

WAIKERIE HIGH SCHOOL

Parent / Student Handbook



Government
of South Australia

Department for Education
and Child Development

Respect ♦ Responsibility ♦ Trust ♦ Achievement ♦ Community

Our School Vision

School Vision:

- ❖ Waikerie High School is committed to establishing a positive, success oriented environment where students develop to their full potential. The school works in a close partnership with parents, the community and local industry to deliver a relevant curriculum, educational experiences and care for all students. Our student are able to enter the community as successful individuals who will contribute much as adult citizens.

School Values:

Respect ♦ Responsibility ♦ Trust ♦ Achievement ♦ Community

We provide:

- ❖ a broad and balanced curriculum to cater for the needs of all students
- ❖ a wide range of subjects valuing both practical and theoretical knowledge and skills
- ❖ specialist courses and facilities to cater for students with particular needs
- ❖ high quality resources to support learning

We encourage our students:

- ❖ to strive for excellence
- ❖ to develop problem solving skills
- ❖ to become independent, self-directed learners
- ❖ to participate in decision making
- ❖ to develop an understanding of themselves
- ❖ to develop a positive self esteem
- ❖ to develop a tolerance and respect for others
- ❖ to respect property
- ❖ to develop self-discipline and to take responsibility for their own actions

We want:

- ❖ our school to have a warm and friendly atmosphere based on mutual respect between staff and students
- ❖ our students to be successful
- ❖ students, parents and staff to work closely together to provide the best learning opportunities for all students
- ❖ close, constructive relationships with the local community

Principal/Governing Council

Welcome from the Principal and the Chairperson of the Governing Council

On behalf of the Governing Council and school community I welcome all students, parents and caregivers to Waikerie High School. I hope our journey together is rewarding and enjoyable. We believe every student should have the opportunity to reach their potential and use a teamwork approach to work towards this.

Waikerie High School has a proud tradition in academic excellence, sporting success and innovative programs that cater for all students' needs and abilities.

Students have the ability to set and pursue goals in a wide range of social, spiritual, educational and vocational areas.

This booklet covers some of the information you will require as a caregiver, parent or student. If you have any questions or concerns please do not hesitate to contact the school.

Craig Griffiths
Principal



Our School, Our Achievements

We are justly proud of the educational services we are able to provide to our students and our community. Despite being a small country school, we have been able to provide a diversity of courses and programs to suit the needs of students of diverse backgrounds and interests. We have been able to cater successfully for students who wish to attend tertiary education at University or TAFE, as well as developing on-the-job skills for those students whose aim is to enter the workforce upon completion of their schooling.

Our Curriculum

At the Middle School level, all subjects are offered from the Australian Curriculum. Further information on these subjects can be found in the Subject Information Booklets which can be viewed on our school web site: www.waikeriehs.sa.edu.au

These subjects aim to provide a broad-based education, to prepare students for study at senior secondary level. These subjects are a mix of both practical and non-practical subjects, and aim to cater for students of all interests and abilities. There are no subject choices in Year 8, but students will find that their range of choices increase as they progress through high school.

SACE

At the senior secondary level, students are given the opportunity to complete the South Australian Certificate of Education (SACE). This is a state-wide certificate of completion of high school, and is a requirement for further study at University, as well as in some TAFE courses. Students are able to select a program of study in a number of diverse areas.

We have been very proud of our Year 12 results. These results have been, on average, higher than the state average. The vast majority of students who wished to attend University achieved a score that enabled them to do this.

Our school also has a very successful Community Studies program available for students, to cater for the educational needs of all students.

For those students who might prefer more of a vocational pathway, we offer a number of subjects that develop job skills and experiences. Further information on these pathways can be found in the next section.

Vocational Education and Work Experience

One of our school priorities has been a focus on Vocational Education and Training (VET). Vocational Education places a greater emphasis on developing job skills, as well as enabling students to achieve TAFE modules that will assist them should they wish to study at TAFE after completing their secondary schooling. Vocational Education opportunities are available in a wide range of areas including: business, technology, agriculture, tourism and hospitality at our school, and all of these are areas of growth in the workforce.

All Year 10 students are required to undertake a week of Work Experience as part of their PLP studies. This is a valuable experience and allows them to gain an introduction to life in the work force.

