School Policies
SCHOOL POLICIES

St Aloysius College is a Mercy School based on the theological values of Mercy enunciated by Catherine McAuley, the founder of the Sisters of Mercy.

Catherine McAuley’s understanding of mercy was essentially a life-giving force and in this she was guided by those powerful words of Jesus:

“I have come so that they may have life and have it to the full.”

Catherine’s gratitude for God’s mercy was the foundation of her enduring hospitality. We seek to create a spirit of hospitality which respects and rejoices in the uniqueness of each member of the community.

At St Aloysius College the Spirit of Mercy lives on … a spirit of loving kindness, an awareness of the worth and needs of others.

St Aloysius College policies are a reflection of these ideals.

BEHAVIOUR MANAGEMENT POLICY

A harmonious environment at St Aloysius College will be enhanced by mutual respect for each other and clearly stated codes of behaviour for students.

General Conduct

Appropriate behaviour includes the following:

- Self-discipline, honesty, punctuality;
- Self-respect – reflected by wearing of correct uniform/sports uniform and using appropriate language;
- Respect for others and tolerance of all people, regardless of race, sex, disability or age;
- Cooperative/positive relationships with teachers and other students by showing respect, consideration and courtesy;
- Pride in the school and respect for its facilities.

Respectful Behaviour

St Aloysius College requires all students to treat each other in a civil and respectful manner both at SAC and elsewhere, including online, whether day, night, weekday or weekend.

Classroom Expectations

“Members of the class should behave in such a way that effective learning can take place by all.”

For effective learning to take place, the following guidelines apply to all members of the classroom:

- Class members will listen while others are speaking.
- Everyone needs to be prepared and organised for the lesson.
- All class members and their property will be respected.
- Class members need to remain on task and allow others to do so.
- Classrooms are to be kept neat and tidy.

Strategies for Dealing with Breaches of These Requirements

Consequences for failure to abide by these requirements may be:

- Clarify with the student the behaviour which is required;
- Give the student a warning;
- Time out;
- Remove the student to a different setting for a period of time;
- Discussion with parent/guardian.
For serious and/or prolonged inappropriate behaviour in-school suspension, at-home suspension and termination of enrolment may be the ultimate sanction applied to the student.

St Aloysius College reserves the right to discipline, suspend or expel a student for unacceptable behaviour, irrespective of where or when such behaviour occurs, including outside of school hours and during school holiday periods. The police may also be notified of an allegation.

ST ALOYSIUS COLLEGE EXPECTATIONS

1. School Hours
   Secondary Students
   • All students must be in their Home Class room ready to start at 8:45 am each morning.
   • Students are dismissed at 2:35 pm on Mondays and at 3:20 pm each Tuesday to Friday.
   
   Primary Students
   • All students must be in their Home Class room ready to start at 8:50 am each morning.
   • Students are dismissed at 2:30 pm on Mondays and at 3:15 pm each Tuesday to Friday.

2. Student Absence
   If a student is expected to be absent for the day, parents are asked to ring the SAC Office (8217 3200) or sms 0407 724 721 before 9:00 am on the first day of absence so that teachers can be notified of the possible length of absence. Parents will be contacted if a student fails to arrive at school without notice of absence. Parents are requested to write a note in the student’s diary explaining the reason for absence. This must be shown to the Home Class teacher when the student returns to school.

   Parents should also write notes regarding appointments in the student’s diary. These notes are to be shown to the Home Class teacher who signs the note. If a student has a note to leave the school during the day, the student is to show the note, signed by the Home Class teacher, to the Receptionist when they sign the book to record their departure time. If the student is returning to the school that day, the diary can be left with the Receptionist for collection upon return.

3. Late Arrivals
   Students who arrive after 8:45 am must sign in at the Reception desk. If students have a reason for being late they must have a note in their diary and show the note to the Receptionist.

   Students who are late twice in the one week without a valid reason will be put on an after school detention. A letter will be sent home by the Year Level Coordinator informing parents/guardians of the detention.

