



YULE BROOK
COLLEGE

2023 Parent Handbook

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From the Principal

Welcome to our school community. Yule Brook College is a senior high school, using the Big Picture Learning design for education. We are a small, caring and supportive learning community and we live by our philosophy of 'one student at a time'. We have a strong focus on academic excellence, developing social skills and the emotional wellbeing of our students.

The Advisory class is an integral part of our school structure and students develop a strong bond with their class and teacher. Each student has a learning plan which is created specifically to meet their learning needs and interests and students take responsibility for their learning by regularly exhibiting what they have learned to their parents/carers and teacher.

From 2022 Yule Brook College changed from a Year 7 to 10 middle school to become a senior high school. Students in Years 11 and 12 work towards achieving the International Big Picture Learning Credential at the end of Year 12. Information about this is included in our weekly school tours which you are encouraged to join. School tours are available on Tuesday mornings at 10 am; please call us on 9251 8333 to book if you would like to join the tour.

Our school has won numerous awards including being one of four finalists in the WA Premier's Excellence in Aboriginal Education in 2019. Year 9 NAPLAN results show our students make outstanding progress from Year 7 to Year 9. Our teaching staff are highly skilled with a great blend of youth and experience and set high standards to improve student achievement.

Whether you have made the decision to enrol or are still considering your choice of school you are welcome to come and meet with us and we are happy to show you around the school and discuss the learning needs of your child. Please contact us on 9251 8333 to make an appointment. We look forward to meeting and working with you and your child.

Ms Hilary Saunders, Principal

Our leadership team



Hilary Saunders
Principal



Stephen Jones
Associate Principal



Danielle Altinier
Manager Corporate Services



Anne Veenstra
Team Leader



Sarah King
Team Leader



Donna Carr
Team Leader



Cheryl Bettridge
Team Leader



Steve Meredith
Team Leader



Gloria Chizelunwa
Team Leader



Ben Marks
Team Leader

The Big Picture learning design

Many people have never heard of the Big Picture learning design for education, so what is it? It's an innovative way of doing schooling that centres on the interest of each child and includes time working with people not in schools to 'do' school. We want to help each of our students to be the best version of themselves, learning through interest, context and relationships.

Alongside developing skills and knowledge in literacy, numeracy and other learning areas we focus on learning how to learn through meaningful work related to the interests and passions of each child. Key elements of the Big Picture Learning design include:

- an Advisory class and teacher who stay together for up to six years.
- a negotiated learning plan for every student.
- leaving to learn – excursions and internships in later years to learn outside school.
- exhibitions, where students demonstrate their learning each term to their family, Advisory teacher and class.


Big Picture
LEARNING AUSTRALIA



What we expect from our students

You want to learn. Your parents and Advisory teacher and mentors want to help. Here are the things we expect you to do to make your learning powerful.

Every year as a every Big Picture Learning student you should:

- identify and explore your interests.
- explore your interests in the world by participating in at least three excursions with your school, your Advisory and small groups.
- learn how each school subject can help you understand the world.
- explore with your Advisory teacher the BPLA learning goals.
- read books.
- have a positive impact on your community by participating with your Advisory in at least one service learning activity.
- meet with your full learning plan team at least twice a year.
- reflect on gaps in your learning and address them through projects and coursework.
- create at least two learning plans during the year.
- complete the work in your learning plan.
- complete one Advisory research project that has real world concern.
- build a portfolio of your work.
- exhibit your learning publicly four times a year.
- write in your journal three times per week.
- complete a personal narrative each year about your learning.
- plan your time over the term, the month, the week and each day.
- come to school each day on time.
- be responsible for your location and actions (sign out of Advisory, etc).
- show respect for others and yourself.
- take responsibility for your learning process.
- take advantage of opportunities and make summer plans.
- plan at least two significant travel excursions before graduation.



