



McKinnon Secondary College

eSMART POLICY

RATIONALE

McKinnon Secondary College uses digital technologies as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the internet, mobile phones and other electronic personal devices.

This policy should be read in conjunction with the College's:

- Student Code of Conduct
- ICT Acceptable Use Agreement (AUP)

PURPOSE

The aim of the policy is to:

- Establish an eSmart culture which is in keeping with the McKinnon Values and the expectations outlined in the AUP (which includes actions and consequences for inappropriate behaviour).
- Educate McKinnon students to be smart, safe, responsible and ethical users of digital technologies.
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.
- Achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.

IMPLEMENTATION

1. Staff are trained in the philosophies of the eSmart program and are provided with the information necessary for Cyber safety education.
2. Students will undertake a range of cyber-safety programs and are required, with their parents to sign an AUP before they will be permitted to use any information and communications technology (ICT) at school.
3. The school community will be provided with cyber-safety information on a regular basis.
4. Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
5. College staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to police.

6. McKinnon will supervise students when using digital technologies for educational purposes and provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
7. McKinnon will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
8. All incidents of cyberbullying must be referred to the Student Managers, Heads of Sub-School, Principal team and the Student Wellbeing team.
9. Parents will be notified and expected to meet with school staff if students are involved in any incident of cyberbullying.
10. Students are advised to report an incident to their teacher immediately if:
 - a. They have experienced an incident of cyberbullying.
 - b. They feel the welfare of other students at the school is being threatened.
 - c. They come across sites which are not suitable for our school.
 - d. Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
 - e. They accidentally do something which is against the rules and responsibilities they have agreed to.

Policy Endorsed by School Council: August 2016

To be reviewed: February 2019



McKinnon Secondary College

ICT Acceptable Use Policy (AUP)

McKinnon Secondary College provides technology resources to staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. These resources include (but are not limited to): computers, cameras, internet access, network/file server access and the G-Suite (formerly *Google Apps for Education*). In addition, students use their own ICT resources (such as a Chromebook) at the College to support their learning.

When using these ICT resources students must adhere to the following requirements:

Students must never deliberately

- Use ICT resources for tasks that are not related to appropriate educational purposes (such as Supercoach, Instagram, peer-to-peer file sharing, pornography, etc.);
- Engage in demeaning tasks that involve abuse or bullying;
- Use offensive or profane language;
- Send group emails that are not clearly related to teaching and learning activities;
- Circumvent computer security measures or access computers in any way other than the way they're presented (this includes internet access);
- Break the law (this includes but is not limited to downloading movies or embedding copyrighted material into student work);
- Log in with any user name other than their own.

Students must always

- Act responsibly when using ICT resources;
- Report breaches of this AUP where observed; and
- Seek direction from a teacher if unsure of any of the above before proceeding.

ICT resources not provided by McKinnon Secondary College (such as students' Chromebooks, storage devices, etc.) must be used as directed by members of staff. McKinnon Secondary College has undertaken eSmart implementation to ensure the College's core values of respect and integrity are reflected in every aspect of students' lives and this extends to their electronic communication with others. Students harassing, bullying or in any way mistreating others in the McKinnon community (even if it occurs outside school hours) is not tolerated. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

Failure to abide by the rules set out above will result in penalties appropriate to the severity of the breach. Inappropriate use of technology (such as emails containing offensive language) is automatically reported to members of the Principal team. When using the school-provided Google Apps account, students' data will be stored in Google's network of data centers. This may include students' names and ID, but will not include sensitive information such as students' health details, address and families' contact details. This data is stored among many of Google's geographically distributed data centers in the following locations: USA, Chile, Taiwan, Singapore, Finland, Belgium & Ireland. Students' information will also be used to create their Compass user accounts; this data is stored solely in Victoria.

Policy Endorsed by School Council: June 2017

To be reviewed: June 2018



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1. Purpose

- 1.1 The purpose of this McKinnon Secondary College *Policy* (the *Student Behaviour Standards*) is to provide a framework for the behavioural requirements/expectations of School students in the School environment. It applies during School hours, while travelling to and from the School, and when students are engaged in School activities out of School hours.
- 1.2 The *Student Behaviour Standards* are an extract from the *Student Engagement Policy* and also extend to online environments to set clear online standards of behaviour that help to prevent cyber-bullying and keep students safe from predatory behaviours; as such, these standards also relate to the college's *Esmart* and *Acceptable Use Policies*.
- 1.3 The *Student Behaviour Standards* complement related School policies, which seek to:
- ensure student behaviour reflects broader School community expectations, and enables cohesion and good order in the School
 - ensure behavioural standards enable all students to participate fully in school life
 - provide all students with the opportunity to achieve success in a challenging, comprehensive curriculum thus enabling effective learning to occur in all classes
 - promote a sense of identity and pride amongst students through their behaviour, and enhance the profile of the School and its students within the wider community
 - ensure there is a balance between the rights of individual students and the best interests of the whole School community
 - support a positive, caring, safe and inclusive learning environment so the School community feels welcome, supported, physically and emotionally secure, and has a sense of belonging

- allow all students to feel equal no matter their background and regardless of personal characteristics
- prevent bullying and competitiveness based on inappropriate behaviour
- establish accessible pathways for students impacted by the behaviour of others - students know when and how to seek help
- prepare students for possible future expectations of workplaces.

2. Legislative Bases

- 2.1 The authority for the School to develop and implement *Student Behaviour Standards* derives from the *Education and Training Reform Act 2006* (the ETR Act). The Department of Education and Training (DET) has also published *Guidelines for Developing the Student Code of Conduct*.
- 2.2 The *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015* contains seven *Child Safety Standards* (the Standards) and MO 870 made under the ETR Act requires schools to address the Standards. Standard 7 requires the School/School Council to develop strategies to promote the Standards, healthy and respectful relationships (including sexuality), resilience, child abuse awareness and prevention, in ways that are readily accessible, easy to understand and user-friendly to children; promote child participation and empowerment; and deliver appropriate education about standards of behaviour for students attending the School. *Student Behaviour Standards* are a significant component strategy in the School giving effect to Standard 7.
- 2.3 The Victorian *Equal Opportunity Act 2010* (the VEO Act) requires that students are not discriminated against (directly or indirectly) on the grounds of personal characteristics such as age, disability, gender identity, physical features, race, religious belief, sex or sexual orientation.
- 2.4 Section 42 of the VEO Act also provides for the School to set and enforce reasonable standards of standards of dress, appearance and behaviour for students, consistent with views taken from the School community when setting the standards. Enforcement of the *Policy* must also be consistent with the School's student engagement and inclusion arrangements as provided to all prospective students, parents and/or carers prior to School enrolment.
- 2.5 Under the *Victorian Charter of Human Rights and Responsibilities Act 2006*, the School and its Council must act and make decisions consistently with human rights requirements.
- 2.6 Section 26 of the *Education and Training Regulations 2017* provides that the School Principal may determine the consequences for a student breaching this *Policy* and any Ministerial Order in relation to student discipline.

3. Consultation and References

- 3.1 The *Student Behaviour Standards* have been developed following extensive consultation within the School, and with the School Council and the broader School community.
- 3.2 The involvement of the whole School community is essential in setting the behavioural standards as it enables a comprehensive understanding of the requirements and a sharing of the ownership of the associated responsibilities. It ensures the School environment is inclusive and empowering; sets a positive tone for safe and supportive relationships; articulates clear boundaries; and provides for students to take responsibility and be involved in decision-making.
- 3.3 Wide consultation regarding the *Student Behaviour Standards* will occur regularly and through a variety of possible means, including the School Newsletter, student meetings, focus groups, information on the School website and School Council meetings.
- 3.4 Such consultation processes will facilitate the opportunity for a comprehensive range of viewpoints to be expressed on all *Policy* related matters. In the decision-making processes there will be careful consideration of the information/views collected in the consultation processes.
- 3.5 A range of reference resources, policy guidelines and good practice case studies have informed the content of the *Policy*, primarily from the DET website and relating to specific matters covered in the *Policy*.

4. School Community and Teacher Rights and Responsibilities

- 4.1 The School has significant rights and responsibilities in any School behavioural framework, as every individual School staff member, contractor or student must be valued and treated with respect. All School community members strive to eliminate discrimination based on race, religion, gender, sexuality or physical impairment.
- 4.2 The School has a right to an atmosphere of order, co-operation and mutual respect. Teachers have the right to be able to work and teach in such an environment.
- 4.3 The Principal, Assistant Principals, teachers and staff have an obligation to fairly, reasonably and consistently implement the *Student Behaviour Standards*.
- 4.4 Parents have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged. Parents also have an obligation to support the School in its efforts to maintain a positive School environment that facilitates teaching and learning.

5. Student Rights and Responsibilities

- 5.1 All School students have the right to learn in a School environment without undue negative interference and in doing so:
 - feel safe and be safe

- learn in a secure environment without distraction or intimidation
- be treated with courtesy and respect
- work and play without discrimination or harassment
- voice their opinions in an appropriate manner
- participate in decision-making in appropriate forums.

5.2 All students are expected to:

- adhere to the *Student Behaviour Standards* and to accept their share of responsibility in maintaining a positive educational environment
- take advantage of the opportunities provided by the School
- treat their peers, teachers and members of the community with courtesy and respect
- respect the right of other students to learn
- use appropriate manners towards teachers and respect their right to teach; this includes following instructions for all School staff
- care for and maintain a clean and hygienic School environment
- respect their own property and the property of others
- behave in a manner which brings credit to themselves and the School
- behave in a manner which does not include discrimination or harassment.
- fulfil obligations with respect to communications between the School and home
- respect the law and community values
- use acceptable language at all times
- use the student diary effectively
- be punctual to class and to all School activities
- act safely and respectfully in the corridors when moving between classroom rooms.

6. Student Behaviour Standards/Rules

6.1 All students are expected to have a thorough understanding, be conversant in and adhere to School policies and procedures applicable to them in the School environment - that is while at School, travelling to and from School, and when engaged in School activities out of School hours. Policies with particular relevance, among others, are the:

- *School Values*
- *Student Behaviour Standards*
- *Student Dress Code Policy*
- *Child (Student) Safety Policy.*

6.2 Student activities in classrooms during recess, lunch or after school must be supervised by a teacher. Only teacher supervised activities are permitted in the Lecture Theatre and Assembly Hall.

