terms and policies relating to attendance at AIS-Salzburg. I agree to assist my child in meeting all attendance expectations as explained above. I further understand and agree that the failure of my child to meet the school's minimum attendance requirements may result in non-promotion, forfeiture of the school diploma, and/or disciplinary consequences.*

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

# *Enrollment Form 8: Community Commitment and Integrity Statement*

**Name of Student** (Please print clearly): \_\_\_\_\_

All students enrolled at AIS-Salzburg are required to sign the following community commitment and integrity statement:

As an AIS-Salzburg student, I understand that there are certain rules and expectations as presented in the Parent and Student Handbook that make living and attending school together safe and beneficial for everyone. Further, I understand and commit myself to demonstrate core ethical values while enrolled at AIS-Salzburg including integrity, honesty, self-discipline, responsibility, respect, citizenship, and service to my community.

I understand and agree with the expectations as presented in the latest copy of the AIS-Salzburg Parent and Student Handbook and agree that the school has the right and obligation to make and enforce these rules and expectations. I also understand that failure to follow these rules and expectations may violate Austrian law and the safety requirements to which the school is obligated. I, therefore, affirm that while enrolled at AIS-Salzburg:

*...I will do my best to abide by all expectations of behavior and conduct as communicated to me in the Parent and Student Handbook.*

*...I will demonstrate respect and regard toward all other persons who are members of my school community at all times.*

*...I will never engage in behavior which is destructive of or disregards the school community's rules and expectations, the laws of Austria, or the rights accorded each and every member of the school community.*

*...I agree to uphold and demonstrate ethical behavior which includes honesty, self-discipline, responsibility, appropriate citizenship, and service to my community.*

*...I agree to uphold the highest standards of academic and personal integrity toward my teachers, instructors, and supervisors as well as the thoughts, information, creation, and writings of others which is protected by copyright. Further, I commit myself to the submission of academic work which is purely and completely of my own creation or invention.*

*...I understand that suspension and expulsion from the school community may result from serious disciplinary infractions and lack of respect on my part.*

Student Signature: \_\_\_\_\_

*As the parent of a student enrolled at AIS-Salzburg, I understand that my child is to abide by the above-mentioned expectations and rules and will dedicate themselves to meeting their academic and social obligations with integrity, honesty, respect, responsibility, service to the community, and appropriate citizenship. I understand that my child may be denied continued enrollment at AIS-Salzburg should the school administration determine that they are unacceptable members of the school community due to disregard or lack of respect for the above-mentioned expectations.*

Parent/Guardian Signature: \_\_\_\_\_

## Enrollment Form 9: Excursion Participation

Name of Student (*please print clearly*): \_\_\_\_\_

In order to confirm numbers and move ahead with planning, we kindly request that the following information be submitted before the start of the 2020-2021 school year. In 2020, the Junior Community Service Trip has been moved to the first weekend in October and no longer conflicts with the Fall Excursion. Therefore, all students should fill out the following information:

### Fall Excursions:

**Included in Tuition: Prague - October 21-25, 2020**

**At Additional Cost (€200): Athens, Greece - October 21-25, 2020**

- My son or daughter will participate in the Fall Excursion to Prague, Czech Republic.
- My son or daughter will participate in the (tentative) Fall Excursion to Athens, Greece.\*
- My son or daughter will NOT participate in the Fall Excursion and will return home during this period.\*\*

### Winter Excursion: Lungau, Austria (Skiing) - February 25-28, 2021

- My son or daughter will participate in the Winter Skiing Excursion to Lungau.
- My son or daughter will NOT participate in the Winter Excursion and will be returning home during this period.\*\*

Parent/Guardian Signature: \_\_\_\_\_

\* NOTE: The alternative excursion to Greece is presently under review and will depend upon the health situation in Greece. A final decision as to whether or not this excursion destination will be offered will be made before the end of August, 2020.

\*\* NOTE: The school administration is presently deciding if boarding students may return home during the excursion periods or if this would further endanger the health of the community. Further information will be provided later this month (August, 2020) and before the school year begins.

# Enrollment Form 10: Acceptable Use Policy for Electronics

Name of Student (please print clearly): \_\_\_\_\_

Please read through the following acceptable computer use (AUP) policy carefully and sign where required. Please return by fax, mail, or E-mail to the AIS-Salzburg office before the start of the 2020-2021 school year (September 7, 2020). If you have any questions concerning these forms, please call the office at +43 662 824617.