Daily organisation

(Warning siren 8.55)	
Mindfulness	9.00 to 9.10
Period 1	9.10 to 10.00
Period 2	10.00 to 10.50
Period 3	10.50 to 11.40
Lunch	
11.40 to 12.10	
(Warning siren 12.05)	
Period 4	12.10 to 1.00
Period 5	1.00 to 1.50
Recess	
1.50 to 2.10	
(Warning siren 2.05)	
Mindfulness	2.10 to 2.20
Period 6	2.20 to 3.05 siren



Term dates 2023

Term 1	Wednesday 3 February	Thursday 6 April
School holidays	Friday 7 April	Tuesday 25 April
Term 2	Wednesday 26 April	Friday 30 June
School holidays	Saturday 1 July	Sunday 16 July
Term 3	Tuesday 18 July	Friday 22 September
School holidays	Saturday 23 September	Sunday 8 October
Term 4	Tuesday 10 October	Thursday 14 December
School holidays	Friday 16 December	Sunday 1 February

WA public holidays 2023

Australia Day	Thursday 26 January	ANZAC Day	Tuesday 25 April
Labour Day	Monday 6 March	WA Day	Monday 5 June
Good Friday	Friday 7 April	Queen's Birthday	Monday 25 September
Easter Monday	Monday 10 April	Christmas Day	Monday 25 December Tuesday 26 December

Communication

Yule Brook College communicates primarily with parents and carers via email, Compass, mobile phone calls and SMS, ensuring that parents are kept up to date with important information in a timely manner. Invitations and approvals for excursions/incursions are managed and emailed via our online excursion package in Compass. The online approval process allows you to update your child's most recent medical details as well as other personal details. Please ensure that we have your current email address and mobile number.

Parent contact details

Current parent/carer contact details are vital in the event there is an emergency involving your child. Please contact the school to inform us of any change in contact details or ask your child to collect a change of details form from the front office for you to complete and return.

Compass

The Compass parent portal is an online portal that allows you to access up-to-date information about our school and your child's progress. The portal is accessible via the web using this link: <https://yulebrookcollege-wa.compass.education/> and also via the Compass app (available for download via the app store on your device).

Within the parent portal are many different features including the ability to:

- add attendance notes.
- communicate with your child's teachers.
- monitor your child's homework and assessment tasks.
- view semester and progress reports.
- Consent and pay for school events.
- Make school fee payments.
- View school news items .

Facebook page

Yule Brook College has a school Facebook page. We post regularly so stay up to date by liking our page and find out about all the wonderful goings on here at Yule Brook as they happen. Find us at <http://www.facebook.com/yulebrookcollege>.

Attendance

At Yule Brook College we want your child to do their very best. To get the best education they need to attend school every day. We encourage students to maintain 90% attendance or better. Any absence from school impacts on your child's learning. This includes lateness.

Student absences

If your child is absent from school you can inform the school by responding to the SMS notification sent by the school, enter the reason using the Compass app, call the school on 9251 8333, text or call your child's Advisory teacher or send a note with your child when they return to school.

Where a student may be absent for a prolonged period of time parents should contact the school. Where an absence is unauthorised (eg holidays during the term) parents need to be aware of consequences for their child's learning. The normal timetable, learning programme and assessment schedule will proceed. Teachers may not be in a position to make arrangements to allow your child to meet assessment requirements.

Public transport

To assist in attending students can access public transport and receive the student fare when they have a Smartrider card. Students receive a Smartrider card a few weeks after commencing at Yule Brook College. If the card is subsequently lost then a replacement card can be ordered at the front office for a charge of \$2. Bus number 229 services our college.

Authorised leave pass

Students cannot leave the school grounds during the school day unless permission has been given by the school. Authorised leave passes are issued from the front office on the production of a parental authority note, phone call, SMS or in person for students who need to leave school to attend appointments.

Late arrival to school

Advisory is from 9 am – 10 am daily. Students are expected to go straight to Advisory each day to have their attendance recorded. If a student arrives after 9 am they must report to the front office. They will need to present a note from a parent/carer to explain their lateness and sign in.

Students leaving school early

Please send a note to school with your child advising the teacher that your child will be leaving school early and they will be waiting in the front office for you.

Exhibitions and reports

At the end of each term all students present an exhibition of their work to their Advisory teacher, family members and Advisory class. Parents will be contacted by the Advisory teacher to arrange a time. In Terms 2 and 4 semester reports will be available to collect at the exhibition.