6.3 The bringing of mobile phones to School is discouraged as their use during School hours is banned. The School accepts no responsibility for loss, theft or damage to mobile phones. Mobile phones should be stored in lockers during the day. Students must not walk around the School wearing earphones or headphones.

- 6.4 Games must be safe and restricted to the designated appropriate areas. The following areas **MUST ONLY BE USED** for passive activities: the Korean Garden; around all locker bays; the Canteen; the landscaped areas between A Block and C Block / Senior Centre; the walkways between C, D, E, F, G and R blocks; areas adjacent to the school car park.
- 6.5 The following behaviour is not permitted:
- unsupervised riding of bicycles in the School grounds
 - verbal, physical or online bullying and harassment
 - smoking, vaping, and the use of alcohol or other drugs
 - spitting, swearing, fighting or other generally rowdy behaviour
 - communicating with outsiders or inviting them on to the School grounds
 - eating in classrooms or School buildings; chewing gum
 - unsafe running inside or around School buildings.
 - climbing of School buildings or trees
 - littering
 - writing graffiti; having textas, permanent marking pens or correction fluid at School, or while representing the school on an excursion
 - vandalising or stealing the property of others.

7. Student Behaviour Standards Beaches and Sanctions

- 7.1 The School will enforce the *Student Behaviour Standards* through consistent processes that support the maintenance of a positive School culture and clearly articulate School-wide expectations; during class time, teachers will follow the steps outlined in the *McKinnon Classroom Management Model* (Appendix 1). Areas of concern will be addressed in a staged and escalating manner consistent with the School's *Student Engagement Policy*.
- 7.2 If a student breaches the *Student Behaviour Standards*, a sanction will apply.
- 7.3 Where a student is not upholding the *Student Behaviour Standards*, the process enables support for the student to address and mitigate behaviours and address any underlying factors.
- 7.4 A breach/infracton of the *Student Behaviour Standards* is 'graded' according to its seriousness and the appropriate sanction is applied. Repeat breaches/offences, even minor ones, may lead to progressively more serious sanctions.
- 7.5 Following is a range of the sanctions that may be used/applied. The list is not intended to be exhaustive nor is it in a hierarchical order. Escalating sanctions may include:
- 'friendly warning'
 - apology
 - verbal warning
 - contact with parents
 - written notice, including to a parent or carer

- conduct card
- detention
- Friday extended detention
- additional work
- yard duty or cleaning duties
- confiscation of misused or dangerous items
- reparation for damage to property
- banning or withdrawal from excursions, camps or activities
- temporary withdrawal from classroom instruction
- referral to a Student Manager, Head of Junior or Senior School, an Assistant Principal or the Principal
- referral to an appropriate authority, for example, the Police
- exclusion from School (suspension or expulsion) in accordance with the obligations outlined under *Ministerial Order 625, Student Engagement and Inclusion Guidance - Disciplinary Measures*.

*Note: Staff or any person undertaking child-connected work **will not** use any form of corporal punishment as a method of student discipline / student behaviour management.*

8. Confidentiality and Privacy

- 8.1 Any and all personal information collected regarding student behaviour issues and reports on incidents will be kept securely and in the strictest of confidences, and access will only be available to authorised persons.

9. Policy Endorsement, Evaluation and Review

- 9.1 These *Student Behaviour Standards* were endorsed by the School Council in August 2018
- 9.2 The School Council will review the contents of the *Policy* at least every 2 years.

APPENDIX 1:

McKinnon Secondary College

Classroom Management

1st Warning

- Student misbehaviour is calmly addressed as unacceptable
- Student has the opportunity to change behaviour

If the behaviour directly threatens the safety of others the student should be immediately escorted to Assistant Principal (AP) or Sub School Head (SSH)

2nd Warning

- Teacher explains that student's behaviour has not changed
- Teacher and student should address the issue as soon as possible. (ie. end of the lesson / lunchtime)
- Teacher should issue their own consequence
- Chronicle notification to SMs via Compass

Intervention

- Unacceptable behaviour has not ceased
- The student should be accompanied by another student to Student Managers / SSH / AP
- Student will be excluded for the remainder of the lesson
- The teacher must follow up after with the SMs. Compass report completed and a consequence issued

A POSITIVE CLASSROOM
IS EVERYONE'S
RIGHT AND RESPONSIBILITY



JOHN EDMONDSON HIGH SCHOOL

PRINCIPAL: Mr Leon Weatherstone

Mobile Phone Policy

Rationale

While mobile phones and other such devices have significant advantages for use in the broader community their use in schools is highly problematic. In schools, mobile phones can be significant distractors to learning and they can also pose significant risk to the safety of students through unfiltered access to the internet and by giving students the easy means through which they can contact those outside the school community who can then pose a threat to those within.

Expectations

Students may not use mobile phones or similar devices while on school grounds at any times. In addition, school staff are not to see or hear student devices of this kind at school.

This applies to all times students are at school and on school grounds including before and after school, during and between classes and at all break times such as recess and lunch. Please note: 'school grounds' extends to school excursions, sports carnivals and other events off the school site, where an approved school activity takes place.

Exemptions for medical purposes may be given after direct negotiation between the parent/carer and the Principal.

Teachers may gain permission from the Principal, in exceptional cases, to give students permission to use their mobile phone for specific purposes for a specific time. Teachers giving such permission will supervise student use of the device for this purpose.

Contact between students while they are at school and their parents/carers should occur through the school office.

Procedures

Students who choose to use their mobile phones for any reason will first be issued with a warning. Students are required to give the phone/device to a staff member and it will be securely stored in the school office so that the parent/carer of the student may collect the phone at their earliest convenience.

Students who choose to use their mobile phones for any purpose for a second time within a calendar year, will be issued with a warning of suspension. Students are required to give the phone/device to a staff member and it will be securely stored in the school office so that the parent/carer of the student may collect the phone at their earliest convenience.

Students who choose to use their mobile phones for any purpose for a third time within a calendar year, will be suspended for continued disobedience consistent with our school and NSW Department of Education Policy. Students are required to give the phone/device to a staff member and it will be securely stored in the school office so that the parent/carer of the student may collect the phone at their earliest convenience.

Definitions

A Mobile Phone or similar device includes, but is not limited to, mobile phones, tablet computers less than 9.7", music and video players, still and video cameras, voice recorders, instant messaging services, personal digital assistants, handheld games, and various other functions, commonly found within these devices as well as any device accessing the internet or messaging systems through any means, other than the approved school wireless network.

The school's Mobile Phone Policy has been developed in consultation with staff, students and the school's parent community and will be reviewed each year.

SMART DEVICE USAGE REQUIREMENTS

For Students and Staff

CREATE YOUR
TOMORROW

Camberwell Girls
Grammar School
An Anglican School



The use of technology is important in learning, however research is showing that we need to manage the impact of technology in a number of areas including:

- > Screen time
- > Smartphones
(addictive impact and displacement effect)

To assist with this, the following requirements will be implemented from Term 3, 2018.

Staff

Apart from exceptional situations or specific teaching purposes, mobile phones should not be used during teaching time or whilst engaged in school responsibilities such as yard duty.

It is reasonable for a staff member to:

- > Use their phone to mark the roll on SEQTA during class time
- > Photograph notes or student work during class time, sport, excursions, camps or rehearsals, and email students, upload to SEQTA or share point (a system will be developed ready for Term 3). Once photos are uploaded, the photos must be deleted from personal devices.

Students / YR7 - YR12

- > From 8.25am – 3.25pm mobile phones must be on silent, locked in the student's locker and must not be accessed during the School day
- > All devices must be locked in lockers at recess, lunchtime and between classes
- > Students are not permitted to listen to music at lunchtime, recess, during classes or between classes, unless directed by their teacher for learning purposes
- > Students are not permitted to use devices to access messenger or social apps at any time, and all notifications must be switched off
- > Students are only able to use their devices when instructed by teachers for learning purposes
- > At lunchtime & recess, students are encouraged to join the various clubs & activities on offer in the open spaces and outside
- > Students who require their device for Home Learning at lunchtime must go to the Library to complete these
- > At times, teachers may require students in Years 9 - 12 to bring their mobile phone to class for a learning activity. At the conclusion of the learning activity, phones are to be placed in the 'amnesty' boxes at the front of the room. When this is the case, students need to return the phones to their lockers during the 5 minute change over time between classes

Consequences

- > Should a student be seen with a mobile phone at recess, lunchtime or between classes the phone will be confiscated and handed into Student Services for the remainder of that day a demerit point will be issued, and parents will be notified
- > Should a student be seen using a device for purposes other than study or classwork throughout the day, the device will be confiscated and handed into Student Services for the remainder of that day a demerit point will be issued, and parents will be notified
- > Should a student receive a third demerit point a Friday detention will be issued and the parents will be notified

TECHNOLOGY USE AT CEGGS

Compiled by Charlotte Forwood

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Grammar School
An Anglican School



BENEFITS

- > Collaboration on projects
- > Easy sharing of work
- > Creative – multimedia, art
- > Supports high level thinking
- > Engaging with others
- > Connecting globally
- > Sourcing information when needed
- > Gathering information from a wide range of sources
- > Engaging in civic action and engagement
- > Best used for stimulating creative expression, language development and problem solving, rather than rote learning according to Kristy Goodwin, Director of www.everychanetolearn.com.au and lecturer at Macquarie University (Fontaine, 2013)

ISSUES

Mental health

- > Amount of screen time has implications for mental health. A study from the University of Bristol (2010) found that higher screen time was linked to lower mental health scores. Even if a student is engaged in high levels of physical activity, the amount of time spent on technology has an impact on psychological well-being.

Academic results

- > Extra screen time can impact on a student's grades - a 2015 study by Cambridge University found that spending more than 4 hours of leisure-based screen time per day had a detrimental effect on students' grades. With each additional hour, students' grades decreased (Corder, Atkin, Bamber, Brage, Dunn, Ekelund, Owens, van Sluijs, & Goodyer, 2015). Homework and reading had positive impact on secondary students' results.

Cognitive function

- > The proximity of digital devices has an impact on cognitive function – this includes the ability to focus - as part of the brain is actively working to not pick up or use the phone (Ward, Duke, Gneezy & Bos, 2017). This University of Texas at Austin study also found that people who are most dependent on their smartphones perform worse on tasks compared with their less dependent peers.

Eye Health

- > The number of students with short sightedness has almost doubled in the last 5 years, with more than 30% of Australian 17 year olds short sighted. Electronic devices can all cause tired eyes and digital eye strain otherwise known as 'computer vision syndrome' (Optometry Australia). The blue light emitted from LED devices is currently being researched to examine its impact on sleep cycles. There is plenty of evidence supporting the importance of a good night's sleep for well-being, learning and physical health.

