Introduction

At Kirrawee High School all students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, our school will maintain high standards of behaviour. The purpose of this booklet is to explain the School Rules and to outline the Code of Acceptable Behaviour so that students have a framework upon which to base their everyday behaviour.

Included in this booklet are rules for school uniform. The purpose of the wearing of a school uniform by students is to encourage a sense of identity and school spirit as well as a sense of belonging. It enhances the health and safety of students participating in the various school activities and promotes a sense of inclusiveness, non-discrimination and equal opportunity. The wearing of school uniform also makes clothing more affordable by eliminating the risk of peer pressure to wear branded or fashionable and expressive clothes.

Technology is enhancing the learning opportunities for all children. Computers, and the internet, have become effective learning tools. Although the Department of Education and Communities and the school have measures in place to protect students from risk of harm, the use of technology may present some security risks. Students are therefore required to adhere to an Technology Code of Behaviour to ensure that they are safe when using the computers and the internet. These rules are also contained in this booklet.

Students are required to read the following pages carefully so that they understand their responsibilities in these areas. Parents are asked to discuss these matters with their child then sign and return the acknowledgement form. To be afforded full computer use and internet privileges students must return a signed form. This form is also available on the school’s internet site at: http://www.kirrawee-h.schools.nsw.edu.au/
Behaviour - An outline of School Rules

We want you to enjoy your education and be able to pursue it to the best of your abilities. So that you and other students can do this we need an environment where there is order and respect for others. Our rules are designed to make this possible. Furthermore, rules are necessary to bring about the quality of self-discipline which is such an important part of your education.

Respect for Others

It is important to always respect others and to realise that they have rights just as you do. The following general rules apply in this area:
There is to be no fighting or encouragement of fighting, swearing, pushing, bullying, teasing or annoying other students in any way.
Never touch anyone's school bag or other property without permission.
When you come to line up in any queue never push in or allow friends in out of turn.

Safety

To avoid any unnecessary injury to yourself or others, the following rules apply:

- Unless you're being supervised by a teacher, don't run on the concrete or paved areas.
- If you play handball, make sure that the ball is not thrown too high, too far or too hard (no 'Brandings').
- Never climb on roofs, covered ways, fences, trees or structures. Students who climb these areas will be suspended. If a ball goes on a roof or covered walkway, see the General Assistant or Deputy Principal.
- Students must queue without pushing to get onto the school bus. Stay on the footpath.
- Bicycles are not the responsibility of the school. Facilities are provided for locking bikes. Skateboards and razor scooters are not to be brought to school. Bicycle riders must wear a helmet.
- The following are not allowed in this school: paper darts and aeroplanes, water bombs, catapults and shanghais, water pistols, knives, cigarettes, drugs, alcohol, dangerous chemicals, fire-crackers, firearms, live ammunition, pornographic material, laser pointers or skateboards. Students bringing these items to school may be suspended.
- If you are sick or injured, go straight to the Administration Office/Sick Bay with a note from your teacher (unless you need help, go on your own). Do not go home without permission – the school will arrange this.
- Smoking - You are not permitted to smoke at school, on your way to or from school, at school functions or in public when in school uniform.
- Mobile phones are to be used in accordance with the policy ‘Acceptable Use of the Computer Network, Internet, School Intranet and Portable Electronic Devices’ if brought to school.
- Ipods etc are not to be used in classrooms by students in Years 7 to 10. Year 11 and 12 students may use with teacher approval.

Absence and Lateness

To provide continuity of learning, absences should be kept to a minimum. Lateness also disrupts the learning of yourself and other students in your class.

On the day you return from an absence, make sure you bring a note from your parent(s)/guardian explaining the reason for your absence. The note must have your name and roll class on the top. It is sufficient for your parent/guardian to reply to the SMS message sent by the school for your absence. If you know in advance that you will be absent eg. family holiday, please collect an “Exemption from School” form from the Reception.

If you are late for school, go straight to the ‘late roll call room’ in the administration block during roll call or reception after roll call where you will be given a ‘late pass’. This will allow you to be admitted to class.

Unless you travel on an ‘early’ bus, you should not arrive at school before 8.15 am. Students are to stay in the quad, netball court or front of the school only where they will be supervised. If you are required to leave school prior to the normal finishing time, you must obtain an ‘early leaver’s pass’ from the Head Teacher, Administration’s office before lessons commence. Early leave passes can only be granted for family business and medical appointments.

Senior students must not leave school during the school day without permission.