Trade School – Australia School Based Apprenticeship (ASBA)

Waikerie High School is a branch of the Riverland Trade Training Centre. An apprenticeship broker attends Waikerie High School most weeks to link senior students with apprenticeships. Students also have access to school based apprenticeships where they combine a trade apprenticeship with school.

OUR FACILITIES

Waikerie High School has extensive facilities that enable students to learn a diversity of subjects. Students have access to woodwork, metalwork and electronics facilities for their study of Technology. Also, the school has up-to-date computer facilities that enable students to develop ICT skills - an ever-increasing area of importance in today's society.

The school's hall, oval and access to the combined sporting facility enables students to develop physical education skills in a diversity of sports. Students have access to cooking and sewing facilities for Home Economics, and we have Drama, Music and Art rooms to cater for students with creative interests. The Resource Centre is available for students and teachers to use in the development of research and information-gathering skills. The grounds of Waikerie High School are spacious and attractive.

We hope that you agree with us when we say that Waikerie High School has the facilities and programs in place to provide a high quality education for the young people of the Waikerie and nearby districts.

SCHOOL WEBSITE - www.waikeriehs.sa.edu.au

The school operates a modern website that provides a wide range of information. The site is updated regularly with newsletters, current events and photos.

OPPORTUNITIES FOR PARENT INVOLVEMENT

At Waikerie High School, we recognise the importance of parental involvement in education, and we strongly support parents becoming involved in the decision making body of the school.

We encourage all interested parents to consider becoming involved with the Governing Council and its sub-committees.

GOVERNING COUNCIL

The Governing Council is the key decision making body for the school. Decisions affecting staff, students and parents are made at these meetings. This is a valuable and important forum for interested parents to contribute actively in the running of the school.

Interested parents are encouraged to attend the Annual General Meeting for the School Council, where nominations and elections will be held.

CANTEEN VOLUNTEERS

Any parent who is able to volunteer to assist in the canteen at any stage during the year will be most welcome. Please ring the canteen to become part of the roster.

OTHER OPPORTUNITIES

Volunteers may be requested from time to time in a number of different areas. For example, parents may wish to assist in the running of school sports' days, or other similar activities. Requests for assistance will be printed in the school newsletter and help is always greatly appreciated.

FEES AND CHARGES

School Material and Service Charges are generated in accordance with DECD requirements. These entitle each student to the use of textbooks, library, audio visual equipment, sports equipment, computer/photography technology, an initial stationery pack and a school diary. Parents are advised that all text books and materials supplied remain the property of the school and must be returned on request; accounts will be sent home for lost or damaged books.

Other Fees - students are provided with materials for skills acquisition in many subject areas, eg: Technology (Wood/Metalwork, Design/Art), Home Economics and Physical Education. Where students choose to make projects outside the core curriculum, accounts will be sent home for these materials.

School Card application forms are available from the school during fee taking time. Assistance is available if you have any queries or need help to complete forms. Only some health care cards are acceptable. Please ensure your card has the appropriate code before paying for fees, but if there are any questions please ring the school.

Payment can be made at the Bookroom using cheque, cash or EFTPOS. An arrangement for payment by direct debit or instalments/PAYWAY is also available upon request.

School Uniform – uniform purchases need to be paid in full at the time of purchase.

Should payments be required at other times during the year, these can be made before school or recess time at the bookroom counter. If you are unsure where this is, please seek assistance at the front desk.

DAY-TO-DAY PROCEDURES

DAILY BELL TIMES:

Please note that school finishes earlier on a Thursday. 'O Line' is used for whole school assemblies.

	Mon, Tues	Wednesday	Thursday	Friday	O Line
HG	9:00 – 9:10	9:00 – 9:10	9:00 – 9:10	9:00 – 9:10	9:00 – 9:10
1	9:10 – 10:50	9:10 – 10:50	9:10 – 10:50	9:10 – 10:00	9:10 – 9:55
2				10:00 – 10:50	9:55 – 10:40
O Line					10:40 – 11:10
Recess	10:50	10:50	10:50	10:50	11:10
5 minute warning	11:10 -11:15	11:10 -11:15	11:10 -11:15	11:10 -11:15	11:30 – 11:35
3	11:15 – 12:55	11:15 – 12:05	11:15 – 12:55	11:15 – 12:05	11:35 – 12:20
4		12:05 – 12:55		12:05 – 12:55	12:20 -1:05
Lunch	12:55	12:55	12:55	12:55	1:05
5 minute warning	1:35 – 1:40	1:35 – 1:40	1:35 – 1:40	1:35 – 1:40	1:45 – 1:50
5	1:40 – 2:30	1:40 – 2:30	1:40 – 2:30	1:40 – 2:30	1:50 – 2:35
6	2:30 – 3:20	2:30 – 3:20	HG 2:30 – 2:35	2:30 – 3:20	2:35 – 3:20
HG	3:20 – 3:25	3:20 – 3:25		3:20 – 3:25	3:20 – 3:25

