

Lesson Times/Line Structure

There are no sirens indicating start of lessons. Sirens sound at the beginning and end of the school day and the end of recess and lunch.

Reminder sirens sound at 8:40am, 10:45am and 1:40pm.

Monday Times	Mon	Tues-Fri Times	Tue	Wed	Thurs	Fri
8:45-9:25am	7	8:45-9:00am	Home Group			
9:25-10:05am	7	9:00-9:40am	3	2	4	1
10:05-10:45am	ID	9:40-10:25am	3	2	4	1
10:45-11:10am	Recess	10:25-10:50am	Recess			
11:10-11:50am	5	10:50-11:35am	2	4	7	6
11:50-12:30pm	4	11:35-12:20pm	6	1	3	5
12:30-1:15pm	4	12:20-1:05pm	6	1	3	5
1:15-1:35pm	Lunch 1	1:05-1:25pm	Lunch 1			
1:35-1:55pm	Lunch 2	1:25-1:45pm	Lunch 2			
1:55-2:35pm	3	1:45-2:30pm	5	7	6	2
2:35-3:10pm	1	2:30-3:10pm	5	7	6	2

DISCOVERY CENTRE STUDENTS ARE DISMISSED AT 3.00PM

(OR 3.15PM ON COMMUNITY ACCESS DAYS)

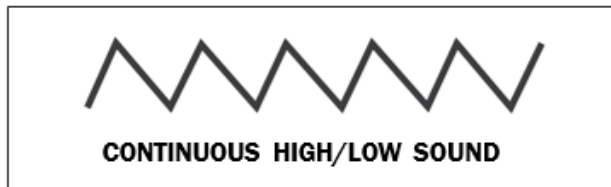
Term Dates 2021 & 2022

	2021	2022
Term 1	27 January – 9 April	31 January – 14 April
Term 2	27 April – 2 July	2 May – 8 July
Term 3	19 July – 24 September	25 July – 30 September
Term 4	11 October – 10 December	17 October – 16 December

Evacuation Sirens



MOVE QUICKLY AND QUIETLY
TO THE OVAL



MOVE QUICKLY AND QUIETLY
TO THE GYM



STAY IN CLASSROOM KEEP
LOW AND QUIET, LIGHTS OFF
LOCK DOOR, DRAW CURTAINS
(IF APPLICABLE)
IF IN YARD—GO TO NEAREST
“SAFE BUILDING”

Grievance Procedures

Good relationships within the school community give young people a greater chance of success. However, in the event of a grievance, the following guidelines may be used.

From time to time, parents and students may become dissatisfied with some aspect of schooling (e.g. discipline procedures, student harassment, school reports). Unresolved issues may fester and may hinder student learning. Golden Grove High School encourages parents /caregivers to resolve issues quickly. Where possible, the matter should be resolved by phoning the school and leaving a message for the appropriate person to phone back, or by emailing the relevant staff member (email addresses for staff are available from the school website).

All phone calls and emails to teachers or leadership will be returned, but please remember most teach full time and have student supervision during the breaks. Most calls and emails will be returned within 24 - 48 hours.

Principles of our Policy

- Everyone should be treated with respect.
- Meetings to discuss grievances will be suspended if any person(s) behaves in an insulting or offensive manner

STUDENTS with a grievance should	PARENT/CAREGIVER with a grievance should
<ol style="list-style-type: none"> 1. Talk to the person about the problem/issue. 2. Talk to a Wellbeing Leader, teaching or non-teaching staff about the problem at an appropriate time. 3. If you feel uncomfortable, speak to someone who you feel comfortable with. 4. If issue is unresolved, speak to your parent(s)/caregivers. 	<p>STEPS:</p> <ol style="list-style-type: none"> 1. Arrange a time to speak to the relevant staff member(s) about the problem/issue. 2. Please do not enter school classrooms or offices to discuss a grievance 3. Let the staff member know what you consider to be unfair or unjust. 4. Allow a reasonable timeframe for the issue to be addressed. 5. If the grievance is not addressed, arrange a time to speak with the appropriate Executive Leader and/or Sub School Leader 6. Arrange a time to speak with the Principal. 7. If you are still unhappy, please arrange a time to resolve the issue with the local Education Office (83668787). 8. Alternatively to gain any advice and support contact the Customer Feedback Unit on 1800 677 435.