Other

- > The current recommendation for daily screen time is 2 hours for children over the age of 2, although some organisations are now focused on strategies for managing technology rather than specific time limits. If students are provided with two hours break time each day, then this shouldn't be spent on their daily non-educational screen time allowance.
- > Face-to-face communication is very important for developing social interaction skills that include conversational skills, reading body language (including facial expressions) and developing the ability to repair conversations in real time. If students are engaging in screen time during break time, there are 'lost opportunities' for important social interactions, even if the technology-based activities they are engaging in are creative and social. These opportunities also include engaging in the many extra-curricular activities offered by the school during break times as well as time outside which is known to be beneficial for mental health. Optometry Australia recommends 'green time' time to balance blue light screen time.

EVENT BASED USE

Mobile phones not to be used at events such as swimming, cross country, athletics. Exception for Year 12 students who may wish to take final year photos, within the guidelines of taking and sharing photos.

References:

University of Bristol (2010) PEACH project. bristol.ac.uk/sps/news/2010/107.html

Ward, Duke, Gneezy & Bos (2017). Brain Drain: The Mere Presence of One's Own Smartphone Reduces Available Cognitive Capacity. *Journal of the Association for Consumer Research*, Vol .2, No.2, April 2017 journals.uchicago.edu/doi/abs/10.1086/691462

Corder, K., Atkin, A., Bamber, D., Brage, S., Dunn, V., Ekelund, U., Owens, M., van Sluijs, E., & Goodyer, I. (2015). Revising on the run or studying on the sofa: prospective associations between physical activity, sedentary behaviour, and exam results in British adolescents. *International Journal of Behavioral Nutrition and Physical Activity*, 2015,12:106 doi.org/10.1186/s12966-015-0269-2

Optometry Australia: Digital devices: <http://goodvisionforlife.com.au/better-vision/digital-devices/>

Fontaine, K. (2013). The good and the bad of digital technology for kids. Insights by Michael Grose. narangbavalleyss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Parent%20tips/digital-technology-kids.pdf



UNLIMITED CHAT TIME!

Just **turn off your device**
and talk to the person next to you.

**DEVICE
FREE
ZONE**



**CREATE YOUR
TOMORROW**

**Camberwell Girls
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UNLIMITED TXT!

Just **turn off your device**
and visit the library.

**DEVICE
FREE
ZONE**



**CREATE YOUR
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UNLIMITED SOCIAL!

Just **turn off your device**
and get to know your peers.

**DEVICE
FREE
ZONE**



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**DEVICE
FREE
ZONE**



**CREATE YOUR
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WARNING!

Smart device and internet addiction
changes your brain chemistry.

**DEVICE
FREE
ZONE**



**CREATE YOUR
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EYES UP. MIND OPEN.

**DEVICE
FREE
ZONE**



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SHORE

Student Mobile Phone Policy

Years 7 – 12

This mobile phone policy is based on the strong belief at Shore that mobile phones are too often a distraction to student learning and engagement in class. Mobile phone use during the day also inhibits the development of interpersonal relationships. The removal of access to mobile phones during the school day lessens the opportunity for online bullying and other inappropriate online behaviour.

Mobile phones are not permitted to be used on campus by students from the time a student arrives at School until departing from School at the end of the normal school day. They may be used on campus after 3.00pm as permitted by supervising staff. This includes making and receiving calls, texting or using phones for purposes of accessing the internet or taking photographs or videos. Students are reminded of this policy at the first School Assembly of each term and periodically in between.

Breaches of this policy will be viewed as a disciplinary infraction and may lead to detention and temporary confiscation of the phone. There may be a warning for a first offence at the discretion of the Deputy Headmaster. As a general practice, the mobile phone will be confiscated by a member of staff and brought to the Deputy Headmaster's office. It will be incumbent on the student to see the Deputy Headmaster to discuss the matter and the appropriate disciplinary action will be determined as a result of that discussion.

Mobile phones brought to school by students are the responsibility of the owner. The School does not take responsibility for the loss or damage of mobile phones. It is strongly recommended that mobile phones are secured in a locker during the day and not carried in a pocket.

Students are also reminded that mobile phones are a public device and transmission of inappropriate communication is unacceptable at any time.

Parents are asked not to ring or message their sons during the day and should be aware that calls or messages to their sons will not be accessed until the end of the school day. If a student needs to make an urgent call during the School day, he may request this from his Housemaster or at the office of the Sergeant's Major. Parents are welcome to call their son's Housemaster or the Sergeant Major if they need to get an urgent message to their son.

It is acknowledged that mobile devices can be a valuable learning tool and therefore a teacher may ask their class to use a mobile phone as part of a teaching strategy for a lesson. This use will be authorised by the Deputy Headmaster. However any use of the mobile phone outside of the permitted lesson will be a breach of the Mobile Phone Policy.

Students are not permitted to use their mobile phone in Shore school uniform whilst walking in public. This is a significant safety issue. This includes walking whilst texting, messaging, being on the internet or listening to music with ear buds or head phones. Use of the mobile phone is permitted when stationary.

Mobile phones are not permitted on school camps. They are permitted on excursions and sporting tours however this is at the discretion of the staff in charge who may ban phones or their use at particular times during the activity.

R A Morrison
Deputy Headmaster

Updated August 2018





SHORE

The Use of Laptops or Tablets brought to the School by Boys

This Policy should be read in conjunction with:

- ICT Acceptable Use Policy – Students
- Mobile Phone Policy
- Bullying Policy

Introduction

Laptops and Tablets

The School's policy is that the use of laptops and tablet computers will not be mandatory and that the School will not provide boys with individual laptops or tablets. Amongst other educational factors, the School considers it important that boys continue to develop their handwriting skills. Furthermore the use of laptops and tablets at the School creates ongoing responsibilities that have the potential to add substantially to costs for parents and the School. During some lessons, boys will have access to a School-provided laptop or iPad. On these occasions, the use of laptops or iPads will be governed by the policies listed above which can be found on *Lampada* under 'Student Policies'.

Wi Fi for Years 11 and 12

The School provides controlled Wi Fi availability for boys in Years 11 & 12 who choose to bring a laptop or tablet to the School. The continuance of this provision will be subject to a regular review.

Policy

- a) **Boys in Years 11 and 12** may use their own laptops or tablets for class activities where this is practical and where the class teacher approves. **The use of such devices is solely at the discretion of each individual teacher.**
- b) **Boys in Years 7 - 10** may not use their own laptop or tablet for class activities unless they have been granted permission to do so by the Head of Academic Support because of a documented special need. Boys with approval will be given a permission card which they must carry with them to their classes.
- c) **Laptops or tablets may not be used in class assessments or examinations** unless special permission has been granted by the Head of Academic Support.
- d) **BOSTES does not, as a general rule, allow the use of laptops in the Higher School Certificate examinations.** Some students with particular medical needs are allowed to use laptops as a 'disability provision' to overcome their difficulties. BOSTES will not approve the use of a laptop or tablet for a learning difficulty. The School applies the same policy to the use of laptops and tablets for internal examinations. Only boys who are likely to be granted the disability provision of "computer use" for public examinations will be allowed this provision in school examinations and in special cases, in class assessments. *Such approval will require the submission of adequate documentation by parents to the Head of Academic Support for consideration.*

- e) If a boy brings a laptop or tablet to school, **the School does not accept responsibility for its security** and it is the boy's responsibility to secure and maintain his laptop or tablet. Parents allowing their sons to bring a laptop or tablet to School should check their household insurance policies to ensure that the device is covered at School and in transit between home and school as personal property brought onto school property is not covered by the School's insurance.
- f) **Technical support is not provided by the School** however assistance is available from the ICT department on a 'best endeavours' basis. Charging facilities are available in the Library on a limited basis.
- g) Boys in Years 11 & 12 may connect their privately owned laptops or tablets to the **approved School Wi Fi network using the password and instructions provided to them**. The only exception to this is for Years 8 to 10 Boarders on a limited basis outside of school hours.
- h) **During the school day the internet may only be accessed by Year 11 & 12 boys and only via the School Wi Fi network. Boys are not permitted to access the internet on a privately owned laptop or tablet whilst at school on a data plan or via hotspot to another device and therefore there is no requirement for this provision on their device.**
- i) **Facebook and other social media sites** will not be available through the approved School Wi Fi network during class time and only available at limited times for boarders outside of school hours.
- j) School Wi Fi access is **not approved for use at recess and lunch** each school day. The School believes in maintaining the social face to face contact between students at these times.
- k) Each boy in Year 11 or 12 may only have **one laptop or tablet device** registered with the School Wi Fi network. This excludes mobile phones which may not be registered.
- l) **Playing computer games and/or possession of inappropriate material** (such as pornography and items that violate copyright, including "cracked" software or "ripped" commercial music/video) either on laptops, tablets or other devices is expressly forbidden. Infringement of this condition will be referred to the Deputy Headmaster and the owner of the device will lose his right to use that device at School. Other disciplinary action may be taken.
- m) **Boys must not record photos, audio or video of any other person** without that person's specific prior consent.
- n) If a Shore staff member believes that a boy has breached this policy and/or their laptop or tablet has become vulnerable to cyber threats, a physical inspection of the boy's laptop or tablet may be conducted with any anomalies reported to the Deputy Headmaster for follow up.

Information and Communication Technology is rapidly changing and the School will continue to closely monitor and review its policies in the integration of ICT into the curriculum.

