

# School Policies

*incorporating Mercy Education Privacy Policy  
and Standard Collection Notice*



St Aloysius   
A Ministry of Mercy Education Ltd

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# School Policies

## 1. VISION STATEMENT

These beliefs are the hallmarks of St Aloysius College and form the foundations of our vision as a Mercy school and a local Church:

We believe in God.

We believe in the sign of God's merciful justice - Jesus Christ.

We believe in the Spirit, enabling us to be a sign of God's mercy in the community.

We believe in the sacredness of life.

We believe in our responsibility to all people.

We believe in our responsibility for continuing the work of creation.

## 2. INTRODUCTION TO SCHOOL POLICIES

St Aloysius College is a Mercy School based on the theological values of Mercy, affirmed and practiced by Catherine McAuley, the founder of the Sisters of Mercy, who lived by the ideal that "the proof of love is deed".

Our school policies reflect the foundation that the spirit of Mercy lives on as "...a spirit of loving kindness, an awareness of the worth and needs of others".

At St Aloysius we encourage our students to be compassionate and hospitable; to respect the worth and diversity of others, and to reach out in a spirit of loving kindness.

The model that supports us to put these values into action is the restorative practices approach.

## 3. PERSONAL RESPONSIBILITY POLICY AND PROCEDURE

St Aloysius College aims to develop a harmonious environment with positive relationships between all members of the College community and to promote high standards of behaviour and personal responsibility.

St Aloysius affirms that all members of the College community have the right to be treated with respect and dignity and to learn and work in a safe and supportive environment, enhanced by mutual respect and clearly stated expectations of behaviour for students.

### 3.1 General Conduct

Behaviour expectations include the following:

- Self-discipline, honesty, punctuality
- Self-respect
- Respect for others
- Cooperative/positive relationships with teachers and other students
- Pride in the College and respect for its facilities

### 3.2 Respectful Behaviour

St Aloysius College requires all students to treat each other in a respectful manner, both at school and elsewhere, including online. When travelling to, from or at the College or elsewhere for a school activity, a student's behaviour must reflect the standards of the College.

### 3.3 Classroom Expectations

Behaviour in class should ensure that effective learning can take place for all students.

For effective learning to take place, the following guidelines apply to all students:

- Listen while others are speaking
- Be prepared and organised for the lesson
- Respect personal property
- Remain on task and allow others to do so
- Keep classrooms neat and tidy

### 3.4 Consequences for Behaviour That Does Not Meet College Expectations

Consequences will include:

- A restatement of behaviour expectations
- Relevant consequences (according to SAC behaviour guidelines)

Serious and/or repeated misbehaviours will require a meeting with the Year Level Coordinator and/or a Deputy Principal and may result in a temporary withdrawal from class and a review of student enrolment.

## 4. ATTENDANCE POLICY AND PROCEDURE

At St Aloysius College, we will endeavour to be collaborative in our efforts to monitor, communicate and support students to attend school and engage in our community. To this effect, we expect full-time attendance from our students and will monitor and support students who are repeatedly late or absent from school.

### 4.1 School Hours

**Secondary Students:**

- All students must be in their Home Class room ready to start at 8:45am each morning.
- Students are dismissed at 2:35pm on Mondays and at 3:20pm each Tuesday to Friday.

**Primary Students:**

- All students must be in their Home Class room ready to start at 8:50am each morning.
- Students are dismissed at 2:30pm on Mondays and at 3:15pm each Tuesday to Friday.

### 4.2 Student Absence

Parents/Caregivers are asked to **SMS 0438 433 333** or email **absentees@sac.sa.edu.au** before 9:00am on the first day of absence so that teachers can be notified of the possible length of absence.

Parents/Caregivers will be contacted if a student fails to arrive at school without notice of absence.

Parents/Caregivers are requested to write a note in their daughter's student diary explaining the reason for absence, which must be shown to the Home Class teacher when the student returns to school.

Parents/Caregivers should also write a note regarding any appointments for their daughter in the student diary. These notes are to be shown to the Home Class teacher who will sign the note. If a student has a note to leave school during the day, the student is to show the note, signed by the Home Class teacher, to a receptionist in the SAC Office when they sign the sheet to record their departure time.

### 4.3 Process for Exemptions

If a parent/caregiver wishes to take their child out of school temporarily or permanently, they must apply for an exemption from school attendance. Applications for an exemption must be submitted in writing to the Principal of St Aloysius College and should be accompanied by supporting documentation (eg - medical, psychological reasons). Students must attend school regularly until the exemption has been approved. Common reasons for exemption include family travel or holidays, medical or other health reasons.

#### **4.4 Late Arrivals**

Students who arrive after 8:45am must sign in at the SAC Office. If students are late, they must have a note in their student diary and must show this to their Home Class teacher the following day.

Students who are repeatedly late without a valid reason will be required to meet with the Year Level Coordinator who will contact parents/caregivers to seek resolution and arrange a meeting, if necessary.

#### **4.5 Truancy**

Students who miss lessons without a reason or leave the school property during the school day without permission from the school are deemed to have truanted. The Year Level Coordinator will contact a parent/caregiver of the student to discuss this concern. If truancy is repeated, a meeting with a Deputy Principal will be required.

## **5. ANTI-HARASSMENT POLICY AND PROCEDURE**

St Aloysius College is committed to providing a safe environment where students can learn, free from bullying or harassment of any kind.

Bullying and harassment are interchangeable terms for the purpose of this policy. Harassment/Bullying can be:

- physical
- verbal
- emotional
- sexual
- racial
- cyber (internet, email, SMS, social media)

### **5.1 Definition of Harassment**

Harassment is any type of conduct or behaviour towards another person which is offensive, humiliating, demeaning, derogatory or intimidating.

It may also be considered harassment when someone continues to treat an individual in such a way as to cause the person to feel embarrassed, uncomfortable, upset or unsafe after requests to stop.

### **5.2 Definition of Bullying**

It is generally agreed that three core elements exist in any bullying behaviour. These include:

- 5.2.1 a deliberate intent to harm
- 5.2.2 a power imbalance between the perpetrator and the victim
- 5.2.3 repeated behaviour over time

Within this, bullying can take many forms, including physical harassment and/or violence, property damage, direct or indirect verbal insults involving socially and emotionally hurtful rumour, innuendo, gesture, exclusion from friendship networks and other forms of negative social interaction (eg - threats).

