WAROONA

DISTRICT HIGH SCHOOL

School Enrolment and Information Handbook

Please retain

2022

CONSIDERATE ASPIRING RESPONSIBLE ENGAGED SAFE

ABN 70 185 869 775
55 Millar Street, PO Box 220, Waroona WA 6215
Tel: 08 9782 7000
www.waroonadhs.wa.edu.au

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Welcome to Waroona District High School.

I would like to extend a very warm welcome. As you browse our school handbook, I trust that you find it informative and helpful. I also hope that it captures the character and uniqueness of Waroona District High School, a small yet distinctive school environment that places the needs of our students at the centre of all that we do.

At Waroona District High School, we pride ourselves on our unique and supportive learning environment. As a District High School we are in the unique position of being able to offer students an educational journey that commences in Kindergarten and continues in the same school until the end of Year 10. Consequently, our school is highly supportive and safe for students who are able to form quality relationships with staff and their peers over their K-10 educational journey.

The size and nature of Waroona District High School provides the ideal environment for students to learn in a caring environment. We are fortunate to be able to offer small class sizes, experienced and dedicated teachers, Education Assistants and support staff that cater to individual academic and pastoral care needs. As students reach secondary school, our curriculum is designed to prepare students for upper secondary schooling pathways. We are committed to achieving the best possible outcomes for all students at Waroona District High School and beyond.

We strive to not only achieve optimum academic results for every student, but also instil in them the necessary values, beliefs and skills to contribute effectively to the community. Our comprehensive educational program is supported by our School values that encourage students to be Considerate, Aspiring, Responsible, Engaged and Safe.

Our school is situated in a beautiful garden setting close to the town centre and adjacent to a modern recreation and aquatic centre. Although classified as a South Metropolitan School; Waroona District High School still has a wonderful country feel. Our wider community shares the school's high expectations for our students' education and for our school as a whole. We are supported by an active P&C, an elected School Board and value our long standing relationships with local business and industry.

Waroona District High School is proud to have run the Bush Ranger Cadets program since 2005. Bush Rangers is a nature conservation program for young Western Australians where students have the opportunity to take part in personal development training and actively participate in nature conservation projects specific to our local area. We are actively expanding our programs in STEM (Science, Technology, Engineering and Mathematics), Specialist Sports and the Arts. We offer an academic focus for those students that wish to pursue an ATAR and Tertiary pathway post Year 10 via a partnership with the University of Western Australia (UWA) ASPIRE Program.

It is my absolute pleasure to be Principal of Waroona District High School. I have lived in this region most of my life and was educated in the Murray region myself, along with my three siblings. We have all chosen to continue to reside in the Murray and wider Peel region. Consequently, I feel very connected and committed to this community and the provision of a high quality education for our students.

Jacquie Abbiss

PRINCIPAL

1. Key Contacts Names/contact information

Telephone	(08) 9782 7000
Email	waroona.dhs@education.wa.edu.au
SMS	0417 932 820
Website	www.waroonadhs.wa.edu.au

Administration

Principal	Jacquie Abbiss
Deputy Principal Primary	Carl Carulli
Deputy Principal Secondary	David Mattin
Deputy Principal	Gareth Smith
Manager Corporate Services	Leah Greathead

Student Services

Aboriginal and Islanders Education Officer	Kellie Farmer
School Psychologist	Jacqueline Conte
School Chaplain	Rodney van Dongen

Teaching Staff

Early Childhood Education	Jo Evans Rebecca Sutton
Primary	Vicki Lorraway Suzanne Perrott Taneika Handley Kerry Jaxon Tania Powell Gloria Snell Kellie Miller
Secondary	Dean Edwards Susan O'Meara Monique Stella Miin-Ty Chao Jaydyn Keeler Holly Howell
Workplace Learning & Bush Rangers Coordinator	Susan O'Meara

2. Assemblies

Whole school assemblies are held on Friday of week 3, 6 and 9 during the school term. These assemblies are an opportunity to celebrate student achievement and for classrooms to deliver performances such as songs or skits to parents and students. These also provide an opportunity for the Student Council to gain experience in public speaking.