4. Truancy
   Students who miss lessons without a reason or leave the school property during the school day without permission from the school staff will be given a detention. The teacher or the Year Level Coordinator will contact the parent/guardian if their daughter has been truant. More serious consequences may result if truancy is repeated by the student.

5. Suspension/Expulsion of Students
   The school reserves the right to suspend or expel a student for a serious breach of any school policy.

DUTY OF CARE POLICY

Duty of care is a legal concept that has its origins in the common law. The common law is a collection of legal principles that have been established over time by the courts. The duty of care principle not only underpins but, to a large extent, drives most school policies and practices.
The duty owed to students is not a duty to ensure that no harm will ever occur, but rather a duty to take reasonable care to avoid harm being suffered.

What constitutes reasonable care will vary according to the circumstances, however the following factors, although not necessarily exhaustive, must be taken into consideration in assessing the 'reasonableness' of the level of care required for a particular student:

- The student's age, experience and capabilities;
- Physical and intellectual impairment;
- Medical condition;
- Behavioural characteristics;
- The nature of the environment in which a school activity is to be undertaken;
- Normal practices within the school and Catholic school policies and procedures.

Non-teaching staff, volunteers and external providers (and indeed, all members of the community) must take reasonable care to avoid doing or not doing things that could reasonably be contemplated as causing injury to others (including students).

**Student Supervision**

As a school we have what the law defines as a ‘duty of care’ towards the students enrolled. While the courts recognise that accidents cannot be totally prevented, schools are charged with the responsibility of ensuring the type of supervision which a normal parent would provide, considering the age of the student and the activity in which she is engaged. In regard to the school’s ‘duty of care’:

1. Students will be supervised within the school grounds from 8:20am on each school day.
2. Students are supervised at recess and lunch times.
3. No student is allowed to leave the school ground during the day without written permission from her Home Class Teacher or Year Level Coordinator.
4. On safety grounds, students are not permitted to use the playground equipment unless supervised by a teacher. This rule applies at all times, including before and after school.
5. When dismissed of an afternoon, students are expected to leave the school grounds immediately and proceed directly home. Students staying for activities organised by the school, such as sport or drama practice, will be supervised.
6. Any Reception to Year 6 student who is left unaccompanied within the school grounds or surrounds when teachers finish afternoon yard duty (2:45pm on Mondays and 3:15pm Tuesday to Friday) will be taken to the Out of School Hours Care service in the Cloisters building. Normal Out of School Hours Care charges will apply in such cases. These areas include, but are not limited to, the footpaths around the College, the school Library, school courtyards, the playground or the school foyer.
7. Year 7 students may use the Library for study after school until 5:00pm Monday to Thursday and 4:00pm on Fridays. Year 7 students may continue to use the Out of School Care service after school each day.
8. When a student is absent from school, parents are requested to telephone the school by 9:00 am on that day to advise the school of the likely length of absence. Parents will be contacted if the school has not been advised. On their return to school after an absence, students are required to bring to the Home Class teacher an explanatory note signed by one parent.

Students who need to stay in the city after school for whatever purpose must bring a note from their parents indicating where and for how long they intend to be in the city.

These measures ensure that both parents and staff are able to exercise their legal responsibilities for the students in a way that ensures a responsible degree of safety.

**Safety in the School Grounds**

1. **Hot Liquids:** Students are not permitted to bring any hot drinks (eg coffee, tea, soup, noodles) into any classroom. This applies to all students including Year 12 students. All hot liquid containers must have a lid if it is in a student area (eg if hot water is obtained or a microwave used to heat a liquid) or if being carried through the school yard. This rule is not only for the protection of the student carrying the liquid but also in case it is spilled on another person.

2. **Bicycles:** Bicycles are not permitted to be ridden within school grounds. Riders must disembark their bicycle and walk it once inside school grounds.
HEALTH CARE AND MEDICATION POLICY

All members of the school community have responsibilities to ensure health care and well-being is achieved for all students.