STUDENT ABSENCES

If your child is absent from school, please inform your child's homegroup teacher via a note in the school diary. This note should outline the reason for the student's absence. If away for an extended period a letter requesting an exemption for the specified dates and explaining the absence should be addressed to the Principal. The Principal can approve an absence of one calendar month.

An attendance monitoring program is used daily to aid in timely recording of student absences. Automated SMS messages are sent to Parent Guardian 1's (Parent/Caregiver listed first on enrolment form) alerting them to their students' absence. This message indicates which of your children is absent, the date of the absences and requests that you please reply by SMS providing student name, absence reason and date of absence.

LATENESS

If your child is late for any particular reason, please provide a note explaining this lateness in your child's diary. The student is to show this note to the front office staff as soon as they arrive at school.

APPOINTMENTS

Should your child need to leave school during the day, such as for a dentist or doctor's appointment, please write a note explaining this in your child's diary. This note must be signed by the homegroup teacher, and shown to the front office staff, prior to the student leaving the school grounds.

SICKNESS AT SCHOOL

If your child has any specific medication that may be required during the day, this can be kept at the front office. Please contact the school should you have any concerns over illness or medication. Should your child become ill whilst at school you or your nominated emergency contact will be contacted to collect them from school.

STUDENT MEDICAL INFORMATION

Parents will be required to complete a form outlining any medical conditions their child suffers from, as well as any treatments or medications we should be informed of. Emergency health care plans are also required for serious illnesses and asthma. Ongoing health problems can be accommodated through an Individual Learning Plan. Please speak with office staff to ensure effective management of any health requirements.

BUSES

A number of school busses service the surrounding towns, if you live 5km or more from the school your student may be eligible for bus travel. An 'Application for Bus Travel' form must be completed for each student, submitted and approved prior to any bus travel.

BUSHFIRE WARNINGS

In the event of a **CATASTROPHIC** warning being issued for our region the school will be open but **NO school buses will operate**. This information will be broadcast on the ABC during the evening prior to the day. We will also ensure information is on our website and answering machine after hours. Messages will also be posted on our school Facebook page.

EXCURSIONS

Information regarding excursions will be sent home to parents prior to the scheduled activity. While parents will sign a general consent form for local excursions early in the year, trips that occur outside of the township will require another consent form to be completed. The teacher organising the event will send these consent forms home prior to the event.

PAYMENTS

Should students be required to pay for an excursion, or another activity, they must do this at the bookroom counter, before school each morning, or during recess.

ASSESSMENT AND REPORTING

There are a number of ways in which student progress is reported to parents. At the five week mark of each term a 'Traffic Light' report is posted home to parents and students to indicate progress at this stage. At the end of each term a report will be sent home with your child's overall grade for each subject at the end of each term. Parent/Student/Teacher interviews are run in Terms 2 and 4.

HOMEWORK

All students can expect some form of homework each day. Teachers have been instructed to only set homework if the task is relevant to the learning in the classroom and is meaningful and relevant. Students will be taught time management and negotiation skills during pastoral care activities. A homework club is run in the Learning Hub after school to support students.

DUE DATES

Parents should be informed that the school has an established deadline policy. In the interest of fairness, students are required to meet all due dates set for assignment work.

Students are able to negotiate extensions to due dates before the day, should a valid reason, such as illness, be given.

CANTEEN

Our Canteen is open during recess and lunch. Lunch can be ordered before school or at recess time by filling in a lunch order bag; these are found near the canteen counter. Place money in the bag, and put the bag into the metal container. To collect pre-ordered Lunch line up in the line nearest the wall. These people get served first.