What Do I Do ... When?

MEDICAL INFORMATION

All medical information and medication must be handed in to The Hub

1. **ABSENCE** – Student Services should be notified of all student absences. Bring a note from your parent/caregiver when you return to school OR we would like your parent to telephone, email or send your notification via School Stream app if you are absent on any given day. The email address is dl.1834.info@schools.sa.edu.au
2. **EARLY DEPARTURES** – Students are not to leave the school grounds without parental and school permission. Notification from your parent/caregiver is to be signed by your Home Group teacher and then countersigned by a Sub School Leader or Manager. Students must report to The Hub to “sign out” prior to departure.
3. **LATE TO SCHOOL** – Parents/caregivers should notify Student Services if a student will be late. Students who arrive at school after 8.45am are to report to The Hub.
4. **OUT OF CLASS** – If you need to be out of class during a lesson, you must have a movement pass.
5. **LOST PROPERTY** – If you have lost some property, or if you find property, check with C Block Office.
6. **FEELING SICK** – If in class, inform your teacher who will issue you with a movement pass to report to The Hub. Outside of class you are to report to The Hub and your parents will be contacted.
7. **INJURIES AND ILLNESS** – If you are injured in class, report your injury to your teacher and get a movement pass to report to The Hub. In case of a more serious injury, have someone notify The Hub immediately. Serious injuries require professional help. Parents (or emergency contact) will be telephoned immediately and asked to meet the student at the appropriate Public Hospital.
8. **WISH TO SEE**
 - ABORIGINAL COMMUNITY EDUCATION OFFICER** – Located in Mirnu Wirra Room – G15
 - VET & CAREERS COUNSELLOR** – Located in The Hub
 - DEFENCE SCHOOL MENTOR** – Located in The Hub
 - STUDENT WELLBEING LEADERS** – Located in The Hub. You should make an appointment in The Hub during breaks or via the Wellbeing email. (dl.1834.wellbeing@schools.sa.edu.au). You will given an appointment slip via your Home Group teacher or by return email. Prior to your appointment you will need to ask your teacher to sign it before attending the appointment. If you must urgently see these people, but have not made an appointment ask your teacher for a note and report to The Hub.
9. **STUDENT SERVICES (THE HUB)** – Office hours are from 7.30am to 3.30pm, Monday to Friday. Students should not come to The Hub in class time without a movement pass.
10. **CASHIER** – Any money brought to school, e.g. fees, excursions, etc must be handed to the Finance Officer at the Cash Register window located opposite the Lift. Opening times are 8.15am – 8.45am and 10.25am – 10.40am. Telephone payments can be made between 8.00am and 3.30pm, Monday to Friday. This ensures the security of your money. A receipt for all payments will be issued. All excursion payments are to be made by 11.00am 2 days prior to the excursion occurring.
11. **THIELE LIBRARY HOURS** – You have access to the Library from 8.30am, during regular school hours, at lunch and after school until 4.00pm
12. **STUDENT ID CARDS** – These valuable cards are used for many purposes (e.g. library borrowing, printing, bus transport or where ID is required). Please carry your card with you at all times. If you lose your ID card replacement cost is \$7.00 which can be paid at the Cash register window.
13. **LOCKERS AND PADLOCKS** - If you have any issues at all with your padlock you must report these to The Hub.
14. **CANTEEN** – Form an orderly queue – no pushing in. You will be served only during breaks and before school. Lunch orders may be placed at the Canteen prior to start of school day. Online ordering can be done via Flexi Schools App. Orders must be made by 9.00am.
15. **DUTY OF CARE** - For safety reasons, you are not permitted to enter classrooms, staffrooms, prep rooms, labs or storerooms unless a teacher is present to provide duty of care.

What Do I Do ... When? (cont.)