St Aloysius College has a registered nurse who works part-time each school day and has delegated responsibility for the First Aid Room and all first aid kits and supplies, as well as record keeping for the First Aid Room. All teachers and all Education Support Officers who have regular contact with students are required to hold a current First Aid Certificate.

The College maintains a detailed list, including individual photos, of each student with special medical conditions or extreme behaviour, and the details of the condition and response required in an emergency. The list is distributed to all teachers and is displayed prominently in the staffroom for all staff to view, including those on yard duty. Special arrangements may be required for these students whilst on excursions or camps.

Parents have a responsibility to work in partnership with the College to ensure open communication in all matters of health management and care and must provide relevant and updated information including supplying a medical action plan, ensure medication is authorised by a prescribing practitioner, ensure medication is provided to the school and is clearly labelled in relation to frequency, dosage and its expiry date and supply medication as required in a timely manner.

If your daughter is ill please do not send her to school.

The SA Health Commission lists the exclusion period from school, pre-school and childcare for a number of diseases or condition including chicken pox, conjunctivitis, diarrhoea, hand, foot and mouth disease, head lice, hepatitis, measles, meningitis, mumps, rubella, scabies and whooping cough. Information can be viewed at:

The College reserves the right to temporarily exclude students from attending school if an illness or a medical condition places the student or other people in the school population at risk, eg swine flu.

Students must inform their Home Class teacher of any concerns or issues arising in relation to any health concerns impacting on learning and well-being.

First Aid Room
Students must have a diary note from their Home Class teacher or subject teacher (which shows the date, time and is signed) before going to the First Aid Room. Except in cases of emergency, students will not be attended to by the school staff unless they can present a diary note. This also applies during recess and lunch times when a student must obtain a diary note from her Home Class teacher, Year Level Coordinator or a Deputy Principal. A student who is bleeding or has an open wound cannot attend class until the wound is attended to, and so must immediately go to the First Aid Room for treatment. The College does not dispense Panadol to students.

Asthma Aware School
Staff undertake all appropriate training in first aid, including for asthma. In consideration of students, staff and visitors who may suffer from asthma or other breathing issues, use of aerosol sprays at school, including deodorants and body sprays, is discouraged. Aerosol sprays must only be used for personal use in a toilet, away from other people and only a minimal amount is to be used, as heavier use can trigger smoke detectors.

Allergy Aware School
Some students within the school have allergies to particular food. Some classes or year levels may be asked to refrain from bringing particular food to school, for the safety of some students. The school requests that nuts and nut products not be brought to school by any student.
Birthdays and food
Whilst birthdays are important occasions, due to the large number of students with food allergies and intolerances, please do not bring to school a birthday cake or other food to share with other students. This policy is consistent with the policy at many childcare centres and the Chancery Lane Montessori.

ANIMALS ON COLLEGE PREMISES
The College recognises its obligation to take all reasonable precautions to protect the safety of its students, staff, visitors and contractors. A number of students have severe allergies to animal fur, feathers or animal saliva. There is also a risk of a person being bitten, scratched or attacked, as well as the risk of the spread of disease. Other considerations include health, cultural, religious or safety considerations; if it would unreasonably interfere with the day to day operation of the College or if it would contravene any statutory provision.

The intent of this policy is to ensure that our College grounds remain clean and safe for all. Dogs and other animals are not permitted on College grounds unless prior written approval is granted by the Principal or a Deputy Principal. This policy does allow for animals to visit classrooms, but only for specific educational purposes. Furthermore, the policy only allows animals in classrooms with the prior written approval of the Principal or a Deputy Principal.

Accredited assistance animals (e.g., accredited guide dog or hearing dog) are generally allowed access to College grounds unless there is a safety or health concern for a student, staff member, contractor or regular visitor. Where a student or parent/guardian intends to bring an accredited assistance animal onto College grounds, prior written approval is required.

Any animals brought onto College grounds (approved by the College as above) must be appropriately restrained at all times either by a lead or in an enclosed compartment. Dogs must be controlled at all times on a lead by a person at least 16 years of age and able to restrain the dog. The animal must have a temperament suited to being around children and crowds. Those animals that have difficult temperaments and are fearful, timid or dominant should not be brought onto the College grounds.