February 2018

D M Whitehouse
Director of Studies





Deniliquin High School

Electronic Device Policy

Preamble	<ul style="list-style-type: none"> ▪ This policy covers the appropriate use of Electronic Devices at Deniliquin High School. When devices are misused by students they can be very disruptive to teaching and learning and in some cases cause harm. For the well-being of students, devices should be used to build health and feelings of safety, not distract students, or impact upon them by missing work, being caught up in negative comments or being focused on their devices instead of people or other parts to their life. ▪ Electronic Devices refers to mobile phones, smart watches, tablets etc ▪ Laptops are dealt with under the school's Bring Your Own Device Policy.
	<p>At Deniliquin High School we acknowledge that:</p> <ul style="list-style-type: none"> ▪ Students may need to be in possession of an electronic device, especially a mobile phone, for reasons relating to their safety in travelling to and from school. ▪ There may be some times during school that electronic devices may be used for lesson delivery and educational engagement. A decision to use an electronic device will be under the explicit direction and supervision of the classroom teacher.
	<ul style="list-style-type: none"> ▪ The electronic device is the student's responsibility. Deniliquin High School will not accept any responsibility for the security, loss or damage of the device while in the student's possession. ▪ During the school day electronic devices are to be turned <u>OFF AND AWAY</u> in the student's bag. ▪ Students should not use the device to record images, video or sound (unless under explicit teacher instructions). ▪ Students should not use the device for accessing, downloading or sending inappropriate, offensive or prohibited material. ▪ Students should not use the device to contact a parent/caregiver during school hours. All such calls or messages should be made from the school administration office. Emergency contact should only be made through the administration office. ▪ ALL CONTACT WITH STUDENTS IS TO OCCUR THROUGH THE FRONT OFFICE ON 03 5881 1211.
Usage	<ul style="list-style-type: none"> ▪ Students are not allowed to use electronic devices without the direct permission of a teacher while at school. This includes before school, recess and lunch breaks as well as study periods. Electronic devices may be used after the last bell at the end of the day. ▪ The school will take all reasonable care with the safe keeping of confiscated electronic devices but takes no responsibility for the loss or damage of confiscated electronic devices. ▪ If a student has to carry an electronic device to and from school, it is their responsibility to ensure that it is stored securely away during the school day.
Procedure	<ul style="list-style-type: none"> ▪ If a student is seen with an electronic device whilst on school grounds it will be confiscated and placed in the safe in the front office with the student's name on it. The device can be collected from a Deputy Principal or the Principal at the end of the day. ▪ If a device is confiscated multiple times the parent will be contacted. <p>Confiscated devices will be:</p> <ul style="list-style-type: none"> ▪ Turned off by the student ▪ Placed in an envelope with the student's name, date, time and teacher's name. ▪ Placed in front office and entered on register by the staff member who confiscated device or their supervisor. ▪ Picked up at the end of the school day or when the student is leaving for the day from a Deputy Principal or the Principal.

<p>Roles</p>	<p>Students:</p> <ul style="list-style-type: none"> ▪ Follow the requirements of the policy by not using electronic devices at school. ▪ Hand over a device when requested without argument. Ensure device is turned off at time. ▪ Collect device at the end of the day, or at the time of leaving school from one of the Deputy Principals or the Principal. <p>Parents/Carers:</p> <ul style="list-style-type: none"> ▪ Support the school in the implementation of this policy. ▪ Ensure their child fully understands the policy and its requirements. ▪ Provide support to the school in the implementation and enforcing of the policy. <p>Teachers:</p> <ul style="list-style-type: none"> ▪ Support the implementation of the policy. Place confiscated devices in envelopes provided and fill in details on front. ▪ Take envelope to front office and fill in register. <p>Head Teachers:</p> <ul style="list-style-type: none"> ▪ Support the implementation of the policy. Place confiscated devices in envelopes provided and fill in details on front. ▪ Take envelope to front office and fill in register. ▪ Support staff. <p>Principal / Deputy Principals:</p> <ul style="list-style-type: none"> ▪ Support the implementation of the policy. ▪ Return devices at the end of the day or time of leaving and complete register.
<p>Consequences</p>	<p>Consequences of a breach of this policy may include:</p> <ul style="list-style-type: none"> ▪ Confiscation of device for collection at the end of the day, or time of leaving school, from a Deputy Principal or the Principal. ▪ Confiscation of a device until such time as a parent/caregiver is able to attend the school to collect the device. ▪ In the case of bullying, harassment or threatening behaviour, school-based management (meetings, detentions, reflection, suspension) as well as outside agencies such as the police may be involved. <p>Per Term:</p> <ul style="list-style-type: none"> ▪ First Offence – Sentral entry and pick up at end of day ▪ Second Offence – Sentral entry and interview with DP ▪ Third Offence – Sentral entry, parent to pick up device, and pre-suspension letter and/or Reflection ▪ Fourth Offence - Suspension for continued disobedience <p>In case of refusal to hand over the device, school-based management will be involved.</p>
<ul style="list-style-type: none"> ▪ It is the recommendation of the school that students <u>DO NOT</u> bring electronic devices, particularly mobile phones, to school. The school will take no responsibility for theft, loss or damage of devices. 	



Deniliquin High School

Information for
Students and Parents



ADDRESS Harfleur Street, Deniliquin NSW 2710
Email - deniliquin-h.school@det.nsw.edu.au
Website - www.deniliquin-h.schools.nsw.edu.au

TELEPHONE OFFICE - (03) 5881 1211
FAX - (03) 5881 5115

PARENTS & CITIZENS ASSOCIATION meets:
4th Tuesday of each month at 6:00pm in the Meeting Room, Admin Block

Principal: Mr Glen Warren
Deputy Principal: Mr Peter Astill
Deputy Principal: Ms Robyn Richards

Principal's Message

I am very pleased to be able to welcome students and parents to Deniliquin High School. Our school has an excellent reputation throughout the Riverina for providing students with a quality education that will provide the platform for future career pathways. At the same time we pride ourselves on equipping our students with the life skills that are so necessary to deal with the issues faced outside of school.

Deniliquin High School is proud to be a Positive Behaviour for Learning (PBL) school. Our values of Respect, Responsibility and Co-operation under plan everything that we do at the school. Students are encouraged to place high expectations on themselves and those around them.

We understand that coming to a new school can be a stressful and challenging experience for a number of students. We have a very extensive support network including Year Advisers to assist students to make a smooth transition into their new school.

Students entering Year 7 should be excited about all the new experiences they will face including many new subjects, a wide range of sporting and extra curricula options, new teachers and developing new friendships.

This booklet is designed to assist new students by providing useful information about everyday procedures and school operations. The section entitled 'What do I do When' is a very useful guide. If students and parents have any concerns or would like more information about any aspect of how the school functions, please do not hesitate to ask Year Advisers or any staff member.

Deniliquin High School will be a very enjoyable and rewarding experience if students are prepared to make the effort with their studies, and make the most of all the opportunities that are available to them.

Mr Glen Warren
Principal

STAFF LIST 2018

Principal: Mr Glen Warren

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Deputy Principal: Mr Peter Astill

Deputy Principal: Ms Robyn Ricahrds

English / LOTE

Mrs Krista Ladson (*Head Teacher*)
Miss Rebecca Hof
Miss Jacqui Johnson
Miss Beth Kermode (*Year 11 Adviser*)
Mrs Jennifer Hop-Dawson

Science / Agriculture

Mrs Michelle Hindriks (*Head Teacher*)
Miss Jessica Burton (*Year 9 Adviser*)
Mrs Karen Dalzell
Mrs Genny Dunmore (*Year 10 Adviser*)
Mrs Alex Glowrey (*Girls Adviser*)
Mr Peter Humphries (*Teacher Mentor*)
Mrs Jan Mann
Mrs Emily Pearn

Technical & Applied Studies (TAS)

Mrs Nicole Jenkins (*Head Teacher*)
Ms Regan Benson
Mr Anthony Bradley
Miss Jess Grocott
Mrs Kathy Kirk

Creative and Performing Arts

Mr Matt Kiley (*Head Teacher*)
Miss Amanda Hatton (*Year 8 Adviser*)
Mr Jacob Hird
Ms Patsy Duffy

Personal Development, Health & Physical Education

Mr Anthony Michael (*Head Teacher Administration*)
Mrs Maddy Callanan
Miss Brenda Norman (*Sport Coordinator*)
Mr Josh Perizzolo (*Boys Adviser*)

Mathematics / Computing

Mrs Meagan Rodda (*Head Teacher*)
Miss Kylie Barker
Mrs Anita Ingram
Mrs Dominique Jansen
Mr John Lethbridge
Mrs Robyn Laverty

Human Society and Its Environment

Mr Matthew Tobin (*Head Teacher*)
Mr Paul Ferguson
Mrs Kylie Hayes
Mrs Lana Scoullar
Mr William Carney

Specialist Teachers

Mrs Margaret Blake (*Head Teacher Special Education*)
Ms Bev Forchi (*MC Teacher*)
Mrs Lyn Bond (*Senior Psychologist, Education*)
Ms Julia Shanahan (*School Psychologist*)
Mrs Sue Laing (*Librarian*)
Mrs Marita Leetham (*Support Class/Year 12 Adviser*)
Mrs Donna Van Lieshout (*Careers Adviser*)
Ms Pam Sinha (*Careers Adviser*)
Mrs Ann-Marie Hay (*Welfare / LAST*)
Mr Peter Rae (*Learning & Support Teacher*)
Mrs Haylee Chadderton (*Welfare*)

Administration / Ancillary

Mrs Lisa Wishart (*School Administrative Manager / Finance*)
Ms Karen Driver (*Science Assistant*)
Mrs Lisa Fitzpatrick (*Library Assistant*)
Mrs Lonni Grimwood (*School Administrative Officer*)
Mrs Paula Parsons (*Home Economics Assistant*)
Mrs Leah Robinson (*School Administrative Officer*)
Mr Shane Moorse (*Farm Assistant*)
Ms Katrina Taylor (*School Administrative Officer*)
Mr Terry Taylor (*General Assistant*)
Ms Catherine Werner (*School Administrative Officer*)
Ms Mikayla Lester (*School Administrative Officer*)

Student Learning Support Officers

Mr Boddie Arthur
Miss Rani Briggs
Mrs Renee Beehag (*TA Special*)
Mrs Jill Jeffrey (*TA Special*)
Mrs Robyn Marshall
Ms Helen Mills
Ms Terri-Anne Moodie
Mr Jake Parsons
Mrs Marie Robinson
Ms Stacey Salusalu
Mrs Shannon Williams (*TA Special*)
Mrs Penny Fowler (SRE)

OUR PURPOSE

To ensure that all members of our school community can work together to achieve a quality education, in a safe and positive environment.

Our Expectations

That all members of our school at all times

- Act in a reasonable, fair and responsible manner
- Show respect for each other and respect the right of all to learn
- Have a desire to learn and produce their best
- Work safely, co-operatively and with the best intention
- Be tolerant and caring

Our Rules

To promote learning, students will

- Follow all staff instructions and all classroom rules
- Allow others to learn without interruption
- Bring appropriate equipment to class
- Complete all tasks to the best of their ability

To respect others, students will

- Understand that verbal abuse and physical violence will not be tolerated
- Recognise that bullying and harassment will not be tolerated

To promote school pride, students will

- Conduct themselves in an appropriate manner at all times
- Wear full school uniform
- Respect and maintain school facilities

To maintain safety for all, students will

- Act in a safe and responsible manner at all times including the wearing of the required safety clothing and equipment
- Not bring to school weapons, drugs, spray cans, steel rulers, liquid paper or chewing gum.