There are two other lines. The one furthest from the wall is an 'Express Lane' - you can only buy one or two items from this lane.

You cannot buy anything for anyone else. You also cannot ask anyone to buy things for you. Lastly, you cannot push in, or let your friends push into the line.

The canteen will close a few minutes before the end of recess and lunch.

COMMUNICATION WITH THE SCHOOL/DIARIES

Most communication to the school will be done via the school diary. Should you wish to speak to a staff member, either personally or by phone, the first contact will usually be the homegroup teacher. For matters of greater importance, you are able to contact the Year Level Organiser to discuss issues. Matters of a serious or personal nature may be discussed with the Assistant Principal or the Social Worker.

Students are encouraged to maintain an orderly and neat diary. The diary is used to record homework, as well as to pass information to and from parents. The diary is to be signed each week by a parent or caregiver.

A Parent Newsletter will be sent home twice per term. This newsletter will contain both school and community news. The Parent Newsletter is uploaded to our website on the day it is published. www.waikeriehs.sa.edu.au

UNIFORM SHOP

Our uniform shop is open Tuesday afternoons 3:30pm – 4:15pm and Thursday mornings 8:30am - 9:00am.

SPORTS AND EXTRA-CURRICULAR ACTIVITIES

Our school has a well-established sporting and extra-curricular program. We encourage all students to become involved in extra-curricular activities, as it helps students to develop their health, confidence, leadership and social skills. Students who break the Behaviour Code will not be taken on Excursions and Camps.

All students who enrol at Waikerie High School will be assigned to a House. These Houses are:

Cadell - Green King - Blue Randell – Red Ritchie - Black

The following sporting competitions are held at Waikerie High School each year:

<u>Swimming</u>	<u>Athletics</u>	<u>Cross Country Running</u>
Splash Heats	Standards Morning	School X-Country
Splash Carnival	Sports Day	Interschool X-Country
Interschool Swimming	Interschool Sports Day	Adelaide X-Country
Adelaide Swimming	Adelaide Athletics	

While competition is a key aspect of many of these events, we would like to point out that the school strongly encourages the participation of all students, no matter what their ability level is.

The school also offers less formal sport such as:

- Lunchtime sport, such as soccer or netball
- Year level sporting competitions between homegroups
- Knockout Sport/Sports Carnivals (5-A -Side soccer etc.)
Available to students who consistently wear school uniform and follow school expectations.

STUDENT REPRESENTATIVE COUNCIL

The SRC is elected by the students to represent the students. Years 9 to 12 are elected in Term 4 of the previous year, from this group the School Captains are elected. Year 8 representatives will be selected early in Term 1. The SRC consists of twenty students from all year levels.

The SRC plays an important role within the school and aims to do the following:

- To improve the communication between staff and students
- Help create a better environment around the school
- To provide students with a forum to discuss views and ideas about their learning
- Raise money to benefit both the school and several charities

SRC members are included on all committees within the school community and perform a very valuable service to both themselves and their school.

SCHOOL UNIFORM

Girls Uniform:

Summer Dress:	Check WHS dress
Skirt:	Bottle green with white check pattern.
Trousers:	Mid grey pants (NOT track pants. NOT Jeans)
Blouse:	White blouse with WHS logo on collar
Jacket:	Black zip-through with school logo
Shirt:	White with bottle green WHS polo shirt
Socks:	White
Stockings:	Black tights or stockings with winter skirt for warmth. NOT leggings
Shorts:	Mid grey mid-thigh to knee length tailored shorts

Boys Uniform:

Trousers:	Mid grey tailored pants (NOT track pants. NOT Jeans)
Shorts:	Mid grey shorts
Shirt:	White with bottle green WHS polo shirt. Long sleeved polo's also available.
Jacket:	Black zip-through with school logo
Socks:	White or grey

General:

Sports Uniform:	Black shorts and WHS Phys Ed green polo shirts
Hats:	Waikerie High School expects the wearing of hats that offer full protection. Hats will to be worn for all outdoor activities including Physical Education and Agriculture lessons. Green bucket hats are available from the Uniform Shop. Hats will be removed when indoors. No caps.
Jewellery:	Jewellery should be minimal and inconspicuous. Least conspicuous body piercing is accepted in line with the WHS Body Piercing Policy.
Footwear:	Lace up or enclosed shoes. (Obligatory for all technology laboratory and workshop areas) Thongs and slides are NOT permitted on any occasion, including Casual Days. (OHSW regulations)

Optional Items:

Blazer:	Bottle green with school emblem on the front pocket
Scarf:	Dark green
	Plain white, green or grey long sleeved T-shirts may be worn underneath polo shirts for winter warmth.