Each primary classroom or high school subject teacher is asked to nominate two students for a Merit award for efforts at school during the past fortnight. If a child is going to receive a Merit award, parents are contacted by the front office and invited to the assembly to witness the presentation and to join their child for morning tea.

Waroona District High School also has three special assemblies during the year. An ANZAC Assembly is held late in Term 2. Late in Term 4 we hold a formal Presentation Assembly to award high achieving and hardworking students in Years 1-5 and Years 7-9. We also have a formal Graduation Assembly for our Year 6 and 10 students in the last week of the school year.

3. Attendance

Our school is committed to working in partnership with families to acknowledge students with excellent attendance, support improved attendance for students and provide intervention for students where attendance rates are not regular.

Evidence shows that where we work with families to improve and maintain attendance we are likely to have the greatest success. Intervening early where attendance has dropped below an acceptable standard is essential. Teachers engaging at the classroom level to provide a safe environment, engaging lessons and curriculum, as well as building positive relationships with students is critical.

4. Bell Times and Term Dates

Period 1	8.50 am	-	9.30 am
Period 2	9.30 am	-	10.10 am
Period 3	10.10 am	-	10.50 am
Recess	**10.50 am**	**-**	**11.10 am (20 Minutes)**
Period 4	11.10 am	-	11.50 am
Period 5	11.50 am	-	12.30 pm
Period 6	12.30 pm	-	1:10 pm
Lunch	**1:10 pm**	**-**	**1.40 pm (30 Minutes)**
Period 7	1.40 pm	-	2.20pm
Period 8	2.20 pm	-	3.00 pm

Early close occurs for all students on Monday at 2.20pm.

Term 1	Monday, 31 January – Friday, 8 April
Term 2	Tuesday, 26 April – Friday, 1 July
Term 3	Monday, 18 July – Friday, 23 September
Term 4	Monday, 10 October – Thursday, 15 December

There are four School Development Days (pupil free) days each year.

Term 2	Friday, 3 June 2022
Term 3	Monday, 18 July 2022
Term 4	Monday, 10 October 2022
Term 4	Friday, 16 December 2022

5. Bicycles/Skateboards/Scooters

An enclosed bicycle rack is provided next to the School Administration. These gates are locked between 9:15am and then reopened at the end of the day. Students will need to gain permission from the front office staff to access their bicycle during the day.

Students are to supply their own locking device to secure their bicycle and ensure their bicycle is secured to the metal frames provided and no loose items are left on the bike.

Although Waroona District High School will attempt to keep personal equipment safe, the school takes no responsibility for any loss or damage of personal equipment.

6. Camps and Excursions

Camps are seen as a valuable educational experience which enhance the curriculum. From time to time teachers may choose to conduct a camp for their class. This may be all students in one-year level or parts of year levels where there are composite classes or the camp is special purpose across several classes. There is no guarantee every child will have the same camp opportunities as the decision to organise a camp always remains with individual class teachers.

Parental permission is required for all camps and excursions. Payment must be made before the student can attend.

When attending camps or excursions, students are expected to abide by the school rules and wear the formal uniform, where appropriate.

Generally, the Department of Education does not provide insurance cover for personal accident, loss or damage whilst attending a school activity. Cover may be provided for some overnight excursions however; parents/carers are advised to obtain their own personal accident insurance for their child.

7. Canteen

The P&C run our canteen and has responsibility for its day to day operations.

The canteen days will be published each term. Our canteen adheres to the State Government guidelines for school canteens and provides good quality meals at a reasonable cost.

The success of our canteen is dependent on the number of volunteers we can call in to help, so if you are able to support us, please contact our P&C president.

8. Cars – Student set-down and pick up

Pick up and drop of parking for parents is available on Millar Street in lined parking bays and on the verge on Hill Street and Green Street. A carpark is available for parents/carers of Kindergarten and Pre-Primary students, entry to this carpark is via Green Street.