MISSION STATEMENT

At Deniliquin High School learning is optimised through student engagement and explicit modelling of skills and expectations. This is supported by the promotion of positive and respectful relationships across the school community and through systematic and supportive processes. Through a consistent approach by all staff an environment of high expectations supports students to fulfil their potential.

Our mission is achieved through a number of groups in the school:

- The school executive oversees a broad based curriculum which is both academic and vocational in nature.
- Year Advisers - Initial contact at the school for any students is with the Deputy Principal and their Year Adviser.
- School Counsellors - Two School Counsellors are based at the High School and are available by appointment.
- The Student Representative Council - Deniliquin High has an active SRC. Each year the students elect representatives from each year and meet regularly with a member of the teaching staff. Their purpose is to be a voice for the students in the school. They deal with issues such as student welfare, uniform, school image, fundraising and local matters.
- Extra curricula groups where students have the opportunity to participate include - State Language, Mathematics, Science, English and Technology Competitions, Debating, Problem Solving competitions like Tournament of the Minds, Musical Groups, Regional and State Sporting competitions, Excursions and Homework Centre.

CODE OF CONDUCT

Show respect, responsibility and co-operation to all staff, students and property

- ✓ Speak courteously
- ✓ Cooperate with all instructions
- ✓ Complete all activities
- ✓ Allow others to learn without interruption

Comply with all class rules and school rules

SCHOOL RULES

Attend school everyday in school uniform, bring all necessary equipment and be prepared for work.

Mobile phones: phones will be confiscated if students are seen using phones in class or playground.

No prohibited items such as aerosol cans, metal rulers, permanent markers, liquid paper, weapons, cigarettes, drugs and alcohol.

No hats to be worn in classrooms but hats should be worn for all outdoor activities.

No chewing gum or eating in class.

COMMUNICATION

Communication with parents is an important aspect of our school. Students play a key role in this process, being the essential link in the chain.

Communication with parents is achieved by:

- Deniliquin High School Website (<http://www.deniliquin-h.schools.nsw.edu.au/>)
- Regular newsletters and information sheets
- Regular P & C meetings (fourth Tuesday of each month)
- Parent Teacher night for Years 7-11 at the beginning of Term 2
- Issuing Half-Yearly Reports at the end of Term 2 and Yearly Reports in December.
- All students are issued with a school diary on the first day of Term 1. They are used as a means of communication to further develop our home-school literacy program. Teachers and parents are encouraged to communicate with each other through this journal especially in the areas of student welfare and course work. Secondly, it provides a means by which students can organise their own homework, assessment and study commitments in an efficient way.

Homework Policy

Homework is a purposeful learning exercise that motivates a child to persevere with schoolwork out of hours and helps achieve learning objectives outside the classroom. It has the potential to further school-home partnership in the education of the child

Homework is carefully designed and structured so that it will:

- consolidate, extend and/or enrich the school's educational programs
- encourage the development of the student's interest, knowledge and skills
- help students to revise and learn their work
- help students catch up with their work, especially if they have missed schooling through absences.

Homework is set by all teachers, but not necessarily every day. Teachers liaise about the amount of homework to be given and when the work must be completed.

To assist students complete their homework, the school offers a resource called the Homework Centre. It is located in the Library and runs every Wednesday 3:10 to 4:10 and Thursday from 3:20 to 4:20. Staff from the school supervise each session and work with students to help them complete all manner of tasks, including their homework. This is a great opportunity for students and they are encouraged to use it to their advantage. For students to attend a session, they register their intent at the Henry Street Office prior to the commencement of the session.

Interviews

Parents are encouraged to make interview appointments with class teachers, Head Teachers or Year Advisers whenever they see a need to discuss the welfare or academic progress of their children but are requested to call the school for a mutually convenient appointment time.

WHAT DO I DO WHEN -

What do I do if I have been absent from school?

On your return bring a note written and signed by your parent(s) explaining the absence. The note should show: your name, roll class, dates absent and reasons.

What do I do if I am late to school?

If you miss normal roll call, you must report to the Administration office. You will be issued with a late note which will allow you to enter class. You should bring a note from home to explain your lateness.

What do I do if I need to leave school early or I need a lunch pass?

You must report to the Front Office before 8:50am. You must have a note from your parents or guardian explaining why you need to leave school. You will be issued with an appointment pass which will allow you to leave school at the appropriate time and return to class after the appointment.

What do I do if I feel sick at school?

You should report (carrying a note from your class teacher) to the Girls or Boys Advisor, who will then issue you with a Clinic Admission Slip to seek treatment or assistance at Henry Street Office (sick bay). If you are unable to continue in school, arrangements will be made for your parents to take you home. Emergency first aid is provided by the Henry St office staff.

What do I do if I have lost property?

All lost property is stored in the Henry St Office. Speak to the office staff about claiming property you have lost. Also check with the Deputy Principal or the MPC staffroom.

What do I do if I need to see the School Counsellor?

You are able to see the School Counsellor by making an appointment through your Year Adviser or going to the School Counsellor's office either before school or during your breaks. We will then arrange a suitable time to meet. The School Counsellor is available for you to talk about any issue that may be bothering you and it is a confidential service.

What do I do if I need to see my Year Adviser?

See your Year Adviser in his/her staffroom at recess or lunchtime and make an appointment time that is convenient to both of you.

What do I do if I am not in correct uniform?

If you are not wearing correct uniform, you should bring a note of explanation signed by a parent to the Head Teacher assigned to that Year level. A uniform pass will be issued which you will show to your Roll Call teacher. Please keep the pass on you all day in case you are questioned.

What do I do if I am unable to participate in PD/H/PE?

Bring a note of explanation to your class teacher at the commencement of the lesson. A parent should sign this note.

What do I do if I need to make payments?

All monies are to be paid through the Administration office and an official receipt will be issued.

What do I do in case of emergency?

5 short bells will ring for an *evacuation*. Students will leave the class immediately under the direction of the classroom teacher. Students will assemble on the Junction Street side of the oval in Roll Groups. Bags are to be left in the classroom.

If there is a continuous bell, this signals a *lock in*. Please follow teacher directions.

STUDENT RIGHTS & RESPONSIBILITIES

*All students have rights which teachers and other students must respect.
All students and teachers have the responsibility to respect the rights of other students and teachers.*

Student Rights	Student Responsibilities
1. To receive a quality education and to experience success in schooling.	<ul style="list-style-type: none"> • To learn as much as possible and do the best at all times. • To cooperate with staff and students during lessons and during all school activities.
2. To expect the School to provide an environment in which all students can be safe and secure and free from physical and verbal violence both at school and in travelling to and from school.	<ul style="list-style-type: none"> • To care for others and refrain from verbal, written or physical abuse of other students or teachers. • Not to smoke or consume alcohol or other drugs or encourage others to do so. • To wear footwear and clothing that is safe for all practical lessons. • To be in the right place at the right time.
3. To be treated with politeness and respect and to be rewarded for achievement, effort and improvement.	<ul style="list-style-type: none"> • To treat others in a polite and respectful manner. • To be fair when dealing with others. • To accept and recognise awards given to others. • To accept that others may be different and have a right to be different.
4. To expect that property, both personal and communal, remains safe.	<ul style="list-style-type: none"> • Not to steal, damage, destroy or interfere with the property of others or that of the school. • Respect the property and possessions of others.
5. To be able to voice an opinion in an appropriate manner at the appropriate time.	<ul style="list-style-type: none"> • To listen to what others have to say. • To accept that others may have views and ideas that are different to mine.
6. To be able to enjoy healthy and pleasant surroundings.	<ul style="list-style-type: none"> • To keep the school free from litter and graffiti and assist with its removal, if necessary.
7. To attend a school that is recognised as an excellent school.	<ul style="list-style-type: none"> • To show respect and courtesy to visitors. • To behave in a responsible manner whilst travelling to and from school or whilst participating in school excursions or other activities. • To wear the school uniform at all times.

Teachers and students have the right to be treated with courtesy and respect

STUDENT WELFARE – FAIR DISCIPLINE CODE

Deniliquin High School has a strong discipline system that encourages students to correct unacceptable behaviour and to make the school a safe and happy place for all members. Everyone encourages and assists students to behave in an acceptable way but the way they behave is their responsibility and their decision. Behaviour is monitored both inside and outside the classroom. At all times, the school will safeguard the rights of students. However, if students fail to accept their responsibilities, appropriate disciplinary measures will be implemented.

Unacceptable Behaviour includes:

- ⊗ Preventing others from receiving the benefits of education
- ⊗ Bullying, abuse of others, harassment
- ⊗ Violent behaviour -verbal or physical
- ⊗ Stealing, Vandalism
- ⊗ Misbehaviour on school buses, school functions or excursions
- ⊗ Smoking, alcoholic drinks, drugs
- ⊗ Inappropriate/impolite language or behaviour to teachers or students
- ⊗ Disrespect for the property of others
- ⊗ Truancing
- ⊗ Disregarding School Rules
- ⊗ Insolence, disobedience, refusal to follow reasonable instructions by a member of staff

Most students will never be involved in the discipline system. These students are those who:

- Respect the rights of others and are cooperative
- Enjoy the respect of teachers and other students and participate in all school activities
- Accept their responsibilities as a member of Deniliquin High School.

Disciplinary action could take the form of:

- Behaviour cards - where behaviour is monitored and recorded each lesson for a period of time.
- Detention - with class teacher, a Head teacher, Deputy Principal.
- Community service - the student will be required to complete a number of hours of work within the school.
- Exclusion from selected classes.
- Loss of privileges.
- Restrictions Card.
- Reflection Room where students are supervised and do independent learning.
- Suspension from school with re-entry on a negotiated basis.
- Expulsion - students who commit extreme acts of misbehaviour, violence or continual cases of persistence misbehaviour may be expelled.

POSITIVE BEHAVIOUR FOR LEARNING

In order to develop in students a proper respect for the rights of others a high standard of conduct is expected and maintained at Deniliquin High School. The school aims to create a happy learning environment through a consistent approach to discipline. Every effort is made to ensure that the rights and responsibilities of individuals are maintained.