Classroom Rules

- The minimum requirements for every lesson are: pen, pencil, ruler, timetable, spare writing paper, appropriate text and exercise books.
- Students who have been issued with a DER laptop must make sure that it is fully charged overnight and brought to school.
- A laptop protector and a suitable school bag should be used at all times as breakages are the responsibility of the student.
- Look after your textbooks by covering them. Year 7 are supplied with a text book protector when purchasing a book pack.
- Move quickly from class to class, keeping to the left in the corridors and walkways.
- Eating during or between lessons is not permitted.
- You must not interfere with the learning of others.
- You must make a genuine effort with your learning. Malpractice is not permitted (refer to the Board of Studies program ‘All My Own Work’ for details).

Excursions

Excursions form an important part of the curriculum at Kirrawee High. They reinforce what students are learning in the classroom with experiences outside the room. In the majority of cases, an adequate curriculum can be undertaken at school. So excursions are an enhancement to the learning environment.

The right to attend an excursion is dependent upon students demonstrating appropriate behaviour at school – both in individual classes and in the school generally. Students who are placed on the Special Desk or in the Special Room may not be allowed to attend excursions, participate in sporting competitions or represent the school in activities such as debating, public speaking, dance and drama.

If it is considered that the behaviour of a student is unacceptable at school or that the student cannot be trusted outside the school grounds to obey all instructions, then that student will not be allowed to attend the organised excursion. For those students not permitted to attend such an event, work will be provided so that the same educational outcome may be achieved. This applies to excursions, overseas tours, sporting events, knockout teams or any other activity that is conducted outside of the school.

Other

- Following the final lesson of the day students should leave the school immediately as the school does not provide supervision after this time. Loitering on school premises is not permitted.
- All rubbish should be placed in bins.
- You should never enter out-of-bounds areas without special permission.
- Do not leave valuables unattended in bags.
- Students are not permitted to leave the school grounds during the day or go to their car or out of school shops without permission from the Deputy.
- Students must only use the pedestrian access gates to enter or leave the school grounds.
- Only the main Hunter Street gates and the carpark gates will remain unlocked during school hours.
- Students and visitors must not be on the grounds out of school hours unless they have a legitimate reason.
- The riding of skateboards, skates, scooters and bikes on school premises is prohibited at any time.
- When crossing Hunter Street, students must use the pedestrian crossing.

Anti-Bullying Measures

At Kirrawee we aim to ensure a safe and happy learning environment for all members of the school community. We recognise that bullying does occur and we work to promote a culture which rejects bullying and provides support to any members of the school community who are bullied. Bullying behaviour is recognised as being anti-social and unacceptable.

The Consequences

Unacceptable behaviour will be responded to by staff. This may be counselling and/or disciplinary action and will vary according to the seriousness of the misbehaviour. At Kirrawee High School, staff will work in collaboration with students and their parents to resolve a problem. Any serious matter that cannot be resolved within our welfare structure will be dealt with according to procedures described in the Department of Education and Communities’ suspension and expulsion guidelines. In all circumstances students will be accorded procedural fairness.
School Uniform

All students are required to wear the correct school uniform and take pride in their personal appearance. They should be neat and well groomed. Remember that untidy dress or misbehaviour whilst dressed in the school uniform brings discredit to the school, yourself and your parents.

Uniform – Dress Code

We have a good uniform at Kirrawee and we expect you to take pride in wearing it. The following applies:

- You will wear your uniform at school and at all school activities unless you are told otherwise.
- If you are unable to wear some part of your uniform, bring a note and get an ‘out of uniform’ pass from your roll call teacher. The exception is on Tuesday sport day, if you cannot wear your KHS sport uniform in full then you must wear normal school uniform. There are no exceptions.
- The school track suit may be worn on Tuesdays or at sporting events. The track top may be worn on any day as part of the standard school uniform.

Make sure every part of your uniform has your name on it (as well as any other personal belongings you bring to school).

Excess jewellery is not permitted. The only items of jewellery permitted are a watch and a signet ring while those with pierced ears are permitted to wear sleepers or studs.

**Body piercing such as nose, tongue, lip and eyebrow is not permitted.**

Any student with body ink must keep it covered at all times.

SCHOOL UNIFORM - REQUIREMENTS

Under Work, Health and Safety legislation, enclosed leather shoes that cover the instep are required by all students in practical Science classes, Visual Arts and TAS subjects. Students in Years 7 – 10 must wear black leather shoes at all times. The wearing of a navy blue hat is encouraged whilst outside.