### **5.3 What Can You Do If You Feel You Are Being Harassed/Bullied?**

Any student has the right to seek assistance as soon she feels threatened.

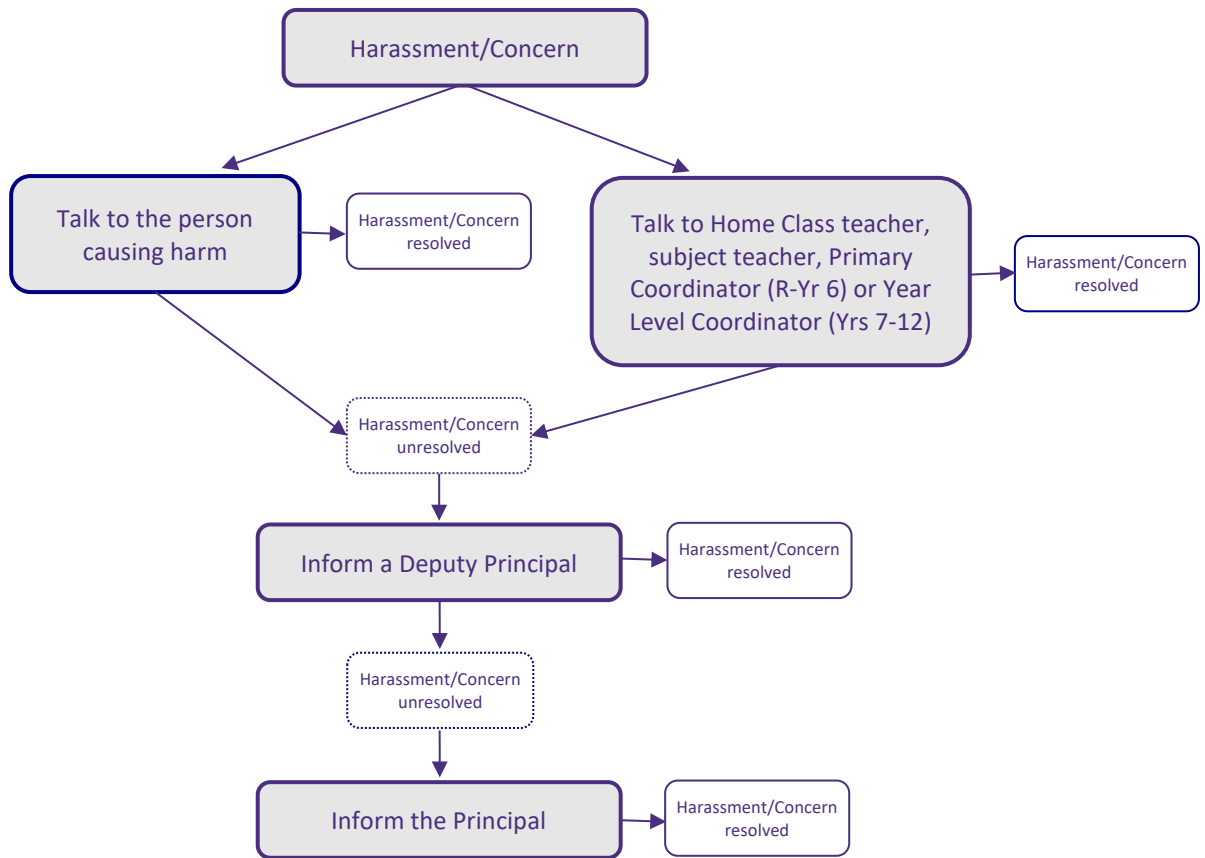
In the first instance, the student should (if she feels comfortable doing so) make it known to the perpetrator that the comments, attention, contact or behaviour is unwelcome and offensive. The student should tell the perpetrator that she does not like it and that she wants it to stop.

If the harassment or bullying continues and the student is unwilling or unable to handle the matter, she should inform a person of trust (eg - Home Class teacher, subject teacher, Year Level Coordinator, a school counsellor, a Deputy Principal or Principal). This person of trust will listen to the student and take her concerns seriously. They will offer the student support and work with her until the harassment has stopped and the student feels safe.

Parents/Caregivers are encouraged to support their daughter to follow up concerns with the appropriate SAC staff.

#### 5.4 Harassment/Bullying and Concerns Flowchart

If a student has any concerns, then it is important that she talks to someone who can help her. The flowchart is a guide for students to follow if they need help.



## 6. GRIEVANCE PROCEDURE

St Aloysius College supports the right of any member of the school community who believes our school policies are not being supported or enforced appropriately to have their grievance addressed.

The usual procedure to be followed in addressing a grievance is, in the first instance, to approach the person with whom you have the grievance. However, if you feel you are unable to do this, you are encouraged to make contact with members of the College staff who are most closely connected with your daughter and/or with the specific grievance. In most instances, this will be one or more of the following people:

- Your daughter's Home Class teacher
- Your daughter's subject teacher
- The Primary Coordinator (Reception-Year 6) / Year Level Coordinator (Years 7-12)
- A Deputy Principal
- The Principal

If there is any uncertainty about the most appropriate person to address a concern or grievance, you are encouraged to contact the College on its direct line. SAC Office staff will refer you to the appropriate person.

If you are a parent/caregiver and you have a concern or grievance against the College and it remains unresolved, or if you are dissatisfied with the outcomes, the complainant has the right to seek other avenues of appeal through authorities such as the Catholic Education Office Adelaide or Mercy Education Ltd ([www.mercy.edu.au](http://www.mercy.edu.au)).

Neither the Minister for Education nor the Department of Education has any power to intervene in any complaints relating to the operations of a non-government school.

## 7. COUNSELLORS AT ST ALOYSIUS COLLEGE

St Aloysius College has a team of school counsellors able to assist students with personal concerns relating to social and emotional well-being.

Primary students should talk with their teacher or approach a counsellor who will assist them to make an appointment in consultation with the parent/caregiver.

Secondary students can request an appointment by emailing [counsellors@sac.sa.edu.au](mailto:counsellors@sac.sa.edu.au) or speaking with a trusted teacher. Parents/Caregivers are welcome to contact school counsellors for general advice or referrals by phoning the SAC Office.

A member of the counselling team will respond as soon as they can, but this may not be immediate due to weekends, illness of staff or school holidays.