16. **MOBILE PHONES** – If you do bring a mobile to school it must be switched off or placed on silent during all classes, assemblies or other important school functions. You are not to send or receive calls or messages during these sessions. Teachers may confiscate mobile phones for not following ICT User Agreement.
17. **TRANSFERRING/LEAVING SCHOOL** – Your parents/caregivers should advise the school if you intend to leave school or transfer to another school. You are to collect a clearance form from the Front Office for processing.
18. **NON-STUDENTS** – Any person who is not a student of the school is not allowed on school premises without permission from the Front Office. Do not invite non-student friends onto the grounds.
19. **BICYCLES** – Bicycles must only be ridden on the bike paths, stored in the bicycle racks provided and securely locked. Park your bike, lock it, and move out of the area.
20. **STUDENTS WHO WISH TO DRIVE THEIR CAR TO SCHOOL** – Students who drive their cars to school do so at their own risk. You must complete a form available from C Block Office. Students must also abide by the rules and regulations stipulated by SAPOL.
21. **EXCURSIONS** – School excursions are generally arranged by learning areas. They are intended to be enjoyable, but also have a definite educational purpose. They may form part of assessment tasks. While travelling on excursions you are representing the school to the general public.
 - *Sports Uniform may only be worn when representing GGHS at a sporting event, i.e Vista Sport, Sport competitions, etc.
 - *Students must all wear the correct school uniform suitable for excursions (as per the school uniform policy on page 10).
 - *Students are to maintain a respectful and appropriate use of language and noise, so as not to offend other members of the public.All excursion payments are to be made by 10.45am 2 working days prior to the excursion occurring.
22. **PUBLIC TRANSPORT** – Students using public transport are reminded of their obligation to behave in a quiet and orderly manner and to obey the by-laws of Transport SA and the instructions of the driver. Students should always show respect for others and their property, including offering their seat to the elderly, people with small children and those with a disability.
23. **CHANGE OF ADDRESS/PHONE NUMBER/EMAIL ADDRESS** – Changes in this information should be given to the Front Office or delivered by phone, email or School Stream app. It is a requirement to provide a Utilities account showing your new address. It is necessary that the school has emergency contact numbers for each student at all times in case of accidents.
24. **EXTENDED LEAVE FROM SCHOOL** – If you intend to have any extended leave from school, the Principal must be notified in writing and an exemption applied for. Forms are available from Student Services in The Hub.
25. **AFTER SCHOOL DEPARTURE** – Students are expected to use the pedestrian crossings on The Grove Way or The Golden Way when leaving the school grounds. Only students who use public transport should be in the vicinity. Students who bring the school into disrepute in the community will be suspended. Care should be taken if crossing the road at the Rec & Arts Centre.
26. **REPORTING DAMAGE, THEFT, ETC.** – Report details to your Home Group/Subject teacher. The school accepts no responsibility for any theft or damage to student's personal equipment.
27. **LAPTOPS** – It is important to bring your laptop to all classes and have it charged and ready to use.
28. **MY SCHOOL BYO LAPTOP IS DAMAGED** – You need to take it to the ICT Helpdesk where they will assess and if necessary provide you with a loan replacement whilst under repair. Families may be invoice for the repairs.
29. **RETURNING A SCHOOL LOANED LAPTOP** – If you no longer require a school loan laptop or are leaving the school, your laptop must be returned to GG Helpdesk. A receipt will be issued and the return will be recorded on school systems.
30. **LIFT PASSES** – To use the lift students are required to have a note from their parents, take the note to The Hub to get a laminated lift pass with expiry date.

Responsible Use of Electronic Devices Policy

Golden Grove High School has a Bring Your Own Device (BYOD) strategy to provide learning anywhere anytime. This means most students bring their own laptop or electronic device to school.

- Students are supervised when using electronic devices as part of their learning program
- Students are monitored in class to ensure they use technology appropriately as per the user agreement signed off when enrolling at GGHS
- Students are instructed about personal cybersafety and the need to be responsible and respectful of other people's rights when using electronic devices
- Using electronic devices responsibly means the device will be switched off/silent in class when not required for learning activities
- Electronic devices may be confiscated by teachers if they are being used in classrooms inappropriately.