Junior Girls

Summer
The KHS blue and white striped tunic OR KHS school shorts or school skirt in tunic fabric in approved style.*
White school shirt with embroidered crest.
Plain white push down or turn down socks to cover the ankle bone. Enclosed black leather lace-up school shoes with solid sole only.

Winter
The KHS knee length tartan skirt OR KHS navy slacks.
KHS white shirt as for summer.
Plain white socks OR black stockings/tights. Enclosed black leather lace-up school shoes with solid sole only.

Senior Girls

Summer
The KHS blue check dress OR knee length KHS navy shorts (polyester/cotton)* OR KHS pleated skirt.
White school shirt with embroidered crest.
Plain white push down or turn down socks to cover the ankle bone. Enclosed black leather lace-up school shoes with solid sole only.

Winter
The KHS pleated skirt (as for summer) OR KHS navy slacks.
KHS white shirt as for summer.
Black stockings/tights. Enclosed black leather lace-up school shoes with solid sole only.

Junior and Senior items may be worn with the:
KHS sloppy-joe with embroidered crest (the only acceptable one is only available from our uniform shop at school).
KHS jumper with embroidered crest.
KHS blazer with embroidered crest.
KHS zip jacket with embroidered crest.
KHS school tie.

Items marked with * must be in the regulation style and colour. Alternatives will not be accepted.

*No drawstring or elastic waist styles including track pants are permitted.*
Junior Boys

Summer
White school shirt with embroidered crest.
*KHS style grey polyester tailored shorts, eg ‘college baggies’ or tab style (no drawstring or elastic waist styles).
Plain white push down or turn down socks to cover the ankle bone. Enclosed black leather lace-up school shoes with solid sole only. Black belt.

Winter
White school shirt with embroidered crest.
KHS style grey school pants.

Plain white push down or turn down socks to cover the ankle bone. Enclosed black leather lace-up school shoes with solid sole only.

Senior Boys

Summer
White school shirt with embroidered crest.
KHS style navy polyester tailored shorts, e.g. ‘college baggies’ or tab style (no drawstring or elastic waist styles).
Plain white pushed or turned down socks to cover the ankle bone. Enclosed black leather lace-up school shoes with solid sole only. Black belt.

Winter
White school shirt with embroidered crest.
KHS style grey tailored pants.

Plain white push down or turn down socks to cover the ankle bone. Enclosed black leather lace-up school shoes with solid sole only. Black belt.

Junior and Senior items may be worn with:
KHS sloppy-joe with embroidered crest (the acceptable one is only available from our uniform shop at school only).
KHS jumper with embroidered crest.
KHS blazer with embroidered crest.
KHS zip jacket with embroidered crest.
KHS school tie.

PE Uniform
The following uniform is to be worn by students in PE classes and students representing the school in sporting events. Students may wear the KHS sport uniform all day on Tuesdays. If they cannot wear full sport uniform on Tuesdays they must wear normal school uniform. There are no exceptions.

Note: Students are to wear their school uniform to school and change into their PE uniform for PE lessons on other days.
KHS sky blue polo shirt with embroidered crest.
KHS embroidered black shorts.
Lace-up sport shoes / joggers.

Sport Uniform (Tuesday)
The KHS track suit (embroidered with KHS on the jacket and pants) may be worn on Tuesday sport day and at other sporting events. The school track suit jacket may be worn as part of the school uniform on any day.

Items marked with * must be in the regulation style and colour. Alternatives will not be accepted. Only plain white T-shirts can be worn under shirts.

Acceptable use of the Computer Network, Internet, School Intranet, Portable Electronic Devices and Bringing Your Own Device

Code of Behaviour
Students are responsible for appropriate behaviour on the school’s computer network just as they are in the classroom or the playground. Communications on the network are often public in nature. General school rules for behaviour and communication apply.
It is the school’s policy that all internet access is to be for educational purposes. It is essential that everybody who uses the school’s internet understands that it is not a personal or private internet connection and that the content of their exchange with the World Wide Web or Email may be viewed by school and DET personnel at any time. It is expected that users will comply with the specific rules set out below. The following is an outline of the ‘Internet Code of Behaviour’.

Publishing on the internet:
Communication through email and via the school’s internet website is treated as a form of publishing. Students should gain teacher approval for publication. The exception is the school’s website and newsletters where names and photographs will be used if parents sign to give permission for this to occur. Students will observe the rules of "Netiquette". Downloading information and ‘signing up for services’ Students will not knowingly access or attempt to access sites that are inappropriate or not of an educational nature.