Remember, if help is urgently needed outside of school hours, please call the police on 000. For any other emergency or safety concern, students are advised to speak with their parents/caregivers or another trusted adult.

For advice and support you can contact Kids Helpline ([www.kidshelp.com.au](http://www.kidshelp.com.au)) or 1800 551 800 is a free, private and confidential telephone and online counselling service specifically for young people aged between 5-25 in Australia.

## 8. DUTY OF CARE POLICY

It is a duty of care owed to students for us to take reasonable care to minimise and/or avoid harm being suffered.

What constitutes reasonable care will vary according to the circumstances. The following factors, however, 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 difficulties or disability
- 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 College community) must take reasonable care to avoid causing injury to other students.

### 8.1 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/caregiver 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:

- Students will be supervised within the College grounds from 8.20am each school day.
- Students are not permitted to leave the College grounds during the day without written permission from their Home Class Teacher or Year Level Coordinator.
- Students are supervised at recess and lunchtime.
- For safety, 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.
- When dismissed at the end of the school day, students are expected to leave the College grounds immediately and proceed directly home. Students staying for activities organised by the College, such as sport, music or drama practice, will be supervised.
- Reception-Year 6 students who are still within the College grounds or surrounds and unaccompanied when teachers finish afternoon yard duty (2.45pm Mondays and 3.35pm Tuesdays-Fridays) will be taken to the Out of School Hours Care (OSHC) service. Normal OSHC charges will apply. These areas include,

but are not limited to, the footpaths around the College, the school library, school courtyards, the playground and SAC foyer.

- Years 7-12 students who have not been collected when teachers finish afternoon yard duty have permission to work in the library within its normal opening hours.

Students are required to arrive promptly to school and be present for home class morning admin at 8:45am.

St Aloysius College assumes a duty of care for all students from the time they arrive on campus each day. Once on campus, students are not permitted to leave unless attending a supervised activity or excursion.

When a student is absent from school, parents/caregivers are requested to contact the College by 9:00am on that day to advise the likely length of absence. Parents/Caregivers will be contacted if the College has not been advised.

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

## 8.2 Safety in the School Grounds

- **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 taken to a student area or carried through the school yard must have a fitted lid. This rule is not only for the protection of the student carrying the hot liquid but also others.

- **Bicycles**

Bicycles are not permitted to be ridden within College grounds. Riders must disembark their bicycle and walk it once inside College grounds.

## 9. 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 wellbeing 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, both at school and outside school hours, and includes 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, telephone and message systems, including 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 within the College or with the College's functions. However, any use of the internet or email for personal purposes is subject to the same terms and conditions as 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 telephone device should never be used to:

- abuse, vilify, defame, harass, degrade or discriminate (by virtue of gender, race, disability, religion, national origin or other)
- send, receive or store obscene, offensive or pornographic material



- discuss or comment on the physical appearance of another person (whether this person receives the message or not)
- harass any person whether through language, frequency or size of messages
- injure the reputation of the College and/or in a manner that may cause embarrassment to the College
- offend the ethos and values of Catholic teachings
- spam, mass mail or to send or deliberately receive chain mail
- infringe the copyright or other intellectual property rights of another person
- perform any other unlawful or inappropriate act
- upload any videos or photographs of any student or staff where they can be identified as a member of St Aloysius College by their uniform or other means.

Any inappropriate material received by email should be deleted immediately and must not be 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 to, 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 communication 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 College to take reasonable steps to protect the personal information 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.
- Students must only use approved devices (eg - USB drive) on the College 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 College network and its content must be in keeping with this policy.
- Possession and/or use of hacking tools is expressly forbidden.
- The conduct of chat sessions on any form of chat-line is expressly forbidden at school or at a school activity, except with permission from the teacher during class time.
- Students must not divulge their address, phone number or any other personal information through emails or any other internet-related communication.

### **9.1 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/caregivers 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 wellbeing 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 mobile phone during a lesson is only valid while that teacher is supervising the student.

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

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

Reception-Year 6 students are not permitted to use mobile phones, laptops or other communication devices at recess or lunchtime.

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 mobile phones to other students.

St Aloysius College does not take responsibility for the theft and/or damage of student mobile phones and 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/Caregivers 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, iPods and similar devices.

## **9.2 Phone Calls Between Students and Parents/Caregivers**

The mobile phone is not a means of bypassing school procedures. As a general rule, staff will not speak with parents/caregivers 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/caregiver needs to phone the SAC Office.

Students are not encouraged to phone their parents/caregivers during the day. Students need to work out friendship and relationship 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/caregivers 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.

## **9.3 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 their ears when talking with someone, even if the headphones have a pass-through feature.

## **9.4 Cameras**

A camera (still or video), whether a stand-alone camera or a camera incorporated in a mobile phone or any other device, must not be used:

- in private areas such as change 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 College
- when 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 mobile phone or to lock it in their locker.

Parents/Caregivers need to be aware of the following with 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 mobile 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/caregivers 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/caregivers do not permit their children to have a mobile phone, laptop or tablet in their

bedroom. Text messages, phone calls and social networking communication can be highly disruptive to sleep and children cannot be easily monitored for disturbing or upsetting reactions to communications they may receive.

## **10. DEADLINES AND PLAGIARISM POLICY**

### **10.1 Deadlines**

Students are responsible for completing and submitting their work on or before the due dates. In situations where deadlines are unable to be met, a request for an extension should be made in the student diary or via email to the teacher before the due date. Examples of situations where an extension may be required include:

- illness
- compassionate grounds
- circumstances beyond the student's control
- family events.

If a student is absent on the day of a test or examination, the teacher should be notified. When possible, the teacher will negotiate an alternative date for the test or examination.

If students repeatedly miss deadlines, parents/caregivers will be notified and the subject teacher, Year Level Coordinator and/or Deputy Principal will address the issue with the student.

### **10.2 Plagiarism**

Plagiarism is a serious matter. Examples of plagiarism include:

- work which has been copied, without acknowledgment, from another person's work or source
- quoting large sections of work from sources with little interpretation or comment
- closely paraphrasing sentences or paragraphs from sources without appropriate acknowledgment
- the teacher has not seen development of the student's work and cannot verify that the work submitted is the student's own.

Parents/Caregivers will be informed if students plagiarise work and the subject teacher, Year Level Coordinator and/or Deputy Principal will address the issue with the student.