Leaving School Grounds

Golden Grove High School students are NOT to leave the Campus without permission during the school day.

Any student who needs to leave the school grounds for an organised appointment must sign out at The Hub. A note of explanation from home signed by the parent must be signed by Home Group teacher and countersigned by the Sub School Leader or Manager.

Senior students in Years 11 & 12 may have permission to be offsite. A letter that details conditions for this is sent home for parental consent at the beginning of each school year.

Student Expectations

All members of the school community are expected to uphold the School values as well as show courtesy, co-operation and consideration for each other and should be encouraged to have:

***Respect**

***Equality**

***Pride**

***Integrity**

***Resilience**

All students are expected to:

- accept responsibility for their own learning and behaviour
- have respect for self, others, property and the school environment, including the cleanliness of the yard
- uphold the school's values at all times
- strive to reach their full potential

This means that in the classroom you:

- are on time with all required materials
- ensure your behaviour allows other students to learn and your teacher to teach
- carry out both classroom and homework tasks to the best of your ability, as directed by the teacher
- observe any safety rules
- attend all scheduled lessons

Within the school boundaries you:

- ensure no one is harassed or put at any physical risk
- ensure the environment is litter free
- ensure school property is undamaged, especially from graffiti
- wear the correct school uniform

Attendance is Important for Success

In order for students to achieve their best it is crucial that they attend school.

STUDENT RESPONSIBILITIES

- Understand the importance of attending school and accept responsibility for their own learning
- Supply a signed note to their homegroup teacher upon return to school from an absence or Parent notification to The Hub by text/message
- Register any late arrival or early departure with The Hub

PARENT/CAREGIVER RESPONSIBILITIES

Parents can support the school and their child to attend school by:

- If your child is absent, contact the school, preferably in the morning, and let us know of the reason why and when we can expect the student back at school
- If a student is going to be absent for an extended period (more than 3 days) for either family or sporting commitments, the family completes an 'Application for Exemption From School Attendance' form available from Student Services in The Hub.

Bullying and Harassment Protocols

Golden Grove High School does not tolerate bullying. We can do something about it.

(Shortened version – full version available on GGHS website)

STATEMENT OF INTENT

Bullying and harassment is NEVER acceptable. Bullying and harassment behaviours are not consistent with our school's values. Bullying and harassment is hurtful and destructive and will be dealt with appropriately.

At Golden Grove High School we work with the school community and other services and agencies to ensure our students are responsible and productive members of the community.

DEFINITIONS

Bullying

Bullying is the repetitive behaviour of a person (staff or student) or group, which upsets or hurts another person or persons. Someone demonstrating bullying behaviour may:

- Hurt a student(s) physically and/or mentally or affect their wellbeing
- Socially isolate or exclude a student(s) from activities
- Tag others to a social media post
- Make a student(s) feel uncomfortable through hostility
- Say hurtful or humiliating things to or about a student(s)

Bystanders who do not attempt to stop the incident (i.e. by doing nothing) are condoning the bullying/harassment.

Cyber-bullying

Cyber-bullying is a term used to describe bullying that is carried out online or via social media, using the internet or mobile devices. Cyber-bullying is often combined with face-to-face bullying. It may include a combination of behaviours such as:

- Sending insulting text or online messages
- Publishing someone's private information
- Creating hate sites
- Implementing social exclusion campaigns in social networking sites
- Sharing unwanted or sexually explicit content (images, language, etc.)
- Online gossip and rumours.

Harassment

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin (racism), physical characteristics, gender, gender identity, sexual orientation, or ability or disability, and offends, humiliates, intimidates or creates a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act.

STRATEGIES FOR DEALING WITH HARASSMENT/BULLYING

There are many ways of dealing with harassment and bullying. Each situation requires an individual approach.