Parent events

These will be held during the year to give parents the opportunity to visit the school, meet staff, discuss the progress of their students and set their goals. Specific information about these events will be publicised on the school's website, newsletters, Compass or email. Parents are encouraged to contact the school at any time if they have any concerns with regard to their children.

School board

The Yule Brook College board is comprised of members whose role is to work alongside the principal to achieve the best outcomes for students. The board makes a significant contribution to the development of the school, establishing and working towards a vision for the school that reflects the aspirations and needs of the community. Elected members include parents, staff, students and invited community members. The board meets twice a term with additional special meetings when required throughout the year. If you are interested in being a parent member on the board please contact the principal for further information.

Requirement list

It is a requirement that all students provide their own basic stationery items. This list is a recommendation only and students may need to purchase additional items throughout the year. Other personal items including document wallets, display folders and workbooks may be required from time to time throughout the year as directed by class teachers.

Year 7 - 12

School bag	Pencil case
Black biros	Red biros
Blue biros	HB pencils
Eraser	Pencil sharpener (barrel type)
30 cm ruler	Scissors
Glue stick	Packet of highlighters
Packet colouring pencils and/or textas	Mini stapler and staples
Calculator (used for maths and science)	96 page A4 exercise book (Year 11 and 12 only)

Year 7 - 10

English	HaSS
96 page A4 exercise book (with soft or hard cover to be used as journal for the year)	96 page A4 exercise book
Maths	Science
Protractor	96 page A4 exercise book
96 page A4 exercise book	Manila folder OR document wallet
Advisory	Home economics
A4 lever arch file	96 page A4 exercise book OR display folder (with plastic sleeves)
128 page A4 exercise book	
Display folder (with plastic sleeves)	

Uniform

Our school uniform is compulsory and consists of specific dress requirements for regular daily wear and for physical education classes. A high standard of presentation is expected from our students on a daily basis and where students are representing the school. All polo shirts, jackets and PE shirts can be purchased from the school office. These requirements are government and college policy. The current school uniform was developed in consultation with the Yule Brook College board.

Pricing

Navy blue polo shirt with the school logo	\$35
Jacket	\$50
Physical education polo	\$30

Neat fitting navy blue or black tracksuit pants, trousers, dress shorts or skirts can be purchased from Best & Less, Kmart or Big W. Denim, tights, short skirts and brief shorts are not permitted.



Navy blue polo shirt with the school logo



Jacket



Physical education polo



Physical education polo

Finance

To all new parents and carers, welcome to Yule Brook College. Your support is greatly appreciated and we look forward to having your family as part of our school community. We run an engaging and innovative programme on a very tight budget and cover many costs other schools charge as additions. It is very hard to do this without your support so please get your contributions in early or arrange a payment plan with our manager corporate services. It is with this in mind that I ask for your support in paying the levied contributions and charges. Your contribution helps our college work in partnership with families and the community to deliver an excellent education to your child.

Mrs Danielle Altinier, Manager Corporate Services.

Secondary assistance scheme (SAS)

The secondary assistance scheme is available to secondary students whose parents hold a Centrelink family health care or pensioner concession card or veterans' affairs pensioner concession card. The secondary assistance scheme includes the clothing allowance and educational programme allowance. The clothing allowance and the secondary assistance scheme can be combined to pay contributions and charges and purchase articles of uniform.

The secondary assistance scheme is not available for students who have claimed or intend to claim Abstudy and/or a bursary/scholarship of \$1000 or more.

To access the secondary assistance scheme and clothing allowance, you must produce your current relevant card at the college office and complete the claim form. This must be completed **BEFORE** the end of Term 1.

Uniform allowance

Parents/carers in receipt of the SAS clothing allowance who choose to have the allowance paid to the college can obtain uniforms on credit up to the value of \$115. Any credit balance from the uniform allowance can be made available for uniform purchases until the end of Term 1. After this time the credit will be applied to any outstanding contributions and charges.

Details are provided on page 12 of this guide regarding pricing of school uniform items that are available for purchase from the school.

Canteen

The school canteen provides a wide range of nutritional food and drinks at reasonable prices. Lunches should be pre-ordered before school to avoid disappointment.