Positive Behaviour for Learning (PBL) is a school-wide behaviour initiative currently in use at a number of schools in NSW. It employs a whole-school systems approach to address problem behaviour and reduce its effects on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn. PBL operates as a systemic umbrella for a broad range of programs in schools, including values education, anti-bullying and learning support teams.

PBL has been found to have impacted positively on attitudes towards behaviour and learning. PBL adopts an approach to managing behaviours with proactive discipline within a school setting. We believe that teaching students what is expected of them and acknowledging students for meeting those expectations is a much more positive approach for dealing productively with student behaviour issues. The purpose of a school-wide PBL approach which involves students, school staff and the parent community is to establish a collective

positive learning culture. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn.

The three values which underpin PBL at Deniliquin High School are **Respect, Responsibility** and **Cooperation**. Students will be explicitly taught as to how these values look in different settings within the school environment such as the playground, hallways and classrooms. We believe that the implementation of PBL into Deniliquin High School will enhance and enrich our learning environment.

ANTI-BULLYING POLICY

Bullying is a serious community problem and will not be tolerated at Deniliquin High. Victims of bullying may miss out on learning opportunities due to fear and anxiety, prolonged absenteeism and a downturn in self-esteem. In the longer term victims may suffer from poor self-confidence, poor social functioning and depression.

Bullies, too, suffer in the long term. A lack of empathy may interfere with their abilities to form lasting friendships and relationships. Their success at using aggression when bullying to get their own way and to exert power may mean that they do not learn strategies that are valued in adult life and the workplace. An example may include the ability to seek and give compromise. Aggression can become the bully's main way of relating to people in general, if it is continuously successful and therefore reinforce during childhood and adolescence.

Deniliquin High School works collaboratively with its staff, NSW DEC personnel, parents, students and the wider community in order to ensure that bullying does not interfere with any member's welfare.

Our policy recognises that each member of the school community has the right to:

- Feel safe in the school environment
- Be treated with respect and dignity
- Engage fruitfully in the learning process
- Attend school without fear or trepidation

Also, this policy recognises that each member of the school community has the following responsibilities:

- To make known to the Principal any situation that may compromise the safety of others
- To treat all members of the school community with respect and dignity
- To never interfere with a person's right to engage in learning
- To behave in a way that makes other school community members feel safe and secure.

Cyber-Bullying

Deniliquin High School rejects all forms of cyber-bullying. No student, staff member, parent, caregiver or community member should have to experience cyber-bullying within the learning or working environments. Cyber-bullying can happen in school, or out of it, any hour of the day, from known people or sometimes by unknown people.

It is difficult to know exactly how many students are cyber-bullied, because they are less likely to report it, and it is usually not something parents and teachers can see.

Deniliquin High School has an active cyber-bullying policy. If an incident does occur, it is expected that it be reported promptly so it can be dealt with effectively.

Intervention:

Students are encouraged to:

- Follow Deniliquin High School's Student Code of Conduct.
- Actively participate in class activities designed to reduce bullying activities and the building of strategies designed to prevent this.
- Communicate concerns.

Parents/carers are encouraged to:

- Speak to school staff as soon as possible following any incidents where the safety and wellbeing of their child/children are endangered.
- Model cyber-safety at home with their children and ensure online community and social networking site account rules are followed.

Teacher intervention procedures:

- Teachers regularly incorporate cyber-safety and social media activities into classroom activities.
- Encourage good practice and model good digital citizenship.

If students are being bullied, or know of other students being bullied, they should immediately contact their Year Adviser or the Deputy Principal.

STUDENT WELFARE - THE MERIT SYSTEM

The Welfare Policy of Deniliquin High School places a great deal of importance on the positive aspects of student welfare and student development. The Policy envisages a structured system of merit encompassing all aspects of schooling.

Recognition is at:

- Classroom level
- Faculty level
- Year Adviser's level
- SRC level
- Principal level
- Department of School Education level
- School Community level

The aim is to develop self-esteem using a positive approach where students receive a suitable reward for various forms of achievement. Such forms of achievement could be:

- Academic excellence
- Service to the school and/or community
- Outstanding achievement
- Sustained effort
- Leadership
- Exemplary character
- A spirit of cooperation

- a) Gold, Silver and Bronze Awards
These are awarded to those students who consistently attend school and complete their class work every day. These awards form the basis of recognising student achievement in learning.
- b) SRC and regional representation awards (Sport/other)
The SRC recognises student contributions in the fields of leadership, exemplary character, community spirit/services etc. by nominations through SRC committee meetings.
- c) Principal's Awards / External Awards
Principal awards are presented to students who have consistently achieved Gold level throughout the year. Suitable candidates would be exemplary students who have excelled in a number of fields and through demonstration of outstanding character. External awards are presented to students for various forms of excellence. Awards are given out at the School Presentation Evening.
- d) Faculty Awards
Every school term, the various Faculties at Deniliquin High School, present 'Faculty Awards' to students that have excelled in a particular area in that subject. This area is determined by each individual Faculty and is based on a focus area for the term. Successful students are celebrated during the Assembly being announced to the student body by the Head Teacher of the Faculty and being presented their certificate on-stage by the School Captains.

PLEASE NOTE: Parents and members of the community are always welcome to attend the various presentation ceremonies.

SCHOOL CONTRIBUTIONS

As many of you would be well aware schools run on very, very tight budgets. We desperately need the support of all families to help us provide quality education for our students. ***The General Contribution*** covers the cost of such items as the purchasing of textbooks, sporting materials, maintaining and improving computers and software etc. ***Subject Contributions*** supplement the cost of the many materials used in the various courses that students study and the cost of photocopied materials used in such classes. These payments ensure that we can provide quality materials in all subjects. School contributions at our school are way below what other schools levy and we want to keep it that way, but this can only happen if we have a lot of people assisting in the payment of the contribution. We urge all parents to please help us in this regard and we thank you for your continuing support of our school. Should families wish to pay for the contributions in instalments and/or make some part of the payment this can easily be organised through making contact with the Principal. Parents can be assured that such arrangements will be treated in the utmost confidence.

For each student that is enrolled at DHS the contributions are as follows-

General Contribution: Years 7 & 8 - \$130
Years 9, 10, 11 & 12 - \$95

Specific Subject Contribution:

In Years 9-12 various electives use consumable materials throughout their course. To cover the cost of such materials used by students a fee of \$50 is charged.

Invoices will be sent to parents early in Term 1 stating general contribution costs as well as specific subject contribution based on student subject selection.

SPORT

Denillquin High School offers students a wide variety of sporting opportunities. The aim of the Sports Program is to develop students' sporting and social skills, improve their health outcomes and establish links within the community. The value of sport is recognised by the Department of Education and Communities who mandates that all students in Year 7-10 participate in a regular sports program.

WEEKLY SPORT

Wednesday afternoon sport is structured in 5-week blocks. Each term, students will participate in two sport blocks; block one will involve students in their year group (i.e. Year 7) and block two will involve students in their stage group (i.e. Year 7 & 8). Students will select from a range of available options including swimming, indoor cricket, boxing, boot camp, weight training, cycling, AFL, netball, croquet, lawn tennis, squash and mountain bike riding.

All students are required to pay a sports levy to cover the cost of these sports, transportation and venue personnel. This will be \$55 for the entire year and is due in Term 1. This levy is necessary for the school to continue to offer the range and number of sports that run from Year 7-10. The school heavily subsidises the cost of sport and does not profit from the levy.

Students who can't participate due to an injury or ailment must present a note from their parent/guardian outlining their illness to their sport teacher at the beginning of sport.

CARNIVALS

All students are placed in house groups in Year 7. Where possible, whole families are placed into the same house. The four houses are:

House	Colour	Mascot
COLLIGEN	Yellow	Ducks
EDWARD	Green	Emus
KYALITE	Red	Redbacks
NYRANGI	Blue	Dingoes

There are three carnivals that are held each year. The entire school participates in these events. These are;

- Swimming – A twilight carnival is conducted at the Denillquin Swimming Pool in Week 3, Term 1.
- Athletics – This is held at Memorial Park at the beginning of Term 2. Students rotate around each track and field event in their age group while the staff act as officials.
- Cross Country – This is held in the State Forest mid Term 2. This event is also promoted as a "Fun Run" for those who do not wish to run competitively and is compulsory for all students in Years 7 – 10.

COMBINED HIGH SCHOOLS KNOCKOUT

Each year school teams are entered into CHS Knockout Competitions and all students are encouraged to try-out for these teams. Current school teams include:

Athletics	- Zone, Regional and State Competition	Cricket	- Boys (<i>Alan Davidson Shield</i>)
Australian Rules	- 15 Years (<i>Swan Shield</i>)		- Girls (<i>Marie Cornish Trophy</i>)
	- Boys Open		- Year 9 and under (<i>Simon O'Donnell Shield</i>)
	- Girls Open	Lawn Bowls	- Boys and Girls
Basketball	- Boys 15yrs and under (<i>Shell Trophy</i>)	Netball	- Girls (<i>Teachers Credit Union Trophy</i>)
	- Girls 15yrs and under (<i>Shell Trophy</i>)	Soccer	- Boys Open (<i>Commonwealth Bank Cup</i>)
	- Boys Open		- Girls Open
	- Girls Open	Swimming	- Zone, Regional and State Competition
Cross Country	- Zone, Regional and State Competition	Tennis	- Boys (<i>Stan Jones Trophy</i>)
			- Girls (<i>Floris Conway Cup</i>)

SCHOOL UNIFORM

SUMMER SCHOOL UNIFORM

Junior Girls

Blue check uniform (dress)
OR
Dark Navy or Black shorts (above the knee)
Light blue polo top
White or black socks
Black or brown leather shoes (not runners)
Red windcheater or jumper (V-neck)

Junior Boys

Mid-grey shorts (above the knee)
Light blue shirt with collar or polo shirt
Grey, white or black socks
Black or brown leather shoes (not runners)
Red windcheater or jumper (V-neck)

Senior Girls

Mid-navy skirt
OR
Dark Navy or Black shorts (above the knee)
White polo top or white shirt with collar
White or black socks
Black or brown leather shoes (not runners)
Navy blue windcheater or jumper (V-neck)

Senior Boys

Mid-grey trousers
OR
Navy shorts (above the knee)
White shirt with collar or white polo shirt
Grey, white or black socks
Black or brown leather shoes (not runners)
Navy blue windcheater or jumper (V-neck)

WINTER SCHOOL UNIFORM

Junior Girls

Red Tartan wrap around skirt
OR
Dark Navy or Black Pants (not jeans)
White school shirt with collar
Black tights / white or black socks
Black or brown leather shoes (not runners)
Red windcheater or jumper (V-neck)
Red polar fleece top (optional)

Junior Boys

Grey trousers
Light blue school shirt with collar
Grey or black socks
Black or brown leather shoes (not runners)
Red windcheater or jumper (V-neck)
Red polar fleece top (optional)

Senior Girls

Blue Tartan Kilt
OR
Dark Navy or Black pants (not jeans)
White school shirt with collar
Blue/black tights
Black or brown leather shoes (not runners)
Navy jumper (V-neck)

Senior Boys

Grey trousers
White school shirt with collar
Grey, blue or black socks
Black or brown leather shoes (not runners)
Navy jumper (V-neck)

Additional notes

- **Shoes** - It is compulsory for all students from Year 7-12 to wear full leather shoes – runners of any description, shoes with 'holes in the top of them' or shoes that essentially only cover the toes are not acceptable. Shoes must have leather covered uppers as required by the Education Department for safety in *all* subjects.
- **Hats** - It is compulsory for all students from Year 7-12 to wear a hat when involved in outside activities such as PE, Sport, at the farm or on any excursion or activity where there is a lot of outside activity.
- **Winter tops** - In addition, during the winter months, students may wear a plain red polar fleece (sporting club tops are not acceptable).