Some examples are:

- Ignore it and walk away
- Tell the person who is bullying you to STOP –
 - use a strong and confident voice (assertive) –stay positive
- Deflect with humour, show it does not upset you
- If you feel safe, talk with the person who is bullying you to sort out the problem. If you feel scared, ask a friend to come too
- DO NOT try and get back at them, you could get into trouble too.

If it is happening online through your phone or social media:

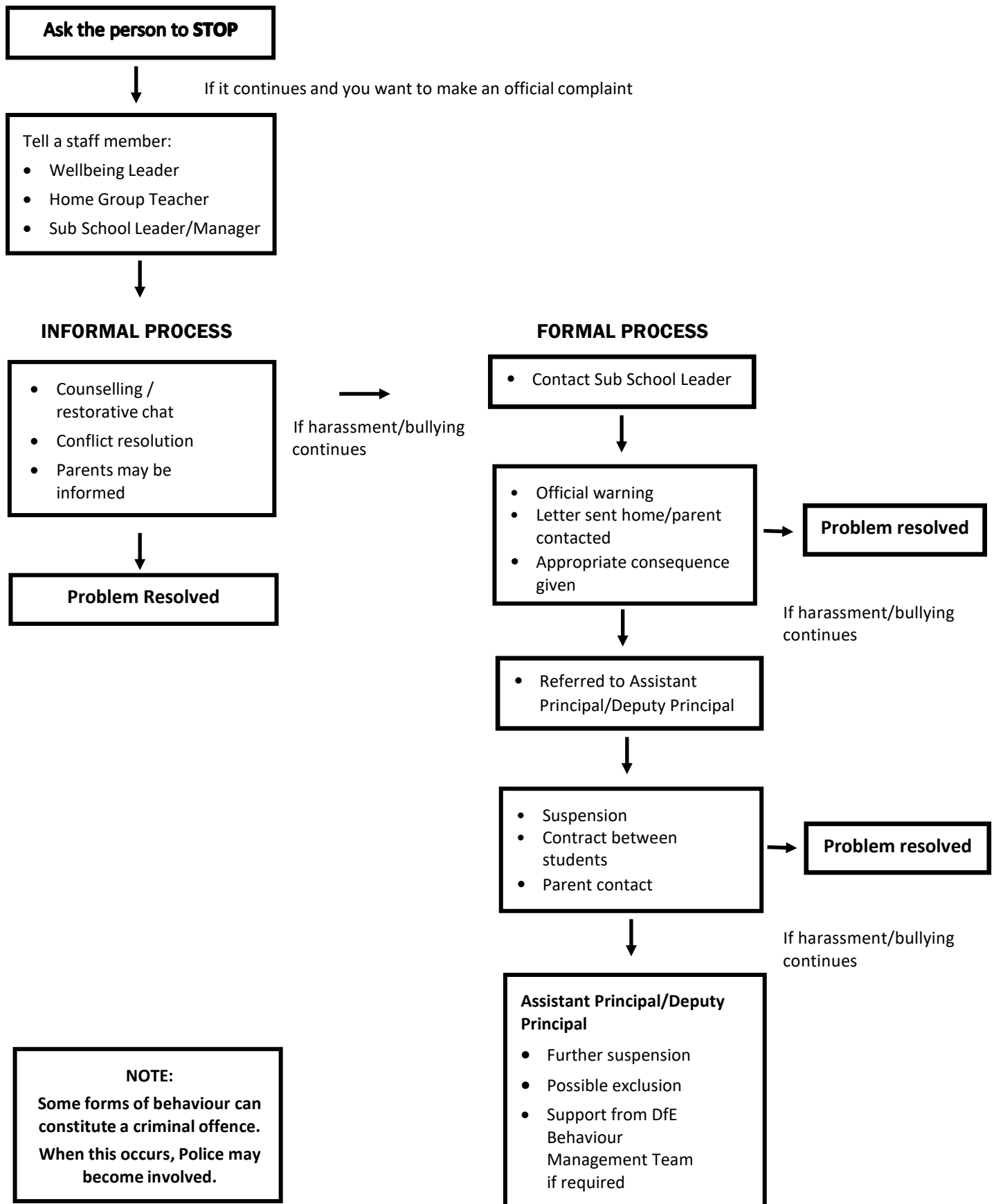
- DO NOT respond to the message(s)
- Save any online messages and posts and show an adult
- Block the person on the mobile device or social network and report it to the social media platform
- Download the 'Cybersafety Help Button'.