## **11. POLICY ON USE OF PROHIBITED SUBSTANCES (DRUG POLICY)**

St Aloysius College does not allow students while within the College grounds or on College property, on school excursions, during 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 need to meet with a Deputy Principal and/or the Principal. Following this conversation, she will face suspension and may have her enrolment terminated.

The following points should be noted:

- A thorough investigation will be undertaken by a Deputy Principal and/or the Principal.
- Parents/Caregivers will be asked to attend an interview to discuss the situation with the Principal and/or the Deputy Principal.
- The College will contact police in instances relating to possession, use or supply of illegal drugs.

## 12. STUDENTS AND DRIVING POLICY

Students are discouraged from driving a motor vehicle to school or any school event. There is no on-site car parking available for students, however the College is very well served by public transport.

When a student has permission from a parent/caregiver to drive to school or a school event, the student must not transport any other person in the vehicle other than her parents/caregivers or siblings.

Students must not use the vehicle during the school day unless the Principal or a Deputy Principal and the student's parent/caregiver has given permission.

## 13. HEALTH CARE AND MEDICATION POLICY AND PROCEDURE

All members of the school community have a responsibility to ensure the health and wellbeing of all students.

St Aloysius College has an enrolled nurse who works from 8.45am to 3.15pm 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 at the College hold a current First Aid Certificate.

The College maintains confidential health information on students who have identified medical conditions, including their individual photos and the details of their condition and the response required in an emergency. In the interests of student wellbeing, all staff have access to this information. Special arrangements may be required for these students while on excursions or camps.

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

Parents/Caregivers have a responsibility to provide medical certificates to the College when their daughters are unwell for more than two consecutive days.

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

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/exclusion+from+childcare+preschool+school+and+work>

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.

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

### 13.1 First Aid Room

Students must have a note from their Home Class teacher or subject teacher in their student diary (which shows the date, time and is signed) before going to the First Aid Room. Except in cases of emergency, students must present this note in order to receive medical treatment. A student who is bleeding or has an open wound cannot attend class and must go immediately to the First Aid Room for treatment. The College does not dispense paracetamol to students.

### 13.2 Asthma Aware School

College staff undertake appropriate training in first aid, including asthma management. 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 may also trigger smoke detectors.

### 13.3 Allergy Aware School

Some students within the College have allergies to particular food. Classes are asked to refrain from bringing a particular food to school for the safety of some students. The College requests that nuts and nut products are not brought to school by any student.

### 13.4 Birthdays and Food

While birthdays are important occasions, due to the large number of students with food allergies and intolerances, please do not bring a birthday cake or other food to school to share with others. This policy is consistent with the policy at many childcare centres and the Chancery Lane Montessori Pre-school.

## 14. UNIFORM

### 14.1 Summer Uniform (Terms 1 and 4)

- Check dress (regulation style, mid-knee in length) incorporating the embroidered College logo - *available only at the SAC Uniform Shop*
- Check short sleeve shirt and brown SAC shorts (optional) – *available only at the SAC Uniform Shop*
- Summer school hat
- **Either**  
Long white regulation school socks with mauve and purple trim with brown flat, regulation lace-up shoes (no high heels) or brown T-bar shoes  
*(By law, students are required to wear covered shoes in laboratories)*  
**or**  
Roman sandals with no socks
- On cold days in Terms 1 and 4 students may wear their SAC blazer and/or the SAC jumper or vest over the top of the dress

### 14.2 Winter Uniform (Terms 2 and 3)

- Chocolate brown SAC blazer with mauve and purple trim with school monogram (compulsory)
- Chocolate brown SAC jumper and/or vest
- Chocolate brown, mauve and purple pinstripe tunic, mid-knee in length
- Chocolate brown trousers (optional)
- Purple and white striped shirt (regulation style)
- Chocolate brown tights or long chocolate brown regulation school socks with purple and mauve trim with brown flat, regulation lace-up shoes or brown T-bar shoes
- On very cold days in Terms 2 and 3 a regulation SAC scarf and brown gloves may be worn – *available from the SAC Uniform Shop*

### 14.3 Physical Education Uniform

*Available only at the SAC Uniform Shop (except sports shoes)*

Students are required to wear the following uniform:

- Embroidered SAC polo top
- Black sport shorts with gold and purple piping and SAC logo
- Black tracksuit pants with gold and purple piping and SAC logo
- SAC purple rugby top
- SAC PE jacket (optional)
- White socks with purple and gold trim
- Sports shoes
- SAC black bucket hat for Reception to Year 10 students (compulsory Terms 1 & 4)
- SAC purple baseball-style cap for Years 5 to 12 (optional)

### Swimming Requirements

- One-piece bathers
- Goggles

### 14.4 PE Uniform on PE Days

Students are permitted to wear their PE uniform to and from school on the days they have Physical Education lessons, school sport and training days provided the full and correct PE uniform is worn.

### 14.5 School Bag

All students must have the regulation St Aloysius College brown backpack.

### 14.6 House Colours

All students are assigned to one of four Houses. The Houses and their colours are:

- St Anne – *purple*
- St Clare – *white*
- St Margaret – *yellow*
- St Teresa – *green*

### 14.7 Wet Weather Days

- SAC umbrellas are available for purchase from the SAC Uniform Shop.
- The SAC Uniform Shop sells SAC spray jackets. This may be worn at any time, including to and from school, with the PE uniform. The SAC spray jacket may also be worn with the summer or winter uniform to and from school if it is raining at the time or about to rain, but taken off at other times.
- A plain, single coloured raincoat, parka or spray jacket may be worn to or from school whilst it is raining or about to rain, but then taken off once the student is within the school grounds.
- Students attending OSHC may wear the SAC spray jacket or a plain, single-coloured raincoat, parka or non-SAC spray jacket.
- Any umbrella, raincoat, parka or non-SAC spray jacket must be free of offensive text or design, as deemed by the College.

### 14.8 Additional Uniform Policy Notes

- Make-up and nail polish are not permitted.
- Jewellery: Sleepers or studs may be worn, however students are only permitted to wear **one earring in each ear**. No other types of earrings are permitted. The only other approved jewellery items are a watch, one plain ring, a medical bracelet, one religious bracelet or religious necklace.
- Nose rings and other body piercings are not permitted.
- Shoes are to be polished.
- The SAC blazer is a **compulsory** item and must be worn to and from school in Terms 2 and 3.
- Hair is to be well-groomed. SAC ribbons (available from the SAC Uniform Shop), clips, hair slides, a head band or a scrunchy must be used to tie back hair if it is below collar length – permitted colours are brown, beige, yellow, white, black, purple, silver or gold. Extremes in hairstyles or colouring, as determined by the College, are not permitted.
- Head scarves worn for religious reasons can be purchased from the SAC Uniform Shop in grey or brown.
- An old shirt or overalls are useful for Art lessons. Art smocks are also available from the SAC Uniform Shop.