All uniform is available from the schools Uniform Shop, with the exception of socks.
All uniform is to paid for in full at the time of purchase.

Behaviour Expectations

Students can expect consequences for unacceptable actions. Waikerie High School has a well-established behaviour management program, ensuring the rights of all students and teachers are maintained.

The **Behaviour Code** is attached and the fundamentals of this are:

Attendance

- Be punctual
- Attend regularly
- Explain absences – diary note, phone call, Doctor's certificate for longer absences

Uniform

- Be dressed neatly in school uniform
- Be dressed appropriately in specialist subjects/areas
- No huge jewellery
- Piercings must be subtle and covered or removed for specialist activities
- Shoes must be fully enclosed and safe for science and technology classrooms

Communication

- Use respectful speech and body language and respectful tone
- No phone use in class

Learning

- Come to lessons prepared
- Participate actively in learning programs
- Meet work requirements by the due dates
- Ask for help when you need it

Movement

- Move in a safe manner in classrooms, corridors and around school buildings
- Use established procedures to move between classes, to the library, between school and home at lunch breaks or for special appointments

Organisation

- Use the diary to be organised for lessons, and to keep track of assignments and tasks to complete at home
- Lockers should be tidy and locked with a padlock

Safety

- Keep our environment alcohol and drug free

Relationships

- Keep our environment free of aggression, violence and harassment
- Report all bullying on a green form

Respect for property

- Keep our environment free of litter, graffiti, vandalism and theft

CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

Consequences of inappropriate behaviour can range from warnings, note in diary, yard duty, detention, and parental contact. Repeated or more serious behaviours may lead to timeout, take home, exclusion from extra curricula events, suspension or exclusion.

Behaviour Code of Waikerie High School

WAIKERIE HIGH SCHOOL BELIEVES:

- We must provide a safe, orderly and comfortable environment in which the rights of all students to learn, and all teachers to teach are respected. The school must be welcoming for parents and the wider community
- All members must work together to develop a collaborative culture and maintain a positive environment in which all accept responsibility for their own behaviour and choices
- We must actively pursue a success-orientated environment in which each individual has the right and opportunity to experience a range of academic, social and physical success
- We must acknowledge all responsible behaviour
- As irresponsible behaviour can severely affect and hamper the learning opportunities of students and the effectiveness of teachers, it is important that our school has practices which reflect the intent of the State school discipline policy and are owned, supported and endorsed by the school community

OUR FIVE CORE VALUES ARE

Respect ♦ Responsibility ♦ Trust ♦ Achievement ♦ Community

RIGHTS AND RESPONSIBILITIES

ALL STUDENTS:

- Are required to participate in a wide range of social and academic endeavours knowing that they are valued and have opportunities for positive interactions and successful learning outcomes
- Are required to participate in decision-making activities at a personal and school based level
- Are involved in the learning process and have access to experiences which strengthen self-esteem, self-confidence and encourage further effort
- Should enjoy co-operative and supportive relationships
- Understand what is responsible behaviour and take responsibility for their own behaviour and the consequences of that behaviour.

ALL STAFF ARE COMMITTED TO:

Working toward a success oriented learning environment in which student outcomes are improved by

- Developing stimulating and relevant curricula and using a range of methodologies that allow for differing student needs
- Incorporating social justice principles into the whole school environment and operations at all levels
- Modelling co-operative behaviour that clearly shows that all are valued as individuals
- Conflict resolution methods that recognise the rights of all individuals
- Keeping their right to teach as a focus knowing they are supported by school and department structures

ALL PARENTS:

- Are encouraged to participate in decision-making process of the school
- Are given access to and input to the development of Waikerie HS policies
- Are encouraged to respond to different varieties of communication - diary note, email, letter, telephone call, and to use the diary as a formal means of communication between home and school

- Are supportive of the school processes following irresponsible behaviour and will be involved in the development of strategies to change unacceptable behaviour
- Are made to feel welcome and valued

RESPONSIBLE BEHAVIOUR IS:

"Behaviour that maintains and increases the positive learning for students whilst not infringing the rights of other students and rights of teachers to teach".