If the harassment/bullying continues, follow the flow chart on the next page.

OTHER SUPPORTS

- www.reachout.com.au
- www.kidshelp.com.au/kids
- www.eheadspace.org.au
- www.kidshelp.com.au/teens/get-help/web-counselling

Bullying and Harassment Protocols – What To Do?



SCHOOL UNIFORM POLICY

Golden Grove High School has a school uniform that is approved by the Governing Council.

School Uniform is to be worn for a number of reasons

- First impressions are lasting – our uniform promotes a sophisticated and positive image of our students
- Safe and easy identification of students in the schoolyard and when on excursions
- Uniform helps to foster a sense of school identity and pride
- Creates a sense of belonging and equity for students
- Practical for a range of weather conditions and activities
- Ensure students keep within health, safety, decency and community standards: and
- Eliminates competition for ‘fad’ clothing or brand names, plus the wearing of inappropriate accessories or clothing items.

SCHOOL UNIFORM ITEMS

Students are required to wear uniform items in good repair.

All uniform must be purchased from Golden Grove Campus Uniform shop or Devon Clothing at Clovercrest.

TOPS

- Rugby top – yellow with green stripes
- Shirt - Short sleeve white overshirt with logo
- Woollen jumper – Green woollen jumper with logo
- Polo shirt – Green polo top with yellow underarm splice and GGHS on collar
- Dress – green check GG summer dress – knee length
- Sports Jacket – plain green with logo and zippered pockets
- Soft shell jacket – grey with green and gold trim
- Year 12 – designed white polo shirt
- Year 12 – designed rugby top and windcheater

SHOES

- Shoes - Black lace up shoes or lace up trainer sports shoe (predominantly black) – NO CANVAS

BOTTOMS

- Pant – Charcoal
- Jeans Pant – Charcoal
- Flex Shorts – Charcoal
- Flex Pants – Charcoal
- Chino Pants – Charcoal
- Skirt – GG Tartan skirt – knee length
- Stockings/Tights – Natural or black

PE/SPORT

- Track Pants – Green pant with GGHS embroidered below pocket
- Sports short – Green shorts with GGHS embroidered
- Hat – Choice of green peak cap or green visor
- Shoes – Predominantly black lace up sports shoes with non-marking soles for PE

ACCESSORIES

- Scarf – Plain green, cream or grey woven fabric
- Beanie – Bottle green or grey
- Tie – Plain bottle green without logo
- Cultural Headwear – Plain bottle green, cream or grey

SPORTS UNIFORM

The complete sports uniform* is acceptable within the school premises only on days when participating in practical PE classes, Vista Sport, Knockout competitions etc. In all other events and times the standard uniform must be worn.

- Jewellery to be minimal and inconspicuous.
- Makeup to be natural/discreet and appropriate for school and/or the workforce.
- Only plain white or beige tshirts can be worn under shirts (to be worn “tucked in”) (not to be visible underneath uniform items e.g. short sleeves under PE tops).
- ATSI students may wear their SASTA jumpers as part of their uniform.
- Tour jackets are to be of the specified cut but of yellow and green shades as the base colour only. Accent colours and writing may be in the colour of the country being visited’s flagcolour to commemorate occasion however, should be kept to a minimum. These jackets may be worn for the following year after the trip. Tour jackets must be approved by the Grounds, Services and Facilities committee prior to ordering.
- Alternative special interest, specialised and significant achievements are only to have these embroidered on to front of the polo top or white button tops only. No separate tops or items of clothing should be sourced.

Homework Policy

Not all learning takes place in the classroom and students need to use their own time to consolidate and master their knowledge and skills. New concepts learnt in lessons can be consolidated through regular independent study and practice. Research consistently indicates successful students set aside a regular time each day to do their homework.