## 15. UNIFORM ENFORCEMENT POLICY

Students must familiarise themselves with the Uniform Policy of St Aloysius College.

A student who infringes the Uniform Policy will be spoken to by her home class teacher. If a student continues to breach the Uniform Policy, her parents/caregivers will be contacted and a meeting may need to be held between parents/caregivers and the Year Level Coordinator, Deputy Principal or Principal.

## 16. LOCKERS AND LOCKS

Students who are provided with a locker must use it to store their personal possessions. Food or drink must not be stored overnight in lockers. Students must keep their locker locked when not accessing it. Only a combination lock purchased from St Aloysius College is to be used on the locker.

## 17. SPORT INCLEMENT WEATHER POLICY AND PROCEDURE

St Aloysius College affirms its commitment to child safety and duty of care to students, staff and other community members. We encourage SunSmart behaviours so hats and sunscreen should be worn for outdoor activities in Terms 1 and 4.

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

### 17.1 Hot Weather Policy

#### **Primary Students**

When the predicted maximum temperature is **35 degrees and above**:

- all training is cancelled, whether held outdoors or in the St Aloysius College gym
- all sport is cancelled except indoor swimming and indoor pool activities (eg - water polo).

#### **Secondary Students**

When the predicted maximum temperature is **38 degrees and above**:

- all training is cancelled, whether held outdoors or in the St Aloysius College gym
- all sport is cancelled except indoor swimming and indoor pool activities (eg - water polo).

It is important that students, staff, parents/caregivers, coaches and managers are conscious of the health of players and that adequate fluid intake occurs for players before and during training and matches.

### 17.2 Wet Weather, Storms and Other Inclement Weather

Whenever weather conditions pose a risk of players being unsafe, staff and coaches will halt training or matches.

### 17.3 Primary – Procedure When Sport or Training is Cancelled

- Sport and training, except indoor swimming and indoor pool activities, are automatically cancelled if the forecast maximum temperature is 35 degrees and above.
- If training or matches are cancelled due to other reasons, including inclement weather, students will be sent an email to their SAC email address. The Primary Sports Coordinator will also endeavour to notify all Primary students via a message to the home classes. Students will be asked to contact their parent/caregiver to advise of the cancellation and may go to the PE Office to make their phone call.
- Participants should not assume that training or matches are cancelled (eg - due to rain) without being notified, unless automatically cancelled under the hot weather policy.

### 17.4 Secondary – Procedure When Sport or Training is Cancelled

- Weekday and Saturday sport, except indoor swimming and indoor pool activities, is automatically cancelled if the Friday 8.00am forecast maximum temperature for Saturday is 38 degrees or above.
- If training or matches are cancelled due to other reasons, including inclement weather, students will be sent an email to their SAC email address. The Secondary Sports Coordinator will also endeavour to notify parents/caregivers via SMS.
- Participants should not assume that training or matches are cancelled (eg - due to rain) without being notified, unless automatically cancelled under the hot weather policy.

## 18. EXTREME WEATHER POLICY AND PROCEDURE

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

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

All classrooms are air-conditioned so students are not dismissed early on hot days. Students are always permitted to have bottled water with them, including in classrooms.

As an inner-city school, the threat of bushfire is extremely unlikely. If a student's home is under threat from a bushfire while 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 will be made available at recess and lunchtime for students' safety and wellbeing. Some areas of the yard may be closed for use at recess and lunchtime.

## 19. SUN PROTECTION POLICY AND PROCEDURE

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 and above 3 (3-5 is the moderate range), which is when the UV 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 1 August to 30 April and whenever UVR levels reach 3 and above at other times.

The aims of our Sun Protection Policy and Procedure are to promote among students, staff and parents/caregivers:

- positive attitudes toward 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.

The following precautions should be adopted when outdoors:

- Take particular care if in direct sunlight from 1 August 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 to protect your face and skin.
- Wear SPF 30+ broad spectrum, water resistant sunscreen on all parts of the body exposed to the sun.
- Wear a rash vest or t-shirt when swimming in an outdoor pool that does not have shade.
- Utilise one of the many shaded or covered areas of the College whenever possible.

### Implementation

Students are encouraged to bring their own supplies of SPF 30+ (or higher) broad spectrum, water resistant sunscreen to school. 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 (eg - sports days, excursions, camps) or more frequently if involved in water activities or involved in intensive activities involving increased perspiration.



All Primary students are required to wear the school summer hat or PE hat at recess and lunchtime each day during 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.

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

In Terms 1 and 4 all Reception to Year 12 students are required to wear a hat during Physical Education lessons conducted outdoors and any other subject where the lesson is conducted outdoors.

Students using the SAC swimming pool must apply sunscreen.

For further information, please access the Cancer Council link: [www.cancer.org.au](http://www.cancer.org.au)

## **20. ANIMALS ON COLLEGE PREMISES POLICY**

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

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 and/or 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; whether the animal would unreasonably interfere with the day-to-day operation of the College or whether it contravenes any statutory provision.

Accredited assistance animals (eg - accredited guide dogs or hearing dogs) 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/caregiver intends to bring an accredited assistance animal onto College grounds, prior written approval is required from the Principal or a Deputy Principal.

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. Additionally, dogs must be controlled by a person at least 16 years of age and who is capable of restraining the dog. The animal must have a temperament suited to being around children and crowds. Difficult, fearful, timid or dominant dogs should not be brought onto the College grounds.

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 waste from College grounds for disposal
- keeping dogs and animals out of play areas
- keeping dogs and animals from licking or other means of transferring infection.

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

# Mercy Education Policy

# Privacy

## INTRODUCTION

Mercy Education Limited (Mercy Education) requires privacy principles to respect the rights of all those with whom it interacts and promote justice in its dealings with them. Mercy Education is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1998. In relation to health records Mercy Education is also bound by legislation under the Health Records Act 2001 (Vic) relevant only to those schools operating in the State of Victoria.