9. School Board

The School Board consists of a group of elected community members as well as school representatives that assist in setting and monitoring the school's direction.

The School Board oversees the school's annual budget and ensures proper records are kept of the school's financial operation. The School Board also participates in the development and monitoring of the school strategic plan. Policy development and review is also a role of the School Board as they are involved in developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

10. Positive Behaviour Support Matrix

Expected Behaviours at Waroona District High School				
We are **Considerate** when we:	We are **Aspiring** when we:	We are **Responsible** when we:	We are **Engaged** when we:	We are **Safe** when we:
• Communicate positively with others. • Are using all schools' equipment and devices appropriately. • We are considerate and respectful when we allow others to learn and teachers to teach.	• Take ownership of our own learning and behaviours. • Set goals and aspire to achieve them. • Ask and apply feedback to reach our full potential.	• Make positive decisions that impact our learning. • Positively influence our peers at all times. • Make positive choices that impact our environment. • Are prepared and punctual for all classes.	• Are actively involved and have a go. • Actively listen, ask questions and submit our work. • Take part in activities and contribute to the best of our ability.	• Are following school rules and staff instructions. • Include others at all times and have zero tolerance for bullying behaviours. • Are playing appropriately with our peers within school boundaries.

Our values set the expectations for our Behaviour System from K-10. Our fortnightly focus on one aspect of these values aims to encourage our students to incorporate these into the context of their daily practise. Our expected behaviour matrix is based directly on Positive Behaviour Support (PBS) principles.

11. Communication

We value two-way communication with parents and aim to keep our community informed about everything that is happening at our school. We hope to achieve this by encouraging parents/carers to:

- Speak with or email your child's teachers or Deputy Principals
- Our school phone number is 9782 7000
- Email the school at waroona.DHS@education.wa.edu.au
- Visit our Facebook site: https://www.facebook.com/waroonadistricthighschool/
- View our website at http://www.waroonadhs.wa.edu.au/
- Read our school Newsletter, released each term via email, the website and Facebook
- Attend our regular assemblies and witness first-hand the terrific achievements of our students
- Attend the P&C Meetings and volunteer your time to support the school. Your time and input is highly valued
- Keep us informed of your latest address, email address and phone number to assist us in keeping in contact with you.

12. Connect for parent/carers and students

Connect is an online system that supports student learning with lesson content, notices, discussion forums, libraries and the ability to view overall marks. Every one of your classes will be separate and all of your teachers should be regularly uploading materials (worksheets, lessons, documents etc.) onto the class Connect page. Connect is useful as it allows you to catch up on missed work if you have been absent, review your lessons, revise for assessments, check your emails, communicate with teachers/students, ask questions and it also reminds you about due dates and other important information for that class.

How do I access Connect? You will need your school login and password. Use these details to login on **www.connect.det.wa.edu.au.** You can also reset your password on Connect. (You don't need to do this if you know your username or password.) Simply click on 'My Connect' in the navigation bar at the top of the page. Click on 'Change Password' on the left-hand side. Enter your current and new password and click 'Save'. Changing your password in Connect will change your pass for other Department systems that use Single Sign-on such as Portal and email.

If you do not have your school login and password, please contact our front office staff on 9782 7000 who will resend the details to your email address provided at the school.

13. Class DOJO

Class DOJO is a parent/carer and student communication tool that will be used mainly in the Kindergarten to Year 3 students of the school.

Parents will receive an invitation to join from their child's class teacher within the first week of your child starting school.

The app can be downloaded via Apple or Google Play Store.

14. Contributions and Charges

In accordance with the School Education Act 1999, the maximum voluntary contribution to be sought in relation to a child in years Kindergarten to Year 6 is limited to $60 and a child in Years 7, 8, 9 and 10 is limited to $235 in 2021. This contribution partially covers learning area charges, texts, photocopying and consumables.