As we encourage responsible behaviour, our students will develop independence, self-confidence, self-esteem, a sense of achievement and a feeling of empowerment. Therefore, by promoting responsible behaviour we are enabling students to develop strategies so that they can effectively participate in a changing world.

Responsible behaviour is fostered at school and at home by:

- using a conscious and planned approach to promoting responsible behaviour
- ensuring that all persons in the school community are committed to and understand the aims and objectives of the SBM Policy of Waikerie High School
- use of logical and consistent consequences for irresponsible behaviour
- teachers and parents supporting each other when dealing with student behaviour problems
- recognising individual differences - choosing appropriate teaching and learning strategies

This process requires patience, tolerance, understanding and mutual respect by all parties. All decisions and actions need to be balanced and consistent and all parties need to be involved in the decision making process and be aware of the logical process. It requires people to understand their values, expectations and impact on others so they can effectively assist students to have and maintain responsible behaviour.

The following are some examples of responsible behaviour:

- treating others with respect and being courteous
- respecting others' rights and property
- punctuality to school and class
- completing all set work and homework to the best of their abilities
- using class time effectively
- bringing all equipment necessary to complete all set tasks
- following teachers' instructions
- maintaining a diary which is signed by parents

WAIKERIE HIGH SCHOOL

BULLYING AND HARASSMENT

At our school, every person has the right to feel safe. Every person has the right to learn in an environment, which is free from bullying and harassment. Every person has the right to feel safe while travelling to and from school.

No person has the right to be a bully or to harass another person.

Waikerie High School will not tolerate bullying or harassment.

Help make our school a safe place.

Waikerie High School expects respect, consideration, courtesy and cooperation from students, teachers, support staff and parents. Any bullying or harassment breaks that code and in some instances is against the law.

Harassment or bullying are unwelcome behaviours and must be stopped. It might involve teachers, students, support staff or parents. It might happen in many ways, by an individual or by a group.

It might include:

- hitting, punching, jostling, grabbing, flicking, rubbing, pushing or spitting
- sexual abuse – written, verbal or physical
- using an object as a weapon – or to threaten
- threatening others – physically or verbally
- hiding, damaging or destroying property
- putting others down – to their face or to others
- spoken or written insults or threats, suggestive comments, name-calling, unfair criticism, spreading rumours or lies
- looks, stares, hand signs, facial expressions
- using offensive names or abusive language
- sexual harassment including suggestive comments
- making degrading comments about another person's culture, gender, religion, background or level of family income
- discriminating because a person is different in any way
- ridiculing a person about their body or face
- being cruel about a person's disability or learning ability
- writing graffiti about others
- writing crude notes or making crude drawings
- using pictures, tags or unpleasant words to make a cruel comment
- spreading rumours about a person or their family
- influencing others to bully or harass
- deliberately leaving a person out and encouraging groups to exclude that person
- offensive gestures
- ignoring or disrespecting a person during group work in class
- extortion and blackmail
- sending mean or offensive text messages or mean or offensive emails
- laughing at the victim or failing to intervene when others harass or bully
- using facebook or twitter for unpleasant purposes

BULLIES

People who harass will be counselled to stop, and will be given a formal caution. Further instances of bullying or harassment to any person will result in suspension.

DO YOU BULLY OR HARASS?

STOP

You will be breaking the rules.

You might be breaking the law.

You can expect consequences.

Police will be involved for a number of the above incidents.

ARE YOU BEING BULLIED?

You can:

- Think of ways to stay safe
- Ignore it. The harasser might stop
- Tell the person to stop, if that is a safe thing to do
- Tell yourself that you never deserve to be bullied or harassed
- Talk it over with a friend, a parent, your teacher, a Counsellor and make a plan to stop the bully, in a way that makes good sense
- Report the bullying on the green report form
- Expect the school to respond to your report
- Expect the school to suspend any students who continues to bully, after you have made your second report.