## PURPOSE

To provide guidance on how Mercy Education and its schools manage personal information provided by or collected from its school communities and other individuals.

## DEFINITIONS

- **Parent** includes all other forms of legal guardianship.
- **Mercy Education** refers to Mercy Education Limited – an Australian company limited by guarantee which operates thirteen schools across Australia.

## POLICY COVERAGE

This Privacy Policy applies to schools governed by Mercy Education and describes how Mercy Education, through its Board of Directors, Principals and Staff manage personal information provided to, or collected by each school.

Mercy Education Limited is a legal entity under the Commonwealth Corporations Act (2001) and bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988. Mercy Education is also bound by the Health Records Act 2001 (Vic) and the Health Privacy Principles in that Act. Mercy Education is responsible for the governance of thirteen Mercy ministry schools, namely:

- Mercedes College, Perth WA
- Academy of Mary Immaculate, Fitzroy VIC
- Sacred Heart College, Geelong VIC
- Emmanuel College, Warrnambool VIC
- Catherine McAuley College, Bendigo VIC
- St Aloysius College, Adelaide SA
- St Aloysius College, North Melbourne VIC
- Sacred Heart College, Kyneton VIC
- Mount Lilydale Mercy College, Lilydale VIC
- St Joseph's College, Mildura VIC
- Our Lady of Mercy College, Heidelberg VIC
- St Brigid's College, Lesmurdie WA
- Santa Maria College, Attadale WA

## POLICY STATEMENT

1. Mercy Education may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.

### 2. **What Kinds of Personal Information Does a School Collect and How Does a School Collect It?**

Schools collect and hold personal information, including health and other sensitive information, about:

- students before, during and after the course of a student's enrolment at the school including:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
  - medical and welfare information (eg - details of disability and/or allergies and details of any assistance the student receives in relation to those disabilities, medical reports, cognitive assessments, details of medical professionals)
  - conduct or complaint records, other behaviour notes or observations, school attendance and school reports
  - information about referrals to government welfare agencies
  - parents' education, occupation and language background
  - medical information (eg - details of disability and/or allergies and details of any assistance the student receives in relation to those disabilities, medical reports, names of doctors)
  - information obtained during counselling sessions
  - Private health fund and Medicare details
  - any court orders
  - photos and videos of school events.
- parents of students, including:
  - name, address and contact details
  - education, occupation and language background
  - Private health fund and Medicare details
  - any court orders
  - volunteer information (including Working With Children Check).
- job applicants, staff members, volunteers and contractors, including:
  - name, contact details (including next of kin), date of birth and religion
  - information requested from job applicants
  - information provided by a former employer or referee
  - professional development history
  - salary and payment information, including superannuation details
  - medical information (eg - details of disability and/or allergies and medical certificates)
  - complaint records and investigation reports
  - employee records
  - photos and videos at school events
  - workplace surveillance information
  - all emails, (both work and private) (when using work email address) and internet browsing history.
- other people who come into contact with the school, including name and contact details and other information necessary for the particular contact with the school.

#### ***Exception in Relation to Employee Records***

Under the Commonwealth Privacy Act 1998, the Australian Privacy Principles (APPS) do not apply to an employee record. As a result, this Privacy Policy does not apply to Mercy Education's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the school and employee.

Mercy Education handles all staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic).

## ***How Will the School Collect and Hold Personal Information?***

### ***Personal Information You Provide***

A school will generally, but not exclusively, collect personal information held about an individual by way of:

- forms completed by parents or students
- meetings and interviews
- emails and telephone calls
- through the school's online portal, SEQTA.

On occasions people other than parents and students (such as job applicants and contractors) provide personal information to the school.

### ***Personal Information Provided by Other People***

In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information a school may collect from another school may include:

- academic records and/or achievement levels
- information that may be relevant to assist the new school to meet the needs of the student which may include adjustments.

### ***Anonymity***

The school needs to be able to identify individuals with whom it interacts and to collect identifiable information to facilitate the delivery of schooling to its students, and its educational and support services, conduct and complete any employment process and fulfil other obligations and processes. However, in some limited circumstances, some activities, and interactions with the school may be done anonymously. For example, this may include making an inquiry, complaint or providing feedback.

### ***Holding Your Personal Information***

The school's approach to holding personal information is to ensure that it is stored securely, and that access is provided only to persons who need such information. Depending on the nature of the personal information, it may be stored in lockable rooms or cabinets (in the case of paper records), or on digital devices with appropriate password protection.

## **3. How Will a School Use the Personal Information You Provide?**

A school will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

### ***Students and Parents***

In relation to personal information of students and parents, a school's primary purpose of collection is to enable the school to provide schooling to students enrolled at the school (including educational and support services for the student), exercise its duty of care and perform necessary associated administrative activities which will enable students to take part in the activities offered at school. This includes satisfying the needs of parents, the student, Mercy Education and the school throughout the period the student is enrolled at the school.

In particular, the purposes for which Mercy Education and/or a school uses personal information of students and parents include:

- to keep parents informed about matters related to their child's education, through correspondence, newsletters and magazines
- day-to-day administration of a school
- caring for students' educational, social, spiritual and medical wellbeing
- fundraising and marketing by the school
- to satisfy a school's legal obligations to discharge its duty of care
- to satisfy the legal obligations of Mercy Education, relevant diocesan authorities, Catholic Education Commissions and Catholic Education Offices.

Where a school requests personal information about a student or parent that is not provided, the school may not be able to enrol or continue to enrol the student or permit the student to take part in particular activities.

### ***Job Applicants and Contractors***

A school's primary purpose of collection of personal information for job applicants and contractors is to assess and (if successful) to engage the applicant or contractor, as the case may be.

The purpose for which a school may use the personal information of job applicants and contractors includes:

- administering the employment process or contract, as applicable
- for the purpose of insurance
- fundraising or marketing of the school
- satisfying all legal obligations of the school and Mercy Education (eg - child protection).

### ***Volunteers***

A school also obtains personal information from volunteers who assist the school in its functions or associated activities, such as College Council members, committee representatives, alumni associations, etc.

The purpose for which a school may use the personal information of volunteers includes:

- to manage the engagement and induction of volunteers
- for the purpose of insurance
- to satisfy the school's legal obligations (eg - child protection)
- to confirm their suitability and to manage their visits.