SPORTS UNIFORM FOR PD/H/PE AND SPORT SESSIONS

Years 7 to 12 and representative teams

DHS Polo shirt Jumper - regular red school jumper
Black shorts or Tracksuit pants (Black - with or without red trim)
White socks (with black or red trim acceptable)
Cap or hat

NB: Students are to carry their sports uniform to school and change before and after PE

2017 EXERCISE BOOKS

Subjects	Year 7	Year 8	Year 9	Year 10
Agriculture		60 page book	160 Page Book	160 Page Book
Art	60 Page 11"x14" Art Diary 2B, 4B & 6B Pencils	60 Page 11"x14" Art Diary 2B, 4B & 6B Pencils	Quill 11"x14" Art Diary 2B, 4B & 6B Pencils	Quill 11"x14" Art Diary 2B, 4B & 6B Pencils
Careers				128 Page Exercise Book
Cooking Around the World		A4 Display Folder		
Creating with Textiles		A4 Display Folder		
Tech Mandatory	A4 Display Folder	A4 Display Folder		
English NOTE - All students should have a small pocket sized Dictionary	192 Page Exercise Book A4 Large	192 Page Exercise Book A4 Large	192 Page Exercise Book A4 Large	192 Page Exercise Book A4 Large
Food Technology			A4 Display Folder	A4 Display Folder
HSIE	192 Page A4 Exercise Book & A4 Display Folder	192 Page A4 Exercise Book & A4 Display Folder	192 Page A4 Exercise Book & A4 Display Folder	192 Page A4 Exercise Book & A4 Display Folder
Industrial Technology - Engineering Industrial Technology – Metal/Timber			A4 Display Folder	A4 Display Folder
Language	320 Page Exercise Book			
Make it and Take It		A4 Display Folder		
Mathematics	128 Page A4 Binder Book 192 Page A4 Binder Book Mathomat Sharp Scientific Calculator - to be bought from the school	128 Page A4 Binder Book 192 Page A4 Binder Book Mathomat Sharp Scientific Calculator - to be bought from the school	128 Page A4 Binder Book 192 Page A4 Binder Book Mathomat Sharp Scientific Calculator - to be bought from the school	128 Page A4 Binder Book 192 Page A4 Binder Book Mathomat Sharp Scientific Calculator - to be bought from the school
Mathematics	Years 11 & 12 need exercise books or lecture pads			
Music	Music Book 2B Pencil & Eraser	Music Book 2B Pencil & Eraser	Music Book 2B Pencil & Eraser	Music Book 2B Pencil & Eraser
PD/H/PE	128 Page A4 Book	128 Page A4 Book	128 Page A4 Book	128 Page A4 Book
Science	128 Page A4 Book	128 Page A4 Book	128 Page A4 Book	128 Page A4 Book
Textiles Technology			A3 Display Folder A4 Display Folder A4 Visual Diary	A3 Display Folder A4 Display Folder A4 Visual Diary

CANTEEN PRICES

Rolls

Chicken Salad Roll	\$5.80
Mountain Roll	\$6.80
Vegemite Roll	\$2.20
Buttered Roll	\$1.80

Sandwiches

Ham Salad	\$5.40
Salad	\$5.20
Chicken Salad	\$5.40
Chicken	\$4.00
Ham, cheese & tomato	\$3.60
Ham & cheese	\$3.40
Ham & tomato	\$3.40
Cheese & tomato	\$3.40
Egg & lettuce	\$2.80
Vegemite	\$2.00

Toasted Sandwiches

Ham & cheese	\$3.60
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Hot Food

Pizza	\$3.70
Cheese/bacon Sausage Roll	\$3.40
Hot Dog	\$3.80
Lasagne	\$5.00
Sausage Roll	\$3.00
Meat Pie	\$4.20
Vegetarian Pastie	\$4.40
Potato Pie	\$4.40
Chicken Pie	\$4.80
Chicken Kiev Pie	\$4.80

Hot Rolls

Chicken, Cheese & Mayo	\$5.00
Cheese and Vegemite	\$3.20

Soup

Homemade Pumpkin, Chicken or Vegetable	\$3.80
With a buttered roll	\$5.40

Salad

Salad bowls to order	\$6.40
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Fruit Salad

Fruit salad & yoghurt	\$3.00
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Cakes

Muffins & Assorted Cakes	\$3.10
Donuts	\$2.20

Specials

Steamed Dim Sims (4)	\$3.50
Chicken Burger	\$4.50
Fried Rice	\$4.50
Spaghetti Bolognaise	\$4.50
Garlic Bread	\$2.40
Wedges	\$3.70

These prices are subject to change without notice

BELL TIMES

The first bell of the day sounds at 8:48am. This is a bell before Roll Call which begins at 8:50am. Deniliquin High School has Vertical Roll groups; Roll groups are based on Year groups, approximately 20 students per group. Each morning the roll is called and announcements for the day are read out.

There are six 50 minute lessons a day with 2 breaks, recess and lunch.

PERIOD	MONDAY	TUESDAY	THURSDAY	FRIDAY
Roll Call	8:50 - 8:58	8:50 - 8:58	8:50 - 8:58	8:50 - 8:58
1	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50
2	9:53 - 10:43	9:53 - 10:43	9:53 - 10:43	9:53 - 10:43
Recess	10:43 - 11:03	10:43 - 11:03	10:43 - 11:03	10:43 - 11:03
3	11:03 - 11:53	11:03 - 11:53	11:03 - 11:53	11:03 - 11:53
4	11:56 - 12:46	11:56 - 12:46	11:56 - 12:46	11:56 - 12:46
Lunch	12:46 - 1:26	12:46 - 1:26	12:46 - 1:26	12:46 - 1:26
5	1:26 - 2:16	1:26 - 2:16	1:26 - 2:16	1:26 - 2:16
6	2:19 - 3:09	2:19 - 3:09	2:19 - 3:09	2:19 - 3:09

PERIOD	WEDNESDAY
Roll Call	8:50 - 8:58
1	9:00 - 9:50
2	9:53 - 10:43
Assembly	10:43 - 11:03
Recess	11:03 - 11:23
3	11:23 - 12:13
4	12:16 - 1:06
Lunch	1:06 - 1:46
Sport	1:46 - 3:00



Deniliquin High School
Harfleur St Deniliquin
NSW 2710

P: (03) 5881 1211

F: (03) 5881 5115

www.deniliquin-h.schools.nsw.edu.au

Responsible Use of ICT and Social Media for Students

Number
101800

Implementation date
19 June 2012

Service area
Strategic Accountabilities

Location
Public

Head policy
Student Policy (being drafted)



Catholic Education
Diocese of Parramatta

1. What are these Guidelines about?

These guidelines support safe and responsible use of Information and Communication Technologies (ICT) and social media - see definitions in Responsible Use of ICT and Social Media Procedures.

2. To whom do these Guidelines apply?

These guidelines apply to all students and their parents when:

- using ICT provided by the school
- when using the school's network
- when accessing social media

They are intended to be used as a teaching tool about safe and mature digital citizenship.

3. What is the purpose of school-based ICT

The purpose of ICT at CEDP schools is to:

- enhance student learning opportunities
- promote student achievement
- support student - school communication

4. Some important 'Dos'

I have computers and other ICT tools to help them learn. I should treat ICT and the CEDP network as tools to be shared for the common good.

When I use ICT I should:

- use the computer or mobile device to for my learning
- keep my password safe
- study and research for information relevant to my subjects
- use the files, programs, internet or email shown by my teacher
- look after the technology and related area
- ask the teacher if I'm not sure how to use ICT
- tell the teacher if I learn something interesting
- ask for permission if I'm unsure about sharing information with people over the internet
- complete tasks and assignments set by my teacher
- use my CEDP provided username, password and email account when accessing the CEDP network

Respect others:

- share the computers and resources so everyone can learn
- write the author's name when I use information and pictures from the internet
- treat others the way I'd like to be treated

Keep safe online:

- keep my password safe and secret - even from friends
- tell the teacher if I see something that I think is naughty or makes me feel unsafe
- tell the teacher if I come across something inappropriate
- use the files, programs, internet or email as shown by my teacher
- ask the teacher for permission to use my own USBs or storage devices



5. Some important 'Don'ts'

I should never use ICT or the CEDP network disrespectfully, dishonestly or unlawfully. For example I should never:

- say or do things that I wouldn't like others to do or say to me
- use social networking (like Facebook, Beebo, Twitter, YouTube) unless guided by my teacher
- use social networking until I am 13 years old or have the teacher's permission
- access sites meant for people in older age groups than me
- give my password to anyone except their parents or teacher

- use the network to download pictures, movies or music for personal use
- copy other people's work and pretend that it's my own
- say anything untrue about others
- bring computer software from home without permission
- share my full name or send their photo without permission
- share other people's full name or send their photo without permission
- change any computer or network security settings
- grant access to unauthorised users
- bully, harass, make derogatory or untrue remarks that embarrass others
- spam or mass mail
- inspect, modify, distribute or copy any data, files or software (apps) that is owned by the CEO or school
- use the network to download images, movies, music or applications for personal use
- use other peoples accounts to access ICT services
- upload information to the internet that I do not have permission to use (eg music in videos)
- permit apps or sites to gather information about me (eg contact details, location information) without teacher approval

6. Monitoring

The classroom teacher can usually see how students use ICT to help us with our learning. Authorised CEDP staff may also monitor use of ICT, the network and social media by members of CEDP. They do this to make sure that:

- students' learning is supported by relevant, engaging, accessible, challenging and holistic practices
- CEDP's responsibilities towards students and others are fulfilled in accordance with law and Church teaching



7. Consequences

If I break these rules:

- I may not be allowed to use the computer or ICT
- my teacher may tell the principal or my parents
- school code of behaviour and Student Wellbeing Procedures may apply
- In some cases the Suspension, Transfer, Expulsion and Exclusion Guidelines may apply.