Healthy eating, wellbeing and physical activity

The college environment has a contributing influence on future lifestyles and health practices of our students. It has the responsibility to provide a healthy, safe and supportive environment for both staff and students. We acknowledge that students' learning potential will only be maximised when they are physically, socially, mentally and emotionally healthy.

Our school is committed to helping our students achieve these aims and we have adopted a policy that will:

- increase awareness in the school community of the importance of healthy eating and physical activity.
- create learning opportunities that will promote health and wellbeing for students and staff.
- provide a safe, stimulating and fun place to learn, work and play.
- nurture a sense of pride and commitment where students, teachers/staff, parents/caregivers, health professionals and community groups collaborate to create and maintain a healthy school community.

Yule Brook College will incorporate healthy eating and physical activity concepts into school activities by providing:

- regular professional development opportunities for teachers and other staff.
- regular physical activity and nutrition sessions during teaching periods for Years 7-10.
- physical activity opportunities in line with national guidelines*, e.g. morning fitness.
- food-centred activities that are healthy, enjoyable and culturally and developmentally appropriate**, e.g. breakfast club.
- an environment that will encourage students to make healthy eating and physical activity choices for themselves.
- parents with opportunities to participate in school based healthy eating and physical activities.
- whole school community participation in activities that promote positive mental health and wellbeing, e.g. mindfulness.

*Physical activity recommendations from WA Department of Education and Commonwealth of Australia, Department of Health and Ageing

**Dietary guidelines for Australian children and adolescents

Partnership programmes



clontarf
foundation

The Clontarf Foundation exists to improve the education, discipline, life skills, self-esteem and employment prospects of young Aboriginal and Torres Strait Islander men and by doing so equips them to participate more meaningfully in society.

The Foundation partners with schools and communities to create 'Clontarf academies' are embedded within the school grounds and education programme.

Full-time, locally based Clontarf staff mentor and counsel students on a range of behavioural and lifestyle issues while the school caters for their education needs. Any Aboriginal and Torres Strait Islander male enrolled at the school is eligible to participate in the Clontarf academy.

Through the use of supportive relationships and environment the boys develop improved self-esteem and confidence which enables them to participate in education, employment and society in a more positive way.

Academy activities are planned within the focus areas of education, leadership, employment, well being, life skills and sport. In order to remain in the programme participants must continue to work at school and embrace the objectives of the Foundation.

The Foundation's approach has been very successful, not only in attracting young men to school and retaining them but also in having them embrace more disciplined, purposeful and healthy lifestyles.



The Deadly Sista Girlz programme is delivered by strong Aboriginal and Torres Strait Islander role models. Deadly Sista Girlz is a culturally appropriate healthy lifestyle programme that aims to improve engagement and education amongst school-aged Aboriginal and Torres Strait Islander girls.

Participants are enabled to make informed decisions about their personal health and well being to lead a positive and healthy lifestyle.

The programme focuses on building self-esteem and confidence, pride in Aboriginal and Torres Strait Islander identity, having practical cultural contribution in the community, positive social interactions, building relationships based on mutual respect, encouraging active self-development and yarning about sexual and women's health, drug and alcohol abuse, road safety, healthy nutrition, financial literacy and healthy relationships.

Mentors offer a stable environment and aim to engage, educate and empower at risk or disadvantaged girls to make positive choices for their health and futures. Participants benefit from having trusted mentors present and available on the school grounds who help to build routine, encourage better relationships with the wider community, instil confidence and achieve goals.

Good standing policy

Yule Brook College is committed to creating and maintaining a positive learning environment. As part of this policy we have a clearly stated code of conduct and a comprehensive reward system.

YBC code of Conduct: the YBC way

Be here
Be prepared
Be productive
Be nice

Students who are following our code of conduct are deemed to have good standing.

Students who have good standing are:

- eligible to receive all rewards associated with positive incentive programmes.
- able to represent the school.
- available to travel out of the school as part of non-compulsory excursions.
- able to attend any camps.
- able to attend any extra-curricular events.
- demonstrating a positive relationship with the school community.

Conversely students who do not have good standing may have removed themselves from the possibility of participating in the above activities for a stipulated period of time.