We encourage parents/carers to pay the contributions so that we can provide the highest standard of service to our students. Payment can be made in person by cash, eftpos or via internet banking.

Detailed information regarding to 2021 contributions and charges relevant to your student's year group is sent out at the end of year and available at the front office.

The Western Australian Department of Education provides an allowance to assist eligible families with secondary (Year 7 to Year 10) schooling costs. To be eligible for the allowance the parent/carer must hold a Centrelink or Veterans' Affairs card which lists the student as a dependant.

You have until Thursday 1 April 2021 to apply for this allowance. Applications cannot be processed after this date.

The allowance consists of two components Educational Program Allowance ($235) and Clothing Allowance ($115) which is paid directly to the parent/carer for other expenses such as uniforms or stationery supplies. Please bring in Bank Account details e.g. BSB and Bank Account Number.

Parents/carers in receipt of the ABSTUDY School Allowance from the Department of Human Resources (Centrelink) are not eligible for the Secondary Assistance Scheme. However, they can apply for the ABSTUDY Supplement Allowance. Forms are available for completion in the Administration Office. To be eligible for the allowance the parent/carer must hold a Centrelink or Veterans' Affairs card which lists the student as a dependant and present this when completing the form.

Payment Options

Cash/EFTPOS or cheques made payable to Waroona District High School can be processed at the Administration Office. A Direct Deposit option is available; our account details are:

Account Name	Waroona District High School
Account Branch	Waroona, Western Australia
Account BSB	086 164
Account Number	92106 4439
Reference	Please quote the student surname/year

Payment Arrangements

Payment options are available and may be negotiated with the school. Credit card and EFTPOS facilities are available.

If you are experiencing difficulties, please contact our Manager Corporate Services to discuss a payment arrangement on 9782 7000.

15. Curriculum

All students at Waroona District High School have an opportunity to demonstrate outcomes in all eight Learning Areas

These Learning Areas are:

- Arts (includes Music, Dance, Drama, Photography, Visual Arts, Media Studies)
- English
- Health & Physical Education

- Language Other Than English (Years 3 to 5)
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Technologies (includes Home Economics, Design & Technology, Digital Technology and Robotics)

Years 9 and 10 students will have the opportunity for more specialisation, particularly in the areas of Arts, Technologies and Physical Education. They can build on the varying experiences they had in Years 7 and 8.

16. Cyber Safety

Use of Technology - The provision of Information and Communication Technology (ICT) at Waroona District High School provides students with access to email, the internet and other digital equipment. The availability of such resources encourage students to develop their skills and potential in a safe and supportive environment. The use of the Waroona District High School network and resources is of significant educational value but students must use the technology respectfully and ethically. The use and access to ICT at Waroona District High School is a privilege and as such a **Technology Users' Agreement** must be signed by the student. Failure to adhere to the Waroona District High School Users' Agreement and Policy will result in the restriction of access to network facilities within the School.

Waroona District High School recognises the use of electronic devices (such as USB's, tablets) for educational purposes, innovation and creativity. Such devices allow students to personalise their learning experience and become a partner in their learning experience, not simply a participant. Students must use these devices respectfully, ethically and in keeping with each teachers' expectation and the School's guidelines.

Devices used within the School remain under conditions outlined in the Users' Agreement. Failure to adhere to the agreement may result in the temporary removal of the electronic devices from the student, alternatively they may be banned. Parents/Carers may be called upon to collect this device from the front office. Please note that students bring these devices to school at their own risk. The School does not take any responsibility for loss theft or damage to these items.

17. Special Programmes

Waroona District High School offers a number of Special Programs:

- Basketball Academy in Years 7 - 10
- Certificate II: Skills for Work and Vocational Pathways in Year 10
- Bush Rangers in Years 7 - 10

Please contact the School office for more information.

18. Homework

Children in the primary grades Years 1 - 4 are not instructed to complete formal set homework assignments.