Hygiene of animals must be maintained at all times. Hygiene with respect to dogs and other animals is maintained through:

- appropriate cleaning of any toileting behaviour (carry plastic bags to do this) and removal of the refuse from College Grounds for disposal
- keeping dogs and animals out of play areas
- Only healthy dogs and animals are allowed on College grounds (to prevent cross-infection to other pets etc)
- keeping dogs and animals from licking or other means of transfer of any infection.

In such circumstances referred to above, the College reserves the right to restrict or prohibit the presence of animals on College premises.

PRIMARY SPORT INCLEMENT WEATHER POLICY
St Aloysius College affirms our commitment to child safety and its duty of care to students, staff and other community members and we encourage SunSmart behaviours. For outdoor activities in Term 1 and Term 4, hats are to be worn as well as sunscreen.

Inclement weather includes hot, wet, harsh, severe or stormy weather.

Hot Weather Policy
When the predicted maximum temperature in that morning’s issue of The Advertiser is 35 degrees or above:

- all training is cancelled, whether held outdoors or in the SAC gym
- all primary sport matches are cancelled except indoor swimming and indoor pool activities eg water polo
Even if the forecast is below 35 degrees, it is important that students, staff, parents, coaches and managers are conscious of the health of players and that adequate drink intake occurs for players before and during training and matches.

Wet Weather, Storms and other Inclement Weather
Whenever weather conditions pose a risk of players being unsafe, staff and coaches must err on the side of caution and halt training or matches.

Procedure when Sport or Training is Cancelled:
- Primary Sport and training, except indoor swimming and indoor pool activities, are automatically cancelled if the forecast maximum temperature in the Advertiser is 35 degrees or above
- If training or matches are cancelled due to other reasons, including inclement weather, students will receive an email to their SAC email address. The Primary Sports coordinator will also endeavour to notify all primary students via a message to the class. Students will be asked to contact a parent and they can go to the PE Office to make a phone call.
- Do not assume that training or matches are cancelled (eg due to rain) without being notified, unless they are automatically cancelled under the hot weather policy.

DRUG POLICY

Policy on the Use of Prohibited Substances
St Aloysius College does not allow students while within the school grounds or on school property, at school excursions, activities or functions, travelling to or from school, or while in school uniform to:
- smoke tobacco;
- consume alcohol;
- possess non-prescribed drug related equipment;
- possess, use or supply non-prescribed substances or drugs;
- possess or use e-cigarettes or similar products.

A student who chooses to ignore the College regulations will be faced with suspension or the termination of her enrolment.

The following points should be noted:
- Students suspected of breaching this policy will be immediately suspended from school. Parents will be contacted and the student sent home.
- A thorough investigation will be undertaken by the Principal or a Deputy Principal.
- Parents will be asked to attend an interview and discuss the situation with the Principal or the Deputy Principal.
- For possession, use or supply of illegal drugs the police will be contacted by the school.
- Where the Principal or the Deputy Principal is satisfied that the student has breached this policy, the student will be suspended or her enrolment terminated, taking into account all circumstances of the offence and the student’s previous behaviour.

STUDENTS AND DRIVING POLICY

St Aloysius College is located in the heart of the city of Adelaide and there is no on-site car parking available for students. The College is very well served by public transport.

Students are discouraged from driving a motor vehicle to school or any school event.

If a parent gives his/her daughter permission to drive to school or a school event, the student must not transport any other person in the vehicle other than her parents or siblings.

Students must not use the vehicle during the school day unless the Principal or a Deputy Principal and the student’s parent/guardian have given permission.
HARASSMENT POLICY

“Our centre is God from whom all our actions should spring as from their source.” Catherine McAuley

Introduction
St Aloysius College is committed to providing a safe environment where students can learn free from harassment.

Definition of Harassment
A person subjects another person to harassment if he/she acts in such an offensive way to the other person, be it verbal, physical or emotional, and in such a way or in such circumstances that the other person could reasonably be expected to feel offended, humiliated or intimidated.