AT GOLDEN GROVE HIGH SCHOOL

1. We expect students to do homework to consolidate and master the knowledge and skills learnt in lesson time and undertake research to support and complement classroom learning.
2. Homework provides a tangible way for parents to be actively involved in their child's learning.
3. Homework programs support independent learning and study skills development.
4. In Years 8, 9 and 10, homework is set on the days that each subject has a double lesson.
5. Year 11 and 12 students manage their own homework roster.

STUDENT RESPONSIBILITIES:

- Set aside time each day to complete homework
- Enter homework set by the teacher or self into a diary or digital planning tool
- Learn to set your own homework and revision program
- Seek feedback to improve your learning

PARENTS'/CARERS' RESPONSIBILITIES:

- Ensure time is allocated each day to do homework
- Supervise homework and assist where possible
- Provide an appropriate place where homework is done
- Let the home group teacher know if the child persistently claims they do not have homework or have completed their homework tasks during class time

RECOMMENDED MINIMUM TIMES FOR HOMEWORK

YEAR LEVEL	HOURS PER DAY
YEAR 8	1 - 1.5 Hours
YEAR 9	1 - 1.5 Hours
YEAR 10	1 - 2 Hours
YEAR 11	2 - 3 Hours
YEAR 12	2 - 3 Hours

On Time Assessment Completion in the Senior School

To ensure consistent practise by teachers and students around the completion of assessment tasks we have an On Time Assessment Completion procedure. This works alongside student offsite study privileges.

When an assessment task is set, teachers provide students with a final due date and at least one review date before the final due date along with details of what needs to be produced as evidence of progress at that review. If the evidence presented does not convince the teacher that completion by the due date is likely, offsite study privileges are withdrawn until the student is up to date. If the evidence suggest completion will occur, the student continues as usual.

Responsible Use of Electronic Devices Policy

PURPOSE

Our Use of Electronic Devices Policy is embedded within a contemporary context that reflects the realities of now (2012) within the spheres of the local (Golden Grove High School and the Golden Grove secondary Campus) and the world at large. Information and communications technology is now supported by mobile electronic devices (i.e. computers including laptops, notebooks, tablets, iPads, Mac Books and mobile phones and MP3 players and iPods). This technology is a part of today's world. Our students expect to communicate and gather information through the use of these devices. Our school is committed to an improvement strategy that provides students with access to modern learning tools and challenging curriculum to achieve 21st Century learning skills. At the heart of this challenge is access to technology so that students are *learning anywhere anytime*.

Our Responsible Use of Electronic Devices Policy is based on the following principles and it must be adhered to by all those responsible for the implementation of the policy and to all those whom this policy applies.

- The ICT resources of Golden Grove High School are provided to students and staff to support the teaching, research and administrative functions of the school;
- Authorised users are granted access to school resources and to external networks on the basis that their use of ICT resources will be ethical and lawful at all times;
- Authorised users are required to observe school policy and Australian and other laws which may apply;
- School ICT resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender or any other attribute prescribed under anti-discrimination legislation.

The school's responsible use policy applies to all electronic devices used within the school and campus facilities. This includes;

- Equipment owned by the school or campus;
- Privately owned or rented computers (including laptops, notebooks, tablets, iPads, MacBooks), mobile phones and storage devices such as MP3 players and iPods.

The school acknowledges that this policy will adapt and change as student and school ICT usage and needs change in response to contemporary developments.