It is reasonable, however, for teachers to ask students to spend time at home doing things such as:

- Practising oral reading, sight words, letter names and sounds.
- Learning and revising spelling lists and basic maths facts.
- Complete work not finished in class.
- Catch up on work missed due to absences.

Older primary children (Years 5 - 6) are expected to do some or all of the above as deemed necessary by the teacher. Work in the various subject areas might also be set either as overnight homework or longer term assignments.

Teachers will have in mind the general needs and ability of the students and their current workloads when setting homework assignments

19. Parents & Citizens Association (P&C)

Waroona Waroona District High School Parents and Citizens Association are committed to promoting the school and improving the school environment to provide the best possible opportunities for all students.

The P&C administers, through an Executive Committee and, if required, a number of sub-committees, the operations of the canteen, uniform shop and the promotion of the school to the wider community. Using funds received from fundraising, parent donations, the canteen and the uniform shop, the P&C also seeks to enhance the school

experience of students at Waroona Waroona District High School by receiving and managing submissions for funding in support of school programs and facilities.

The P&C meets twice per term in Week 4 and Week 8. We encourage all parents to attend the P&C meetings or to volunteer their time to support the P&C endeavours such as the canteen.

20. Reporting

Formal Education Department school reports are delivered to parents at the end of Semester 1 and again at the end of Semester 2. These reports are distributed electronically. The opportunity to discuss the Semester 1 Reports is available in Weeks 2 or 3 of Term 3 through teacher/parent/student interviews. Parents are also given another opportunity to see how their child is progressing via a Primary School Open Classroom Afternoon early in Term 2.

21. Student Leadership Group

Student Leadership at Waroona District High School takes many forms across Years 6 to 10. We are committed to identifying and encouraging young leaders who are interested in contributing to the improvement of the school community and the town of Waroona. Official Student Leadership roles of Faction Captains and Student Council are elected by the students and involve ongoing responsibilities and projects such as Winter Carnivals, sports events, assemblies, meeting local and state leaders, supporting charities and working towards school improvement goals.

Coordinating teachers support these groups as they develop skills around meetings, running events, communication and planning. Student Leaders demonstrate the PBS behaviours of being Considerate, Aspiring, Responsible, Engaged and Safe. Waroona District High School believes that Student Leadership ensures that student voices are heard and are part of decisions that are made about the school curriculum, activities and environment. When young people see that their ideas and opinions are valued, the whole school community benefits.

22. Student Services

The Student Services team provides strategic support to all students and their families so that the achievement and wellbeing of our young people can be maximised. The work of the Student Services team, in partnership with families and our community, will support the personal, social, cultural and emotional development of our students. This provides the best opportunity for our students to be well and engaged with the safe, orderly and effective learning environment in our school.

The Student Services team has implemented programs that support the development and engagement of our students. The following programs have been implemented:

- Rhythm 2 Recovery
- Chappos Corner
- Indigenous Cultural Camp Term 1, Week 2
- EdConnect (Mentoring/Tutoring)
- Breakfast Club (Daily)
- MacqLit (Literacy Program)
- Early Intervention (Primary)

Waroona District High School has a well experienced group of Mainstream and Special Needs Education Assistants who are dedicated to our students and their needs. All of our Education Assistants assist in the delivery of special educational programs while maintaining an encouraging, supportive and inclusive environment.

23. Uniform Policy and Dress Requirements

The wearing of the school uniform is supported strongly by the community and is a symbol of pride in the school. There is an expectation that all students will comply with the dress requirements. Uniforms can be purchased from the P&C Association Uniform Shop. Placing your order at the start of each season will help the P&C with bulk purchasing. Some recycled "pre-loved" clothes are also available from the P&C.

The Uniform Shop is run by volunteers and is open on a Tuesday morning from 8:30am to 9:00am.

Hats: As a Sun Smart school, hats are compulsory in Term One and Term Four. Students and staff are encouraged to wear hats/caps but these must be removed whilst in school buildings. Headwear must be either our school hat or a plain black and should NOT contain promotional material or inappropriate labelling.