Harassment can include bullying, cyber-bullying, racial discrimination and sexual harassment.

Some Examples of Bullying
Bullying includes:
- Pushing, hitting, physical assault, spitting, damaging the property of someone else;
- ‘Put downs’, calling names, ridiculing, threatening;
- Making rude or threatening signs;
- Demanding money, food or other belongings;
- Hurting friends by ignoring or isolating them, or by spreading rumours about them;
- Unwanted touching.

Bullying can result in:
- Feelings of fear;
- Feelings of loneliness;
- Physical sickness;
- Sleeplessness;
- Loss of self-esteem;
- Unhappiness;
- Unwillingness to come to school.

Some Examples of Racial Harassment
Racial harassment includes deliberate or repeated racist comments, gestures or any other conduct which hurts people, based on their nationality, country of origin, colour of skin, ancestry or any other related beliefs or behaviours.

Racial harassment can result in:
- Feelings of hurt;
- Feelings of anger;
- Feelings of loneliness;
- Unhappiness.

Some Examples of Sexual Harassment

Sexual harassment is any behaviour of a sexual nature which is unwelcome and which makes a person feel embarrassed, uncomfortable, afraid or upset.

Sexual harassment includes:
- Someone touching or brushing against you when you’ve asked the person to stop;
- Unwelcome staring, whistling, gesturing or making comments about your body, looks or clothes;
- Writing and distributing rude/unpleasant notes of a sexual nature about you;
- Telling jokes or showing reading matter/pictures that are sexually offensive;
- Making comments about your sexuality.
**Sexual Harassment is not:**
- Behaving with common courtesy
- Developing mutually acceptable friendships

**Sexual Harassment can occur between:**
- Students;
- Staff;
- Staff and students;
- Parents and staff;
- Adults or students who are visitors to the school.

**Sexual harassment can result in:**
- Feelings of fear, powerlessness, embarrassment;
- Loss of self-confidence and self-esteem;
- Loss of trust;
- Feelings of isolation and difficulties in forming friendships and relationships;
- Difficulties in concentration;
- Deterioration in work;
- Behavioural problems.

**What Can You Do If You Feel You Are Being Harassed?**
- Tell the person you don't like it and you want it to stop;
- Talk to someone you trust - eg a parent, friend, a teacher, Year Level Coordinator, a Student Counsellor, Deputy Principal, Principal.

**What Will Happen If You Talk With a Teacher or Year Level Coordinator?**
- They will listen to you and take your concerns seriously.
- They will offer you support and work with you until the harassment has stopped and you feel safe.
- The person(s) responsible for the harassment will be dealt with at the Principal’s discretion.
- The offending students will be interviewed and if deemed guilty, appropriate sanctions will be applied by the school administration. Parents may be asked to attend an interview.

**Possible Consequences**
For any serious breach of school policy, the school reserves the right to suspend or terminate the enrolment of the student. St Aloysius College reserves the right to discipline, suspend or expel a student for unacceptable behaviour, irrespective of where or when such behaviour occurs, including outside of school hours and during school holiday periods. The police may also be notified of an allegation.
POLICY FOR RESPONDING TO CONCERNS, COMPLAINTS, GRIEVANCES AND ALLEGATIONS OF MISCONDUCT

If you are a Parent or Carer or a member of the public and you have a concern, grievance or complaint against the school or the Catholic Education Office (but which does NOT involve allegations of misconduct), please use the following: SACCS Procedures for Resolving Complaints

If you are a parent or carer, a member of the public, a student, or a workplace participant and you wish to report allegations of misconduct against any workplace participant including the Principal or allegations of misconduct against any staff in the Catholic Education Office, please use the following: SACCS Procedures for Dealing with Allegations of Misconduct

Note:
- Workplace Participant means an employee, contractor, instructor, tutor, student teacher or approved volunteer of the School or Catholic Education Offices
- The SACCS Policies listed above can be found at http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/View/Collection-360
FLOW CHART IF YOU HAVE A GENERAL CONCERN, COMPLAINT OR GRIEVANCE

Sample Flow Chart for Students with Problems or Concerns

Student with problem

Talk to the person

Talk to Home Class or Subject teacher or the Year Level Coordinator

Problem not yet solved

Problem solved

Problem not yet solved

Talk to the School Counsellor

Problem solved

Inform a Deputy Principal

Problem not yet solved

Problem solved

Inform Principal

If a student has any problems or concerns, then it is important they talk to someone who can help them. The flow chart is a guide for girls to follow if they need help.