The AIS-Salzburg Acceptable Use Policy for Technology (AUP) is designed to ensure that the use of these electronic devices is subordinate to the objectives of the school's mission and in agreement with our educational beliefs. Although computers and other devices provide important social connections for students who are boarders at AIS-Salzburg, it should always be remembered that the school's computer provisions (hardware software, server, utilities, and system) are primarily available to serve the educational purposes and goals of the school and that all use of the school's provisions is subordinate to these goals.

The use of technology/electronic media at the American International School-Salzburg will include, but is not limited to the following:

1. Promoting school-wide educational goals for student learning.
2. Managing instructional programs involving maintenance of test scores, grades, attendance, and other student data.
3. Conducting research and supporting individual learning.
4. Communicating within and outside the school community.

## Policy Parameters

1. All members of the school community must obtain permission/licensing to use the Internet provided by the school's system and server. Agreement with the AUP is verified through a parent and student signature on the appropriate form and the granting of a license for access through the school personnel.
2. Students are allowed to bring laptop computers or computer tablets to the school along with all cables, small speakers, and a small, personal printer. Paper for personal printers must be supplied by the student and speakers must be small and of appropriate volume for the residential setting and expectations. Telephones that access the Internet are also allowed, but will not be allowed to access the school's server.
3. All work/activity on the Internet during academic hours (including evening study hall) must be directly related to school work, assignments, and study.
4. Computers may be utilized for personal purposes during free time within the limits of the filters on the school server; only if registered and licensed through the school wireless system. Attempts—successful or not—to bypass the filters of the system will result in disciplinary consequences and loss of the ability to use the school's system. Students utilizing a personal contract for access to the Internet are required to abide by the terms of this AUP at all times.
5. All student telephones are to be turned off and deposited appropriately at the start of evening study hall.
6. During the first hour of study hall (19:00-20:00), personal computers may be utilized with access to the school server within the limits of the system filters and provided the personal device is registered and licensed for use. After 20:00, personal computers may be used, but without access to the Internet.
7. Personal computers may be utilized during classtime provided approval or assignment is given by the instructor of the course.
8. Personal computers must be stored with the staff from 21:30 each evening, Sunday through Thursday, and may be picked up again after classes have finished. All students are required to pick up their own property personally.
9. The school computer lab is available for student use during afternoon and weekend hours with supervision from the staff.
10. Personal computers or any other devices which can access the Internet may not be utilized during study halls scheduled during the regular academic day unless given written approval by a teacher.
11. Internet use at the school is monitored regularly.

## Guidelines for Use of the Internet and E-mail

1. Students must obtain permission from their parents as well as the school administration to utilize the school's system and the Internet.
2. Students should not disclose any personal passwords or logins to anyone including those which grant access to the PowerSchool® Student Information System. If a student feels that their PowerSchool® access codes have been compromised, the front office can reset these and issue new ones.
3. Personal addresses, telephone numbers, or other contact information should never be given out over the Internet while accessing through the school server.
4. Under no circumstances are students to view, upload or download any material which is likely to be unsuitable for children or a school setting. This applies to any material of a violent, dangerous, racist or inappropriate sexual content. Much of this material will be blocked by the server filters. If a student is aware of inappropriate material accessible through the school's server, they should report this for filtering.
5. Students should never download, use or upload any material that is under copyright. Copyrighted material on the Internet may only be used if (a) permission is gained from the owner, or (b) proper citation is utilized. Failure to heed this guideline will result in a violation of the school's academic honesty policy and disciplinary consequences.
6. All students and users of the school's system must agree to supervision. This may include supervision by teachers, administrators, or resident-care staff members. School computers will be placed in public areas where screens are visible. Use of computers during evening study hall will be supervised regularly by the resident-care staff and screens should be visible to the staff when entering the dormitory room.

## Minimum Behavioral and Academic Requirements for Computer Use and Access

1. Students with two or more academic warnings (academic probation) at midterm or at the conclusion of a trimester may lose access to their personal computers and the school's intranet system until grades have improved to acceptable standards as confirmed by the teaching faculty.
2. Students who have room restrictions on Friday or Saturday evenings may not use any computers or access to the school's intranet system.
3. Computers or other electronic devices are not allowed during study halls during the academic day or during detention halls.
4. Use of personal telephones and/or other electronic devices with Internet access capabilities must be turned in at the start of each class period of instruction.