Students must gain teacher approval before downloading software and other utilities not essential to browsing the internet. Games and screensavers etc. must not be downloaded and installed on school computers.

Students must not download or upload inappropriate material and store in ‘Student Home Folders’, computers or the network, this includes all games, applications, software, music, videos or media.

Students must not sign up for any services available on the internet without gaining teacher approval.

Students must not purchase or use a “U3” USB flash memory device.

Receipt of Inappropriate Internet Material:
Students will not make use of materials or attempt to find materials which would be unacceptable in a school setting.

In the case of an inappropriate site or image being displayed on a computer, the student must immediately turn off or minimise the screen and quietly report it to the teacher. All inappropriate sites must be reported to the DEC through a teacher in order to have them included in the filter.

Equity of Access to the Internet:
All students will be given the opportunity to use the internet as a part of their classroom studies where appropriate. Any parent who does not wish their child to access the internet must inform the school in writing.

Copyright Issues
Any material accessed and utilised from the internet will need to be acknowledged and copyright respected.

Use of Portable Electronic Communication Devices
For personal safety and security reasons students are permitted to bring mobile phones or other communications devices to school. Students must keep mobile phones and other devices in a secure place (the school does not take responsibility for the security of any device brought to school).

Contact with students at school must be done through the office.

According to privacy laws unauthorised photography or recording of audio using any device (mobile phone, video recorder, camera or audio recorder) must not occur. No photograph, image or audio recording containing images or dialogue of students, staff or school property may be published on a social networking web site such as Facebook without the written permission of the principal.

Generally, a mobile phone or other portable electronic devices will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school or institute, or
- threatens or is likely to threaten the safety or wellbeing of any person, or
- is in breach of any law.

Inappropriate use of mobile phones includes students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

Bring Your Own Device User Charter
Purpose
The Kirrawee High School Bring Your Own Device (BYOD) Program gives freedom to students and their families
to tailor their choice of technology to their own educational needs. Kirrawee High School will facilitate this in accordance with the BYOD Policy. However students and parents must be aware of and consent to the program’s boundaries described in this BYOD User Charter.

**Scope and Definitions**

**Parties**

This agreement is between Kirrawee High School, a student currently attending or who will be attending Kirrawee High School, and his/her parent or carer.

“Student” and “Students”

Reference in this agreement to Student or Students means a student currently attending or who will be attending Kirrawee High School and binds his/her parent or carer.

“Bring Your Own Device User Charter”

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

“Device”

Reference in this agreement to Device means an electronic device brought by a student to Kirrawee High School pursuant to the school’s Bring Your Own Device program and this BYOD User Charter.

**Equipment**

**Custodianship**

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the student’s to use throughout the school day.

**Choice of equipment**

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Kirrawee High School website.

**Use of alternate equipment**

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

**Damage or loss of equipment**

Students bring their own device for use at Kirrawee High School at their own risk.

For the removal of any doubt, Kirrawee High School will not be responsible for any loss, theft or damage to:

- (a) the device
- (b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where a device is damaged by abuse or malicious act of another student (“the other student”), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.3.5 The above clause (3.4.4) does not bind students to the determination of the Principal.

3.3.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

**Standards for equipment care**

Students are responsible for:

- Taking due care of the device in accordance with school guidelines.
- Backing up all data securely. All electronic data and resources used for school coursework must be stored on
another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

**Misuse of equipment and communication systems**

Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules.

Examples of action the school may take in cases of misuse include:

- the device is taken away by a teacher for the remainder of the lesson
- the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device
- permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked
- conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school’s discipline procedures.

**Acceptable equipment and communication system use**

Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

The primary purpose of the device at school is educational.

Students must bring their device to school fully charged.

Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

- chargers
- charging cables
- docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
- external pointing devices, such as computer mouses
- adapters for the connection of video output or data transfer
- While at school, all material on the device is subject to review by school staff.

Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education and Communities’ policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.

The policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04) applies to the use of the device and internet on the device:

- at school
- to access school-hosted systems
- in connection with a school-related activity or school-related program, including coursework.