EXTREME WEATHER POLICY

Extreme weather procedures are to be followed if students may suffer from exposure to heavy rain, extreme cold, storm, strong winds or hot weather.

All classrooms are air conditioned so students are generally not dismissed early on hot days.

Students are permitted to have bottled water with them, including in classrooms, on all days.

This policy should be read in conjunction with our Sun Protection Policy. The use of sunscreen, hats, sunglasses and shade are integral factors in our hot weather strategy.

As an inner city school, the threat of bushfire is extremely remote. If a student’s home is under threat from a bushfire whilst they are attending a school day, the student is able to stay at the College until a family member or approved family friend is able to collect them that day.

In extreme weather, excursions, camps and physical activities, including Physical Education lessons and sport are modified or cancelled to protect students from exposure to the elements, undue physical stress or hazards.

During extreme weather, an announcement will be made over the PA system and supervised classrooms are made available at recess and lunchtime for students’ safety and well-being. Some areas of the yard may be closed for use at recess time and lunchtime in extreme weather conditions.
SUN PROTECTION POLICY

Skin cancer is the most common form of cancer in Australia, affecting all age groups from young people upwards. The principal cause is ultraviolet radiation, which is particularly intense in our summer sunshine.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable.

The Cancer Council South Australia recommends people protect their skin at times when the ultraviolet radiation (UVR) level is 3 (3 - 5 is the moderate range) and above – this is when the UVR level is strong enough to cause damage to the skin. With this in mind, the guidelines for South Australia are that a skin protection policy be in place from the beginning of September until the end of April. The Cancer Council also recommends that particular care should be taken between 10:00 am and 3:00 pm, when the UVR levels are at their highest.

The aims of the St Aloysius College Sun Protection Policy are to promote among students, staff and parents:

- positive attitudes towards skin protection;
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths;
- personal responsibility for and decision-making about skin protection;
- awareness of the need for environmental changes in the school to reduce the level of exposure to the sun.

Early detection and treatment will cure the majority of skin cancers but to reduce the risk of developing skin cancer the following precautions should be adopted when outdoors:

- Take particular care if in direct sunlight between 10:00 am and 3:00 pm from 1 September to 30 April and when the ultraviolet radiation level is 3 (moderate) and above, outside of these dates and times;
- Wear a broad brimmed hat or legionnaire style hat to protect the face and skin;
- Wear SPF 30+ broad spectrum, water resistant sunscreen on all parts of the body exposed to the sun;
- Wear wrap-around sunglasses recommended by The Cancer Council SA, which have an eye protection factor of 10 (maximum protection);
- Wear a rash vest or t-shirt when swimming in an outdoor pool if it does not have shade;
- Utilise one of the many shaded or covered areas of the school whenever possible.

Implementation

1. Students are encouraged to bring their own supplies of SPF 30+ broad spectrum, water resistant sunscreen to school. Sunscreen is on the booklists for all year levels. Sunscreen should be applied 15 to 20 minutes before going outdoors and should be reapplied every two hours if outdoors for prolonged periods of time (e.g. sports days, excursions, camps) or more frequently if involved in water activities or involved in intensive activities involving increased perspiration.

2. All Primary students are required to wear the school summer hat or PE hat at recess and lunch each day in Terms 1 and 4. The teachers of Primary classes in the lesson before recess and lunch will remind their students to apply sunscreen 15 to 20 minutes before the break and will remind students to wear a hat when they leave the classroom.

3. Secondary students not wearing a hat at recess or lunch are strongly advised to stay under verandahs or in shaded areas during recess and lunch breaks.