Shirts/Jackets: Primary students' shirts and jackets are bottle green with a black stripe down the side. Secondary students' shirts and jackets are black with a bottle green stripe down the side. Uniforms are available at our Uniform Shop.

Shorts/Pants: Plain black full length pants are acceptable, as well as plain black shorts. Shorts should be of an adequate length.

Footwear: Students should wear enclosed footwear or sandals with a backing. Students are encouraged to wear appropriate joggers on days they have Physical Education. For specialist areas such as Design & Technology, Home Economics, Science, Art /Craft room, fully enclosed footwear must be worn at all times.

Special Uniforms

Faction Shirts: Primary students are encouraged to wear their sports uniform on days they have Physical Education. Failure to wear appropriate school uniform consistently can result in a child missing reward excursions and/or not participating in interschool events.

In Years 7 to 10, students should change to sports uniform **just prior** to the sports lesson and change back **immediately** after the lesson.

Bush Ranger Uniform: Secondary students are encouraged to wear their Bush Rangers shirt on the day they have Bush Rangers, as well as when they have excursions.

Make-up, Jewellery and Body Adornments: Make-up, jewellery and body adornments must be minimal, unobtrusive and safe. Earrings should be kept to sleepers or studs. If, in the opinion of the school administration, students do not adhere to these guidelines, they will be required to make the necessary changes to conform to this policy.

24. Applying for Unique Student Identifier Number

All students in Australia need to have a Unique Identifier Number (USI) in order to enrol in further education once they leave school and to receive any certificates they achieve whilst at school.

If your child(ren) is in Year 5 or above, please could you ensure that they have their USI number by logging onto the website below.

Prior to student enrolment, please ensure you have applied for and received a USI number on the website. At the time of completing enrolment paperwork, please add this number to the appropriate section.

You will need to have identification for your child once you log onto the website. This can be one of the following:

- Medicare Card
- Australian Passport
- Visa
- Birth Certificate – NOT an extract

The website to access is: www.usi.gov.au

25. Chaplaincy Support

At Waroona District High School we follow a philosophy of providing pastoral care for our students as part of our aim in achieving academic excellence. Working with our Student Services Team, chaplaincy is an important part of our strategy. Our School Chaplaincy Service is provided through YouthCARE.

YouthCARE chaplains provide holistic pastoral care to students, school staff and members of the community, irrespective of their faith or cultural backgrounds. The pastoral care provided has a broad scope and includes one on one and programmed group sessions addressing physical and mental health issues, social and values education, behaviour management, emotional support and professional referrals among many other out workings.

Although the school strongly supports our chaplain, we understand that you, the parent, may have objections to your child/children interacting with or accessing the services of the chaplain. If you do object, please return the completed form below to school reception and we will ensure your child/children only access help through other avenues of our student services team.

YouthCARE Chaplaincy is an 'Opt-Out' programme, and thus if we do not hear from you and receive a completed Opt-Out form, the assumption is that you give permission for your child to access chaplaincy services if needed.

26. Student Mobile Phones in Schools Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

For the purposes of this policy, **'mobile phones' includes smart watches and associated listening accessories, such as, but not limited to, headphones and ear buds**.

It is important to note that it is NOT a requirement at Waroona District High School for students to have a mobile phone at school.

Waroona District High School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Waroona District High School.

Conditions of Use

- The use of mobile phones for all students will be banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times (off and away all day).

Primary Students (Kindergarten to Year 6)

- Students in K-6 are not permitted to have mobile phones at school.
- If a student brings a mobile phone to school, the mobile phone must be switched off and taken to the administration office before the school days begins and collected at the end of the school day. Students will need to sign in and out their mobile phone at the administration office. Waroona District High School will securely store student mobile phones during the school day.