### ***Counsellors***

The school may contract with external providers to provide counselling/psychology services for students. The Principal may require the Counsellor/Psychologist to share relevant information believed necessary for the school to know to ensure the well-being or development of the student who is being counselled or to other students at the school.

### ***Parish***

The school will not disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising, without consent.

### ***Marketing and Fundraising***

Schools treat marketing, fundraising and donations as an essential element of the future growth and development of a school. Personal information may be disclosed to an organisation that assists in the fundraising or marketing activities - for example, the school's Foundation or Alumni organisation or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. Social media, websites, newsletters and magazines may include personal information and images and used for marketing purposes.

### ***Exception in Relation to Related Schools***

The Privacy Act 1988 allows each school, being legally related to other schools governed by Mercy Education, to share personal (but not sensitive) information with those schools. Those schools may only use this personal information for the purpose for which it was originally collected by Mercy Education.

## **4. To Whom Might a School Disclose Personal Information?**

A school may disclose personal information, including sensitive information, held about an individual for educational, administrative and support service purposes. This may include:

- school service providers offering educational, support and health services to a school, either on or off campus
- persons providing educational support such as sports coaches, volunteers, counsellors and providers of learning and assessment tools
- third party service providers that provide educational support services, document and data management services, training and support services, hosting services, and software-as-a-service applications to schools and school systems. For example - Integrated Catholic Online Network (ICON - VIC), AOS (WA) and Google's G Suite
- authorised agencies and organisations to enable the school to discharge its responsibilities, for example, under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC), government audits etc

- authorised organisations and persons who support the school by providing consultative services or undertaking assessments for the purpose of educational programs or providers of health services such as counsellors, psychologists, school nurse services, dental van etc. Specific consent is obtained to collect and disclose this type of sensitive and health information as part of a service request which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
- other third parties which a school may use to support or enhance the educational or pastoral care services for its students or to facilitate communication with parents
- support the training of selected staff in the use of the school database such as ICON/ROSAE
- another school to facilitate the transfer of a student
- State and Federal government departments and/or agencies
- health service providers
- recipients of school publications, such as newsletters and magazines
- subscribers to school social media platforms
- students or parents and their emergency contacts
- assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- anyone to whom you authorise the school to disclose information
- those we are legally authorised to disclose the information to including, but not limited to child protection agencies and other relevant bodies.

***Nationally Consistent Collection of Data (NCCD) on School Students with Disability***

The school is required by the Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to the Catholic Education Offices and the CECs, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify a student.

***Sending and Storing Information Overseas:***

A school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or a student overseas tour. However, a school will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual  
or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

A school may from time to time use the services of third party online service providers (including for the delivery of services and third party online applications, or Apps relating to email, instant messaging and education and assessment, such as Office 365, Google's G Suite, including Gmail which may be accessible by you. Some personal information, including sensitive information, may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside of Australia.

School personnel and a school's service providers, Catholic Education Commissions and their service providers, may have the ability to access, monitor, use or disclose emails, communications (eg - instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

Mercy Education schools make reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third party services and will endeavour to ensure the cloud are located in countries with similar protections as specified in the APPs.

The countries in which the servers of cloud service providers and other third party service providers are located may include USA, UK, Singapore and Australia.

In Victoria, where personal and sensitive information is retained by a cloud service provider on behalf of CECV to facilitate HR and staff administrative support, this information may be stored on servers located in or outside Australia. Otherwise, it is not practicable to specify in this Policy the countries in which overseas recipients of personal information are likely to be located.

## **5. How Does a School Treat Sensitive Information?**

'Sensitive information' includes information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practice or criminal record. Sensitive information forms part of the personal information, health information and biometric information about an individual.

Sensitive information will only be used and disclosed for the purpose for which it was provided or as allowed by law unless you agree otherwise.

## **6. Management and Security of Personal Information**

Mercy Education and school staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals connected to the school community.

Each school has nominated procedures in place to protect the personal information the school collects from misuse, interference and loss, unauthorised access, modification or disclosure. Various methods including lockable storage of paper records and password protected access to digital records. This includes responding to any breach affecting the security of the personal information held. If an individual school or Mercy Education assess that such a breach is likely to cause serious harm, the Office of the Australian Information Commissioner (OAIC) and the affected individuals will be notified of the breach.

## **7. Access and Correction of Personal Information**

Under the Privacy Act 1988 (Cth), Health Records Act 2002 (Vic), and the Health Services Act 2016 (WA), an individual has the right to access the personal information which a school or Mercy Education holds. The individual has the right to advise Mercy Education or the school of any perceived inaccuracy. Students will be able to access and update their personal information through their parents, but older students may seek access and correct the information held directly.

There are some exceptions to the rights of access as contained in the applicable legislation. To make a request to access or update any personal information Mercy Education or a school holds about you or your child, in the first instance, please contact the school's Principal by telephone or in writing.

The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the estimated cost in advance. If Mercy Education or the school cannot provide you with access to the information requested, written advice with reasons for refusal will be provided.

## **8. Consent and Rights of Access to the Personal Information of Students**

Mercy Education respects every parent's right to make decisions concerning their child's education.

Generally, a school will refer all requests for consent and notices in relation to the personal information of a student, to the parents. A school will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student.

Individuals may seek access to personal information held by Mercy Education or the school concerned about them or their child by contacting the school Principal. However, there may be occasions when access is denied. Such occasions may include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

A school may, at its discretion, on the request of a student, grant access to information held by the school about the student or allow a student to give or withhold consent to the use of their personal information, independent of their parents. Consideration will be given to the maturity of the student and their personal circumstances.

## **9. Enquiries and Complaints**

If you would like further information about the management of personal information by Mercy Education or its schools or wish to lodge a complaint regarding the treatment or security of your personal information, please contact the school's Principal in the first instance.

The school will investigate your complaint and will notify you of the making of a decision in relation to your complaint as soon as practicable after it has been made.

*St Aloysius College Principal's contact details:*

Ms Paddy McEvoy  
St Aloysius College  
53 Wakefield Street  
Adelaide SA 5000  
Telephone: (08) 82173200  
Email: principal@sac.sa.edu.au

Mercy Education or the school will acknowledge and investigate any complaint and will notify you of the outcome as soon as is practicable. If you are not satisfied with the outcome, you may refer your complaint to the Office of the Australian Information Commissioner (OAIC).