4. The following applies to all Reception to Year 12 students in Terms 1 and 4: For Physical Education lessons conducted outdoors (excluding swimming) and any other subject where the lesson is conducted outdoors, students are required to wear a hat and are also advised to use sunscreen.

5. Students using the shaded St Aloysius College swimming pool must use sunscreen.

6. Students are not permitted to sunbake within the school grounds.
Points to Remember About Skin Cancer
Because skin cancers are visible you can see signs of them, and if signs appear you should have them checked as soon as they appear. Early symptoms of skin cancer may seem quite minor but any suspicious spot should be examined by a doctor immediately.

Signs to look for are:
- A crusty non-healing sore;
- A small lump which is red, pale or pearly in colour;
- A new spot, freckle or mole changing in colour, thickness or shape over a period of several weeks to months. Particular attention should be paid to spots that are dark brown to black, red or blue-black.

Further information about prevention and early detection of Skin Cancer is available from The Cancer Council SA. www.cancersa.org.au

COMMUNICATIONS TECHNOLOGY POLICY

All students, staff and volunteers are to use the College’s information and communications technology only in a way that enhances student and staff learning and contributes to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the College.

The College’s information and communications technology includes the utilisation of any equipment, property or resource at any time, whether during school hours or not, and includes the use from home or elsewhere.

The College’s computer network is an educational facility provided by the school to be used primarily for educational purposes. Anyone using it has a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.

All email, telephony and message systems, including those internet based, will be treated as education or business related messages. Accordingly, one should not expect that any information or document transmitted or stored on the College’s computer network is private.

Workplace participants are permitted to use the internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with participants’ responsibilities and duties in the school, or with the College’s functions. However, any use of the internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this policy.

Individuals and/or the College may be liable for what is written or said in a message, including email. Messages are neither private nor secret. They may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in a message may be unexpected and extremely widespread.

The internet, email or any other messaging or telephony device should never be used for the following purposes:
- to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other);
- to send, receive or store obscene, offensive or pornographic material;
- to discuss or comment on the physical appearance of other persons (whether they receive the message or not);
- to harass any person whether through language, frequency or size of messages;
- to injure the reputation of the College and or the Church in a manner that may cause embarrassment to the employer or the Church;
- to offend the ethos and values of Catholic teachings;
- to spam, spoof or mass mail or to send or deliberately receive chain mail;
- to infringe the copyright or other intellectual property rights of another person;
- to perform any other unlawful or inappropriate act.
Any inappropriate material received by email should be deleted immediately and not forwarded to anyone else. It is particularly important to respond to inappropriate emails with an indication to the sender that such emails should not be sent in the future into, or within, the College’s domain.

From time to time when accessing the internet users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of a Deputy Principal in order for them to be blocked by the College’s filtering software and to ensure that it is noted that the material was not accessed purposely.

The contents and usage of email and internet access may be subject to regular random monitoring by the College or by a third party on the College’s behalf. This will include electronic communications which are sent or received, internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may authorise personnel to examine the web access logs and or email accounts. No monitoring will occur without the permission of the Principal or a Deputy Principal except for normal logging of system usage to manage the network.

The Privacy Act requires individuals and the school to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. When logged on, each person is responsible for the security of the computer and should not allow it to be used by anyone else.

Additional student rules:
• Students must protect the use of their password.
• There is no eating or drinking in the Computing rooms at any time.
• If a scheduled lesson is about to commence or is in progress, permission to use a computer must be sought from the subject teacher on all occasions.
• Students visiting a Computing room for research, assignment or skill development purposes must have received permission from their subject teacher at that time.
• Senior students have priority at recess and lunch breaks.
• Students must only use approved devices (eg USB drive) on the school network.
• Any student file is subject to inspection by school staff, whether it is stored on school equipment or on any other device connected (physically or otherwise) to the school network and its content must be in keeping with this policy.
• Students must not download or install any software without the permission of a staff member.
• Possession and/or use of hacking tools is expressly forbidden.
• The conduct of chat sessions on any form of chat line is expressly forbidden.
• Students must not divulge their address, phone number or any other personal information through emails or any other internet related communication.