## Disciplinary Consequences for Failure to Comply

A serious, intentional violation of any of the AUP guidelines will result in disciplinary consequences.

**First Violation:** Letter sent home with a reminder of this policy and loss of access to personal electronics for one school week minimally.

**Second Violation:** Letter sent home with warning of possible disciplinary committee meeting with the third offense. Loss of access to personal computer or other electronic devices for one month minimally.

**Third Violation:** Letter sent home notifying parents and guardians of disciplinary committee meeting and strong possibility of suspension or expulsion from the school. All computer use is withdrawn through the remainder of enrollment.

**Note:** Some activities which would be in violation of this policy may automatically qualify as a third violation especially if computer use and Internet access resulted in a conscious violation of the law, or were directly injurious or defaming to another person or member of the school community.

Parent/Guardian Signature: \_\_\_\_\_

# Enrollment Form 11: Health Form and Record - Page 1

All new students enrolled at AIS-Salzburg must bring this form filled out following a physical examination from their local general physician. Returning students should submit an updated version of this form annually.

Student Name: \_\_\_\_\_ Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Sex (circle one): F M Weight (in kg): \_\_\_\_\_ Color of Eyes: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Distinguishing Marks/Scars: \_\_\_\_\_

*Personal Health History: Please check if you have been diagnosed with any of the following. Provide further commentary as needed in the space below:*

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> scarlet fever                    | <input type="checkbox"/> insomnia            | <input type="checkbox"/> chest pain              | <input type="checkbox"/> recurrent diarrhea       |
| <input type="checkbox"/> measles                          | <input type="checkbox"/> emotional disorders | <input type="checkbox"/> chronic cough           | <input type="checkbox"/> rupture/hernia           |
| <input type="checkbox"/> mumps                            | <input type="checkbox"/> recurrent headache  | <input type="checkbox"/> heart palpitations      | <input type="checkbox"/> dizziness/fainting       |
| <input type="checkbox"/> chickenpox                       | <input type="checkbox"/> head injury         | <input type="checkbox"/> high/low blood pressure | <input type="checkbox"/> paralysis                |
| <input type="checkbox"/> herniated disk/<br>spinal injury | <input type="checkbox"/> rheumatic fever     | <input type="checkbox"/> STDs                    | <input type="checkbox"/> tuberculosis             |
| <input type="checkbox"/> sinusitis                        | <input type="checkbox"/> shortness of breath | <input type="checkbox"/> meningitis              | <input type="checkbox"/> diabetes                 |
| <input type="checkbox"/> hepatitis A/B                    | <input type="checkbox"/> tumor, cancer, cyst | <input type="checkbox"/> joint injury            | <input type="checkbox"/> epilepsy/<br>convulsions |
| <input type="checkbox"/> gall stones                      | <input type="checkbox"/> ADS/Hyperactivity   |  |   |

Allergies: Please list all known allergens: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: Please provide any further significant information related to your personal health history:

General Health Questions (please circle the appropriate response):

1. Has your physical activity been restricted during the past five years? yes    no  
Explanation: \_\_\_\_\_
2. Have you ever been hospitalized for any condition not listed previously? yes    no  
Explanation: \_\_\_\_\_
3. Have your tonsils been removed?    yes    no    Has your appendix been removed?    yes    no  
Explanation: \_\_\_\_\_

# Enrollment Form 11: Health Form and Record - Page 2

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

4. Below, please **list all medication you take on a regular basis** and would be required to take here at school:

	Medication	Explanation
a.	_____	_____
b.	_____	_____
c.	_____	_____

6. If you have been diagnosed with an abnormality in any of the following systems, please mark with an "X" and provide a brief explanation:

- |                                      |                           |                       |
|--------------------------------------|---------------------------|-----------------------|
| _____ head, ears, eyes, nose, throat | _____ respiratory         | _____ Genitourinary   |
| _____ any paired organs              | _____ neurological        | _____ muskuloskeletal |
| _____ gastrointestinal               | _____ metabolic/endocrine |                       |

Explanation if necessary:

## Immunization Record

Date	Vaccination	
a. _____	measles: rubella	Please list any other vaccinations below or provide the school personnel with a copy of your vaccination record: _____ _____ _____ _____
b. _____	hepatitis A	
c. _____	hepatitis B	
d. _____	smallpox	
e. _____	polio	
f. _____	measles	
g. _____	cholera	
h. _____	tetanus	
i. _____	mumps	
j. _____	D.P.T.	