To plan some effective ways of thinking and reacting to a bully:

Visit

www.kidshelp.com.au

www.bullyingnoway.com.au

www.racism.com.au

www.beyondblue.org.au

www.headroom.net.au www.netalert.net.au

www.cybersmartkids.com.au

COMMUNICATION AND ELECTRONIC DEVICES

Electronic devices refer to a device where purpose includes one or more of the following:

- Communication
- Games
- Internet access
- Music play back

Electronic communication devices are important communication tools, helpful in providing a safe and effective school environment and providing access to the worlds information. However they can be improperly used lost or damaged and must therefore be effectively managed.

The school does not accept responsibility for lost or damaged student electronic devices.

These devices must be out of site and must not be used in class, meetings or assemblies or similar organised activities unless prior permission is given by the teacher in charge.

Devices used inappropriately will be confiscated and will only be collected at the end of the day from the front office.

Acceptable Student Use of Information and Communications Technology at Waikerie High School

Networked Information Resources

Waikerie High has developed a network of computing resources providing an extensive range of applications including central file storage, email and Internet access.

Security of data and privacy of information about users will be maintained as far as possible. However, all users should realise that there is no guarantee of complete privacy as the administrators reserve the right to check individual user directories and files from time to time.

Parents Should Know

Waikerie's IT resources provide students with home folders, email boxes and access to a wide range of applications and resources to help them with their learning.

While the staff will supervise students during class time and will reinforce the Acceptable Use Policy at all times, parents need to understand that it is impossible to prevent students from either willfully or inadvertently finding information on the Internet which is inappropriate or unacceptable.

Waikerie High School and DECD use a filtering system to stop students accessing inappropriate sites. However, no filter is perfect.

Ultimately, it is the student who must be responsible for abiding by the guidelines and rules specified in this policy.

Student Responsibilities

Access to the networked information resources is a privilege, not a right. Therefore, students need to:

- Respect other users' privacy by not attempting to access information to which they have no need or authority.
- Respect, the intellectual property of others by not plagiarising work from the Internet, the school's network or other electronic media sources.
- Respect the legal copyright of programs.
- Respect the school's equipment by not vandalising or purposely damaging it, or the cost will be passed onto the parent/guardian.

- Avoid viewing, saving or downloading inappropriate text and graphics which may be illegal, obscene or violate the integrity of the school's network. Notify a teacher if the Internet filter fails and an inappropriate site is accidentally accessed.
- Behave in a sensible and responsible manner at all times by not using any ICT equipment and its media to threaten, harass, intimidate or abuse others.
- Refrain from doing anything that may disrupt the school's network or interfere with other users.
- Refrain from knowingly introducing viruses. Users are expected to regularly scan and clean all personal media storage devices.
- Refrain from downloading, loading, accessing or playing any non-educational games on the school's network, as these are not deemed to be educational and may carry embedded viruses. The downloading and loading of games onto the network can lead to virus infection throughout the school's network.
- Not use the school's on-line resources for personal financial gain. Make only school approved use of the school's electronic media.
- Keep their password private so that other students will not have access to their login account. Passwords are an integral part of this network. They allow students to have a secure and private network storage space.
- Students are to save all work to their folder on the school's network drive and copy on their portable media device. The school backs up all network folders every night. Portable media devices are known to fail or get lost and should only be used to transfer data from home to school or vice-a-versa.
- Must organise their time and resources to print assignments before the deadline. Must maintain at least two separate storage copies of assignments. Using a computer is not an excuse for missing deadlines.

Using the Internet: Students will be able to access the Internet from most of the curriculum computers across the school.

E-mail accounts : These will be issued to all students. These accounts will be monitored by both DECD and Waikerie staff and will have a DECD imposed 8 MB limit, so students will not be able to send large attachments.

Downloading and playing of games or music is not allowed on our system: The computers in our school are for learning purposes only, they are not for entertainment. Facebook and other networking sites are blocked in our school and any attempts to bypass the system will result in account suspension.

COSTS

Printing: All students are given an initial allocation of printing credits for the year.

Internet: All students are given an initial allocation of Internet credits for the year.

Password: Students are expected to remember their password. Therefore, any student will need to pay a \$1 administration fee to have a new password enabled.

Damage: Any student who willfully damages equipment will be invoiced for its repair or replacement and have their account suspended for a period of time. Students will have to make alternative arrangements to complete set assignments. These may include: hand writing assignments, library resources, etc.

For Further Information

If you still have any questions about Waikerie High School, or the transition process, please do not hesitate to contact us.

For General School information, please contact:

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