Mobile Phones and Other Communication Devices
In this section the term ‘mobile phone’ includes all devices capable of making a voice call, a video call or connecting to the internet.

Mobile phones, when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. Mobile phones also have the capacity to have a negative impact on the learning environment and the safety and well-being of students.

During lesson times mobile phones, laptops and other communication devices must only be used with the explicit permission of the teacher. Until permission is given, the mobile phone must be locked in a locker or be in the student’s pocket and must not be brought out until the teacher has given permission. Permission to use a phone during a lesson is only valid whilst that teacher is supervising the student.

At all times during the school day the phone shall be on silent for calls, messages and all other notifications.

Years 7 to 12 students may use their own mobile phone, laptop or communication device before school, after school, recess and lunch if used appropriately. Recess and lunch are valuable times for socialising with other students, so time on the mobile phone should not be excessive.

Reception to Year 6 students are not permitted to use mobile phones, laptops or other communication devices at recess or lunch.
Mobile phones must not be used to bully, intimidate or otherwise harass other people through any text message, photographic, video or other data transfer system.

Students must not lend their phone to another student.

St Aloysius College takes no responsibility for the theft and/or damage of student mobile phones or electronic devices.

Permission to bring a mobile phone to school and/or use it during the school day may be revoked by the Principal or a Deputy Principal. Parents will be informed of any such action.

The procedures applying to the inappropriate use and security of mobile phones apply equally to the inappropriate use of tablets, laptops, portable computer games, mp3 players, iPods and similar devices.

Students are not permitted to charge their mobile phone, laptop or any other electrical device at school. Electrical charging cables can be a trip factor for students and electrical cables brought into the school are not checked each time, nor electrically tested or tagged for safety.

**Phone Calls Between Students and Parents**
The mobile phone is not a means of bypassing school procedures. Staff will generally not speak with parents on a student initiated phone call, including where a student has a dispute or to authorise pickup arrangements. If a student needs to leave school early or be out of school for part of the day, the parent needs to phone the SAC Office.

Students are not encouraged to phone their parents during the day. Students need to work out friendship and relational issues with others and develop their social skills as part of growing up. If there is a problem with a student’s interaction with someone else, the staff will follow school procedures. Staff will investigate any concerns and involve parents when it is appropriate. Students need to manage their workloads and deadlines and talk with their teacher if they have a problem meeting a deadline.

**Headphones**
Headphones may only be worn in lesson time if the teacher has given permission. If a student has permission to wear headphones at a particular time, social manners require the student to remove the headphones from the ears when talking with someone, even if the headphones have a pass-through feature.

**Cameras**
A camera (still or video), whether a standalone camera or a camera incorporated in a phone or any other device, must not be used:

- in private areas such as changing rooms or toilets or in any other banned area;
- to film people, including students, staff or visitors, without their explicit knowledge and permission;
- to disrupt the learning environment or interfere with the operation of the school;
- when the student is instructed not to by a staff member;
- to record (by audio or image) any conversation or incident such as an altercation;
- to record (by audio or image) any lesson unless the teacher has given explicit permission;
- during tests or examinations. During a test or examination the teacher may require students to hand up their phone or to lock it in their locker.

Parents need to be aware of the following in regard to mobile phones:

- Students can access non filtered websites via their mobile phones;
- Mobile phones and other communication devices can be used for cyber bullying;
- Students are encouraged to protect their phone or device by using a PIN;
- If a student is using data from their device’s data plan, rather than the wifi connection or a school device, parents run the risk of unexpected costs if the data plan usage limit is exceeded;
- Mobile phones and other communication devices can interfere with sleep. It is strongly recommended that parents do not permit their children to have a mobile phone, laptop or tablet in their bedroom whilst sleeping. Text messages, phone calls and social networking communication can be highly disruptive to sleep and the child cannot be easily monitored for disturbing or upsetting reactions to communications received.