Extracts: Online Communication Services: Acceptable Usage for School Students:

**Access and Security**

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
• ensure that communication through internet and online communication services is related to learning.
• keep passwords confidential, and change them when prompted, or when known by another user.
• use passwords that are not obvious or easily guessed.
• never allow others to use their personal e-learning account.
• log off at the end of each session to ensure that nobody else can use their e-learning account.
• promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
• seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
• never knowingly initiate or forward emails or other messages containing:
  • a message that was sent to them in confidence.
  • a computer virus or attachment that is capable of damaging recipients’ computers.
  • chain letters and hoax emails.
  • spam, e.g. unsolicited advertising material.
  • never send or publish:
    • unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
    • threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  • sexually explicit or sexually suggestive material or correspondence.
  • false or defamatory information about a person or organisation.
• ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
• never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.
• ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
• be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

Students will:
• never publish or disclose the email address of a staff member or student without that person’s explicit permission.
• not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
• ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.
• Intellectual Property and Copyright
• Students will:
  • never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
  • ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
  • ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:
• they are held responsible for their actions while using internet and online communication services.
• they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
• the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
Monitoring, evaluation and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.

Consequences

The use of technology is a privilege not a right and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the schools computer resources. Students are advised to never access, keep or send anything that they would not want their parents or teachers to see.

Breaches of the Code of Behaviour may result in loss of access to the internet, either short or long term duration, or other disciplinary measures that may be imposed by a school executive member in accordance with the school’s discipline code.

Unacceptable use of mobile phones may result in the device being confiscated. These will then be made available for collection at the end of the day. Repeat offences will result in parent contact.

Further Information

In addition to the information contained in this document, the following websites may be useful.

http://www.kirrawee-h.schools.nsw.edu.au/
http://www.det.nsw.edu.au/policies

General Permission to Publish and Disclose Information

The school is seeking your permission to allow the KHS/Department of Education and Communities to publish and/or disclose information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child’s name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child’s work and expressions of opinion such as in interactive media.

The communications in which your child’s information may be published or disclosed include but are not limited to:

- Public websites of the Department of Education and Communities including the school website, the Department of Education and Communities intranet (staff only), blogs and wikis
- Department of Education and Communities publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department’s websites
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter
- Local and metropolitan newspapers and magazines and other media outlets

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.
School Discipline Code - Summary

Students are not to interrupt the learning of others.

Every student has the right to feel safe in the classroom, playground and while travelling to and from school.

Students are to treat each other and staff with respect. All members of the school community are to treat each other with respect.

Students at all times will obey reasonable instructions from all staff and people in authority. Visitors to the school will be treated with respect.

To be eligible to attend an excursion, students must demonstrate acceptable behaviour in classroom and general school activities. Placement on the Special Desk or in the Special Room may stop participation in sporting teams or other school representation.

Students on excursion are expected to maintain the highest standard of behaviour. School uniform must be worn during the excursion unless authorised by the Deputy Principal.

Homework is to be recorded in the student's diary. The diary must be on the student's desk. Set homework is to be completed on time. Each night students are expected to revise the day's work. Students who have been issued with a DER laptop or approved to bring their own device, may record homework and other tasks in an appropriate section of the computer.

Students are to study their work with diligence and sustained effort. Malpractice is not permitted.

Students must adhere to the School Uniform Dress Code. Students must carry an explanation note if out of uniform. Out of uniform students must produce a pass upon request.

Students must be punctual at all times. Upon arrival at school, late students to school must report to the 'late roll call room' or the deputy principal during roll call or Reception after roll call where they will be issued with a 'late pass' that will allow them entry to class. Students late to class during the day must have a note from their previous teacher. Students must not be out of class without a pass.

Illegal drugs, alcohol, tobacco and weapons are prohibited at school.

Students are to adhere to specific rules that apply to subject areas, playground and school functions.

Mobile telephones will not be used during class time as it compromises the learning environment. Students must keep them in a secure place. Students will not use a mobile telephone inappropriately e.g. by taking a photograph or video or audio of another student or staff member without their permission or send abusive SMS text messages.

Students who do not adhere to the appropriate use of a mobile phone or listening device will be required to surrender it to the office where a receipt will be issued. It may then be collected at the end of the day. Parents of repeat offenders will be contacted.

Students issued with a DER laptop (Years 9 and 10) must comply with the rules outlined in the ‘DER Laptop Charter’.

Students will adhere to the ‘Internet Code of Behaviour’. Students will not send personal email messages using the school’s internet. Students will not send inappropriate or abusive email messages.

Students must not leave the school grounds without permission.

Students must not climb on any building structure or tree on school premises or on school activities.
Instructions

If you are unsure of any part please speak with a Deputy Principal.

Students and parents are to sign the following acknowledgement slip in the spaces provided.

Return this slip to the Administration Office by

13 February 2015.