Secondary Students (Year 7 to Year 10)

- Secondary students are permitted to have mobile phones in their possession during the school day, however mobile phones must be switched off and stored in student bags. They are to be neither seen nor heard.
- Parents and students can opt for secondary students to take student mobile phones to the administration office before the school days begins and collect the device at the end of the school day. Students will need to sign in and out their mobile phone at the administration office. Waroona District High School will securely store student mobile phones during the school day.

Exemptions and Communication

- Exemptions to this ban include where a student requires a mobile phone:
    - to monitor a health condition as part of a school approved documented health care plan; or
    - or with permission of a teacher for a specified purpose while on a school based activity.
- Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.
- While at Waroona District High School, students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school's administration.
- Waroona District High School has duty of care for all students when they are attending the school. In emergencies, where students need to get in contact with parents/carers, students are to notify the appropriate school staff. If parents/carers need to contact their children, they are asked to contact the school directly.

Breaches of this Policy

- Breaches of this policy will be managed in accordance with the Waroona District High School Behaviour Management Policy and Procedures.
- Students who do not comply with this policy will have their mobile phone confiscated and held at administration. The student can collect the mobile phone at the end of the school day.
- In the case of repeated inappropriate mobile phone use by a student, their mobile phone will be confiscated and held at the administration. The parent/carer will be informed and requested to collect the mobile phone from the school at their earliest convenience.
- Further disciplinary action, in accordance with Waroona District High School student behaviour policy and procedures may be a result of repeated breaches and or depending on the circumstances of the breach.

27. Information Technology Agreement and Conditions of Use

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

We require approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the permission slip attached to this letter. Please explain the content of the Acceptable Use Agreement to your child before the permission slip is signed.

Both forms should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (www.foi.wa.gov.au)

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software.

Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

A separate form has been provided for the following Agreements that require parental authorisation.

The following are copies of the agreements for your records.

ONLINE SERVICES ACCEPTABLE USE AGREEMENT (K-YEAR 2)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 3-6)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services. • I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services I may be held liable and the principal may take further action.

ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 7-10)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I understand the school and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy; and • I may be held liable for offences committed using online services.

28. Frequently Asked Questions

What do I do if my child needs to leave before the end of the school day?
If you are coming to collect your child prior to the end of the school day, you should come into the school administration office and sign your child out. **Only legal parent/carers or their nominated emergency contact** can collect a student from school premises.

What happens when my child becomes ill/sick at school?
If your child is unwell, a phone call will be made to the parent/carer to come and collect the sick child. The child must be signed out by the parent/carer prior to leaving school. Arrangements can be made for a third party to collect your child with your permission.

Can anyone collect my child from school?
Generally, the answer is NO. Only the legal parent/carer and the named emergency contact on the original enrolment form may pick up the child from school. Any change in these arrangements must be in writing from the parent. In cases of an emergency, telephonic arrangements can be made.

Where does my child go if they are late to school?
If a student arrives after school commences, they will need to enter the school via the school administration office to sign in and then they should go straight to class. ***Where possible, a note should be provided from the parent/carer stating the reason for lateness.*** All students should endeavour to arrive at school at least 5 minutes before the first bell.

What do I do if my child is absent from school?
If your child is absent, ***you are required by law to supply a reasonable explanation*** for that absence (please understand that taking the day off because it is the student's birthday is not considered a reasonable explanation). A phone call to the school on the day, or an SMS to our absentee line 0417 932 820for absences is sufficient, otherwise a note on return to school explaining the absence. Parents are advised of absences twice a day through our SMS system. A Medical Certificate is required after 3 consecutive days absent.

What do I do if my child is being bullied or teased at school?
Please encourage your child to tell their teacher or our Student Services team. The school cannot help your child if we don't know about it.

Can I take my child's lunch to their class?
For the safety and security of our students, parents/carers are requested not to visit students at their classrooms, but are required to come to the school administration office and leave lunches at our school administration office. Students are to collect lunches from the office during the recess or lunch break.

Can my child go on to school grounds after school hours?
We remind you that it is an offence to enter school grounds before and after school, including weekends and holidays.