INFORMATION FOR STUDENTS

Golden Grove High School has adopted a 1 to 1 laptop program and a strategy of learning anywhere anytime. This has meant that many students are bringing their own computing and electronic devices to work with at school;

- Students will be supervised when using electronic devices as part of their learning program;
- The school will provide opportunities for students to learn skills to increase learning potential and minimise risks through the use of these devices;
- Students will be instructed about personal cyber safety and about the need to be responsible and respectful of other people's rights when using electronic devices;
- Staff and students are adopting an expectation of responsible use when electronic technologies are applied to learning;
- Students will be monitored in class to ensure they use the technology appropriately as per the user agreement signed off when enrolling at GGHS. The basis of this agreement is to ensure that there is a common understanding amongst our school community about the responsible use of ICT and electronic devices;
- The Responsible Use of Electronic Devices and Cyber Safety Agreement outlines cyber safety strategies, expectations and responsibilities associated with using ICT at Golden Grove High School. Students and families will also need to be familiar with the policy relating to **faults and damages to school owned ICT and electronic equipment** i.e. laptops and other devices;
- Staff and students will regularly engage in discussions as to how we can all apply the available technologies to improve learning outcomes in a cyber-safe environment. This information will be conveyed to parents and students of our school community via our school newsletter, the school's website and regular communications.

Responsible use of electronic devices at Golden Grove High School and Golden Grove Secondary Campus means:

- That students and staff will leave mobile phones off or on silent during lessons unless it is deemed to be an integral part of a learning activity or task;
- At break times when students are not directly supervised in classrooms (i.e. before and after school and at recess and lunch times), students may use electronic devices. Use of electronic devices at these times however must reflect this responsible use policy;
- Students will not engage in social networking during class time unless it is a part of a learning activity;
- Students will not use external web access (and bypass the school's filtering systems) unless it is negotiated with the teacher and forms an integral part of the learning;

- Students will use the virtual desktop if they are working on a BYO device during the school day; • Students will be aware of the potential for cyber bullying;
- Students will be aware of their own digital profile and will respect the privacy and the safety of others around them
 - Students and staff will keep all passwords private;
- That electronic devices will be used to enhance learning opportunities in a connected world;
- Support the well-being of students and staff in a respectful manner by using the electronic devices and the internet only for positive purposes;
- Students will only use supporting software and apps in classroom activities under teacher supervision;
- Students will handle school loan equipment safely and carefully to avoid damage beyond fair wear and tear (the policy regarding Student Laptop Faults/Damages to school loan devices will be implemented in circumstances where this is not the case);
- Students and staff will report any attempt to bypass security, monitoring and filtering that the school has in place.

Irresponsible use of an electronic device at school means (this includes in class or in the yard):

- Taking images of other young people or staff;
- Recording voice or video of others without express permission to do so as part of a learning task;
- Texting other students, staff, families, or the broader community during class;
- Posting harassing comments to target individuals;
- Sharing inappropriate material includes video, voice, text, images, web access;
- Contact with inappropriate persons from the web or the wider community;
- Contact with unauthorised persons / sites;
- Organising gatherings that result in intimidation, violence, or direct bullying;
- Any acts that are deemed to be unacceptable forms of usage, including harassment / bullying;
- Downloading files such as music, videos, games, programs which will infringe copyright laws or bypass the school's security filters or audit systems;
- Accessing other logins / passwords that do not belong to you.

Irresponsible usage of an electronic device will result in application of the school's ***Student Behaviour Management Policy***. Consequences will be applied in consideration of any irresponsible usage.

Students found to be using electronic devices during the day inappropriately will have it confiscated and locked in the school safe. Details will be recorded and disciplinary consequences may result. The student will be able to collect the item from the Front Office at the end of the day with approval from an executive leader or the appropriate year level leader.

At no time will the school accept responsibility for loss, theft or damage to a student's personal electronic device.

STAFF EXPECTATIONS:

- Staff will be expected to have regular discussions with students about cyber safety and responsible usage of electronic devices in the classroom and around the school. Discussions with students will a focus on caring for and respecting others;
- All teachers will establish classroom protocols to ensure that students will engage with technology responsibly to maximise the potential for learning;
- If a student is found using an electronic device during the school day, it is quite appropriate for a staff member to confiscate the item for the remainder of the day – if the usage of images/video/voice recording, is thought to be inappropriate/irresponsible - the confiscated item is handed to the Front Office so that it can be documented and then secured in the school safe;
- Teachers who confiscate an item will be expected to document the details about the confiscation and inform the appropriate year level leader.