If you wear glasses or corrective lenses, please state your prescription here: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Are you currently undergoing corrective procedures (e.g., braces) on your teeth or jaw(s)?: yes no  
Explanation: \_\_\_\_\_

## **Consent for Medical Treatment and Transmission of Medical Information** *Zustimmung zur medizinischen Behandlung und Übermittlung von medizinischen Informationen*

I hereby authorise AIS-Salzburg to consent to any medical care and treatment for my child,

\_\_\_\_\_, that is recommended by a licensed healthcare provider to whom my child is presented for treatment, while my child is a student at AIS-Salzburg. In order to ensure that my child receives prompt medical care and treatment when necessary, I hereby release any licensed health care provider providing medical care to my child from liability relating to such provider's acceptance of the substitute caregiver's (AIS-Salzburg) consent.

*Ich ermächtige AIS-Salzburg, alle medizinische Behandlungen und weitere Behandlungen meines Kindes, (siehe Name oben), zuzustimmen, die von einem zugelassenen Gesundheitsdienstleister empfohlen wird, dem mein Kind zur Behandlung vorgestellt wird, während mein Kind Student bei AIS-Salzburg ist. Um sicherzustellen, dass mein Kind bei Bedarf umgehend medizinisch versorgt und behandelt wird, entbinde ich hiermit jedes zugelassene medizinische Fachpersonal, das meinem Kind medizinische Versorgung gewährt, von der Haftung für die Annahme des Ersatzpflegers (AIS- Salzburg) Zustimmung.*

I also hereby permit the confidential exchange (telephonic, digital, and in person), of medical information, diagnoses, treatments and recommendations regarding my child between the aforementioned health personnel and the administration including the Health Coordinator of AIS-Salzburg. Furthermore, I permit the school to transmit any and all medical information, diagnoses, treatments and recommendations regarding my child to me (parent or legal guardian), telephonically, digitally, and/or in person.

*Ich erlaube hiermit auch den vertraulichen (telefonischen, digitalen und persönlichen) Austausch von medizinischen Informationen, Diagnosen, Behandlungen und Empfehlungen bezüglich meines Kindes zwischen dem oben genannten Gesundheitspersonal und dem Verwaltungs- und Gesundheitsbeamten von AIS-Salzburg. Darüber hinaus gestatte ich der Schule, mir alle medizinischen Informationen, Diagnosen, Behandlungen und Empfehlungen zu meinem Kind telefonisch, digital und / oder persönlich mir (Eltern oder Erziehungsberechtigte) zu übermitteln, und entbinde das medizinische Gesundheitspersonal von der Schweigepflicht.*

I further understand that:

- AIS-Salzburg will keep and store my child's medical records and reports, (electronically and/or physically), which will be accessible only to the school's administration, for up to six months after my child's enrolment at the school has ended.
- All of my child's medical records and reports in possession of the school will be transmitted to me (parent or legal guardian), removed from the school's server, and stored on external thumb drive (in a safe) for twelve (12) months after my child's enrollment at the school has ended, after which it will be destroyed.
- AIS-Salzburg will never share my child's medical records and reports in its possession with any 3rd party without my (parent or legal guardian), express, written consent to do so.

*Ich verstehe weiter, dass:*

- AIS-Salzburg speichert (elektronisch und/oder physisch), die Krankenakten und Berichte meines Kindes, die nur für die Schulverwaltung zugänglich sind, bis zu sechs Monate nach Beendigung der Einschulung.
- Alle medizinischen Aufzeichnungen und Berichte meines Kindes, die im Besitz der Schule sind, werden mir (Elternteil oder Erziehungsberechtigten) auf meine übermitteln, vom Server der Schule entfernt, auf einem externen USB-Stick gespeichert (in einem Tresor aufbewahrt) und zwölf (12) Monate nach Beendigung der Einschulung meines Kindes vernichtet.
- AIS-Salzburg wird die medizinischen Unterlagen und Aufzeichnungen meines Kindes niemals mit Dritten teilen ohne meine (Eltern oder Erziehungsberechtigte), ausdrückliche schriftliche Zustimmung dazu.

Parent/Legal Guardian Signature / Unterschrift des Eltern/Erziehungsberechtigte:

\_\_\_\_\_ Date / Datum: \_\_\_\_\_