8. Relevant documents

- Student Policy (in progress)
- Communications Policy (in progress)
- Responsible Use of ICT and Social Media - Procedures
- Responsible Use of ICT and Social Media Staff - Guidelines
- Anti-bullying Policy
- Suspension Transfer Expulsion and Exclusion Procedures
- Complaint Handling Policy and Procedures
- Countering Discrimination Harassment and Bullying Procedures and Guidelines
- Procedural Fairness - Guidelines
- Privacy Procedures
- Privacy Guidelines
- Work Health and Safety

8. Agreement

Student

I have read and understand the rules for using the school's ICT

Student name:

Student signature:

Date: _____

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

Parent

As the parent/carer of this student, I have read the Responsible Use of ICT and Social Media Procedures and these Guidelines. I understand that school supplied ICT are educational resources provided to enhance the education of all children at [name of school]. I recognise that the school will use its best efforts to supervise children in their use of educational resources. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to ICT by the school, including access to email and the internet.

Parent name:

Signature:

Date: _____



Wodonga Middle Years and Senior Secondary College Policy Manual

000 STUDENT ENGAGEMENT

000 Mobile Phones & Audio Equipment

School Policy and Advisory Guide Reference: http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx	Last Update Month Year
Last Ratified by School Council	Month Year
Line Manager	AP Student Operations

Rationale

There are growing bodies of evidence showing that the possession and use of mobile phones in schools is having a detrimental effect on the learning of students. WSSC and WMYC have based their Mobile Phones & Audio Equipment policy around this research and DET advice.

Some of the research that has informed this policy is:

The Mere Presence of Your Smartphone Reduces Brain Power, Study Shows

Intro article <https://news.utexas.edu/2017/06/26/the-mere-presence-of-your-smartphone-reduces-brain-power>

Full study <https://www.journals.uchicago.edu/doi/abs/10.1086/691462>

Key points:

- the mere presence of one's own smartphone may occupy limited-capacity cognitive resources, thereby leaving fewer resources available for other tasks and undercutting cognitive performance
- these cognitive costs are highest for those highest in smartphone dependence
- participants with their phones in another room significantly outperformed those with their phones on the desk, and they also slightly outperformed those participants who had kept their phones in a pocket or bag
- it didn't matter whether a person's smartphone was turned on or off, or whether it was lying face up or face down on a desk - having a smartphone within sight or within easy reach reduces a person's ability to focus and perform tasks because part of their brain is actively working to *not* pick up or use the phone

Psychology and neuroscience blow-up the myth of effective multitasking

Intro article <https://www.inc.com/scott-mautz/psychology-and-neuroscience-blow-up-the-myth-of-effective-multitasking.html>

Key points:

- We sacrifice our power of full presence when we're multitasking, and we do so for a perceived benefit of improved productivity that simply doesn't exist.
- Research also shows that multitasking, i.e. trying to do two cognitive things at the same time, simply can't be done--the mind doesn't work that way.
- Studies have shown that it takes four times longer for the brain to recognize new things (further slowing down task completion) and that we have a much lower retention rate of what we learn while we are multitasking

Mobile phones in the classroom: A helpful or harmful hindrance?

Intro article <https://psychopaedia.org/learning-and-development/mobile-phones-in-the-classroom-a-helpful-or-harmful-hindrance/>

Key points:

- mobile phones can have a negative impact on learning through distraction and that their removal from the classroom can yield an improvement in student performance, especially for the most vulnerable
- students who did not use smartphones while participating in a lecture wrote 62 per cent more information in their notes and were able to recall more information than their phone-using counterparts
- With problematic phone use now considered a risk behaviour alongside alcohol, tobacco and marijuana use, schools should ensure they are addressing the psychological, social and health issues associated with technology (e.g. a lack of sleep from late night phone use, cyber bullying, sexting)

Wodonga Middle Years and Senior Secondary College Policy Manual

How smart is it to allow students to use mobile phones at school?

Intro article <https://theconversation.com/how-smart-is-it-to-allow-students-to-use-mobile-phones-at-school-40621>

Key points:

- After schools banned mobile phones, test scores of students aged 16 increased by 6.4% of a standard deviation
- It is important to note that these gains are prominent amongst the lowest achievers

DET Vic School Policy Advisory Guide – Students Using Mobile Phones

Available here <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

Points of note:

- Schools that allow the use of mobile phones must clearly and regularly advise students and parents/guardians of their expectations and policy requirements, including use during school excursions, camps and extra-curricular activities.
- Students should:
 - only use mobile phones when usage will not disrupt the normal school routine
 - have their mobile phones switched off and out of sight during classes
 - only use their mobile phones before or after school, or during recess and lunch breaks

Implementation/student use policy

The College discourages students from bringing and using mobile phones and personal audio equipment. The College does not take any responsibility for the security of mobile phones or audio equipment.

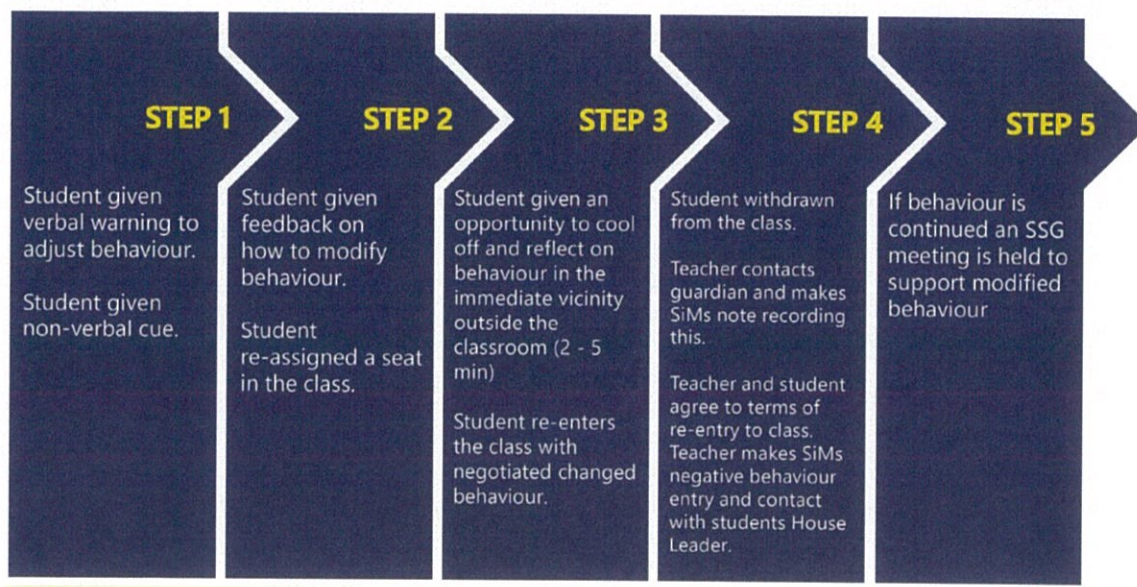
- Should a parent wish to contact a student urgently, the General Office will deliver messages to students as required.
- Should a student wish to contact a parent urgently they can request use of an Assistant Principal or House Leader telephone.

If a student brings a mobile phone and/or audio equipment to college it is their responsibility to abide by the following:

- **The mobile phone/audio equipment must be turned off in class time unless specifically allowed by the classroom teacher for educational purposes.**
- **If the teacher requests, all students are to place their mobile phone/audio equipment into the eSmart box. All devices will be returned at the end of the lesson. Students are to collect their own phone only.**
- **Students who do not abide by the above will have their device confiscated by the teacher. It will be the responsibility of the student to collect it from the teacher at the end of the day.**
- **Repeat offenders will have the phone confiscated and a parent will be required to collect it from the front office at the end of the day.**
- **Students who refuses to comply with the above will automatically progress to steps 4 and 5 of the Student code of conduct below which may include having the device collected by a parent.**

The College advises students not to bring their phones to school and does not take responsibility for any loss or damage.

Wodonga Middle Years and Senior Secondary College Policy Manual



Maintenance

College staff will remain up to date with current research into mobile phone use and periodically provide information to parents and students of this research.

College staff will monitor mobile phone use in classes and support teachers and students to uphold the policy.

Parent information

Rationale – The College recognizes that a majority of students have a mobile phone and that they are a part of modern day life. We are also aware of the impact these devices can have on the learning of students

Break times – WSSC advises parents to contact the college directly if there is an urgent need to communicate with their child. To avoid distractions in class, all other communication should be carried out during break times or after school. The break times are:

Recess 10.10am to 10.35am

Lunch 1.10pm to 2.05pm

Expectations

It is an expectation of the College that parents support the mobile phone policy to enable their child to get the maximum benefit from class time.

Should parents need support or advice they are encouraged to contact the College or access the resources below

eSafety advice <https://www.esafety.gov.au/>

iParent - Where you can learn about the digital environment and how to help your child have safe and enjoyable online experiences. <https://esafety.gov.au/education-resources/iparent>

Reporting Cyberbullying: <https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/cyberbullying-a-guide-for-parents>

Wodonga Middle Years and Senior Secondary College Policy Manual

Student information

Young and eSafe <https://www.esafety.gov.au/youngandesafe>

Staff expectations

All WMYC and WSSC staff are expected to abide by the same expectations of parents and students and not use their devices in class other than for educational purposes.

Staff are required to maintain the school expectations of no devices in class and utilize the resources provided. Should staff require support to implement the policy they should seek this support from AP Student Operations or House Leaders.

Related Policies, Legislation and Regulations

It is against the law to photograph people without their permission in a college setting. Students who use their mobile phones to take photographs of people out of class and/or create disruption will be sanctioned.

Students who use mobile phones/text messaging for harassment purposes will be sanctioned and leave themselves open to prosecution by the police.

DRAFT