*OAIC contact details:*

GPO Box 5218  
Sydney NSW 2001  
Telephone: 1300 363 992  
www.oaic.gov.au

Further information about the way Mercy Education manages the personal information it holds, please contact:

Mercy Education Limited  
720 Heidelberg Road  
Alphington VIC 3078  
Telephone: (03) 9490 6600  
Facsimile: (03) 9499 3897  
Correspondence: PO Box 5067, Alphington VIC 3078  
Email: contact@mercy.edu.au

***Related Documents/Links***

Catholic Education Commission of Victoria

- Privacy Compliance Manual Updated November 2017 via CEVN portal  
<http://cevn.cecv.catholic.edu.au/FinLegal/legal/privacyact.htm>

Catholic Education South Australia (CESA)

<http://www.cesa.catholic.edu.au/>

Catholic Education Western Australia (CEWA)

- Catholic Education Western Australia Privacy Policy and Privacy Manual  
<http://internet.ceo.wa.edu.au/AboutUs/Governance/Policies/Pages/Community.aspx>  
<http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Documents/Privacy%20Compliance%20Manual.pdf>

Legislation, Statutory and Regulatory compliances

- Privacy Act 1988 (Cth)  
<https://www.legislation.gov.au/Series/C2004A03712>
- Australian Privacy Principles  
<https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>

Mercy Education Limited (MEL)

- Mercy Education templates for schools:
  - Standard Collection Notice
  - Alumni Collection Notice
  - Employment Collection Notice
  - Contractor/Volunteer Collection Notice
- 1.06 Policy: Complaints
- 6.09 Policy: Child Protection

*Mercy Education Policy 1.07 Review History*  
*Reviewed August 2021*  
*Next review August 2022*



## Mercy Education Policy

# Standard Collection Notice

### COLLECTION OF PERSONAL INFORMATION

1. St Aloysius College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or during conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the school, Catholic Education Offices and Catholic Education Commissions (CEC) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the school's legal obligations, in particular, to discharge the school's duty of care and satisfy the legal obligations of the school's governing bodies and other diocesan authorities.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include but are not limited to, relevant Education Acts, Public Health, Child Protection and immigration laws.
4. Health information about students (which includes information about any disability defined by the Disability Discrimination Act 1992 (Cth) is sensitive information defined by the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth). The school may require medical reports about students from time to time and may collect other sensitive information about students and their families.

### CONSEQUENCES IF INFORMATION IS NOT COLLECTED

5. If personal information requested by the school is not provided, the consequences for the student may include an inability to complete enrolment, respond to enquiries, provide the student with educational and support services, or allow a person to attend or visit the school.

### USE AND DISCLOSURE OF PERSONAL INFORMATION

6. The school may disclose personal or sensitive information for administrative, educational and student support purposes (or may permit the information to be directly collected by third parties). Other entities, bodies, or persons to which the school usually discloses personal information of the kind collected by the school includes:
  - i. school service providers such as the CEC, Catholic Education Offices, school governing bodies and other diocesan authorities
  - ii. third party service providers that provide online educational and assessment support services, document, and data management services, training, and support services, hosting services, and software-as-a services applications (for example, Integrated Catholic Online Network (ICON - VIC), AOS (WA), Victorian Curriculum and Assessment Authority (VCAA) and Google's 'G Suite')
  - iii. CECs and Catholic Education Offices to discharge their responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to visa sub-class, students with a disability, including audit requirements and NCCD quality assurance processes
  - iv. CECs, Catholic Education Offices, school governing bodies and other diocesan authorities that support the school by undertaking assessments of students for the purpose of educational programs or external providers of health services such as counsellors, psychologists, school nurse service, dental van, etc. Specific consent is obtained to collect and disclose sensitive or health information which may include the release of relevant

- medical or allied health reports, education plans and evaluation documents including personalised learning/behaviour/medical management plans
- v. CECs to support the training of selected staff in the use of schools' systems, such as ICON/ROSAE (VIC) and AOS (WA)
  - vi. another school to facilitate the transfer of a student
  - vii. Federal and State government departments and agencies acting on behalf of the government (eg - for compliance or audit purposes) or data collections (eg - February and August census processes and census audits), NAPLAN, Australian Early Development Census
  - viii. persons and third party providers providing education services such as sports coaches, external training providers, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
  - ix. assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA)
  - x. persons providing administrative and financial services to the school
  - xi. anyone you authorise the school to disclose information to; and xiii. anyone to whom the school is required or authorised to disclose the information to by law, including the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.
7. The school is required by the operation of the Australian Education Regulation 2013 (Cth) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose information to assess the Students with Disability (SwD) loading per the Nationally Consistent Collection of Data (NCCD). The school provides the required information at an individual student level to the Catholic Education Offices and the CEC, as the approved authority. Approved authorities must comply with reporting, record keeping, data quality assurance and audit obligations under the Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify a student.
  8. Personal information collected from students is regularly disclosed to their parents or guardians.
  9. If an enrolment application is made to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
  10. The school may disclose limited personal information to the school parish to facilitate religious and sacramental programs.
  11. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the school's fundraising activities but solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.
  12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the school website or portal. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication. The school may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment unless the school is notified otherwise. The school will remind parents and guardians to notify the school if they wish to vary the permission previously provided. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of that personal information. This may include to the use of email, social media platforms, and other education and assessment applications. Limited personal information may be provided to these service providers to enable authentication of users accessing the service.

## **ACCESS TO YOUR PERSONAL INFORMATION**

13. The school's Privacy Policy, accessible on the school's website, contains information about how parents or students may access the personal information that is held by the school and seek the correction of such information.

## **DISCLOSURE TO OVERSEAS RECIPIENTS**

14. The school may disclose personal information about an individual to overseas recipients, for example, to facilitate a school exchange or a student overseas tour.

15. Where personal information is held by a cloud computing service provider on behalf of the school for educational and administrative purposes, it may be stored on servers located within or outside Australia.
16. The servers of cloud service and other third party service providers may be located in the following countries USA, UK, Singapore and Australia.
17. It is not practicable to specify in this Notice the countries in which overseas recipients of personal information are likely to be located.

## COMPLAINTS

18. The school's Privacy Policy contains information about how parents and students may lodge a complaint involving an alleged breach of the Australian Privacy Principles (APPs) and how the school will respond to such a complaint.

*Mercy Education Policy 1.071 Privacy – Standard Collection Notice  
Revised by the Board – 6 August 2021  
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