A student will lose their good standing for:

Any behaviour which results in a suspension from school.

To regain good standing:

Earning back good standing demonstrates that the student values the school code of conduct and their relationships within the school community.

On return from suspension and as part of the re-entry meeting with a parent/carer all students are required to complete daily performance review (DPR) sheets for at least five days.

Good standing is immediately reinstated when five consecutive days of DPR sheets with ratings of 1 for every class are returned to the team leader.

Student mobile phone policy

"Off and away all day"

Policy statement:

Students cannot use mobile phones from the time they arrive at school to the conclusion of the school day, unless under the instruction of a teacher or staff member (off and away all day).

This includes:

Before school and at break times.

Listening accessories such as wireless/cable headphones and ear buds.

Smart watches must be in 'aeroplane mode' or equivalent so phone messages cannot be sent or received during the school day.

Benefits for students and staff:

Reduce the potential for distraction from learning

Protect the privacy of staff and students

Improve health and wellbeing of students

Reduce opportunities for cyberbullying during school hours.

Exceptions:

A teacher may provide permission for students to use their mobile phone for a specified educational purpose. Mobile phones may also be used, to monitor a health condition or situation as part of a school approved and documented health care plan.

Communication with parents/carers:

All communication between parents/carers and students during school hours should occur via the school office or teaching staff.

Assisting students to meet these requirements:

Students will be expected to keep their mobile phone in their school bag throughout the day.

Any student needing to have their mobile phone looked after during the day will be able to leave it with the school office or a team leader.

Progress and consequences:

First instance – staff member reminds student of the policy 'off and away all day', phone is put away.

Second instance – the phone is handed to the teacher by the student to be looked after for the remainder of the lesson.

If student refuses to put phone away or hand it over on request the team leader will be called and will collect the phone for the remainder of the day.

If the team leader collects the phone for the day on a second occasion then a parent/carer is contacted to collect the phone at the end of the day.

If the team leader collects the phone for the day on a third occasion a case conference with the student/parent/Advisor/team leader will occur.

This policy is compliant with the requirements of the Education Department's student mobile phones in public schools policy.

ICT acceptable use policy

You, as a student at Yule Brook College agree to the following:

1. ICT equipment

- a. to respect all ICT equipment within the school.
- b. not to purposely cause damage to any ICT equipment in the school.
- c. to immediately report any damage to ICT equipment to a teacher.
- d. to handle any ICT equipment with great care under your usage.
- e. not to move or interfere with any ICT equipment without explicit permission from a teacher.
- f. not to attempt to use any USB, CD, DVD or other external device on any school ICT equipment.

2. Network/online services

- a. not to attempt to breach, bypass or damage the security and/or integrity of the Department of Education and school's network infrastructure including online services and website restrictions.
- b. to use the school's ICT equipment and online services only for educational purposes.
- c. not to use the school's online services or ICT equipment to offend or annoy others.
- d. not to knowingly or intentionally search for any illegal, dangerous or offensive content through the school and Department of Education's online services.
- e. to inform your teacher of any illegal or offensive content you may find whilst using the school's online services.
- f. not to reveal any personal information about yourself or others whilst using online services.

3. Student account

- a. not to allow others to access your computer account nor use others' computer accounts.
- b. to keep all your passwords secure and private. Do not let anyone else know your password.
- c. to save all schoolwork documents in your "(H:) My Documents" drive.

4. Printing

- a. not to intentionally waste paper or ink when printing.
- b. to print only school related work.
- c. to ensure you inform any teachers of printing issues including paper jams.

6. Copyright

- a. to get permission from the copyright owner of any material used in your schoolwork before you reuse it in a portfolio for employment, in a competition or any other uses other than for your private research and study.
- b. to acknowledge the creator or author of any material used in your research for schoolwork by using appropriate referencing.

I understand that:

1. all ICT equipment owned by Yule Brook College as well as any online services and internet usage is monitored and logged by the school as well as the Department of Education and can be used as evidence for disciplinary action listed on the back of this document.
2. if I do not follow any of these rules, I will be held liable to any disciplinary action by the school outlined on the back of this document.
3. I may be held liable for offences committed using online services.
4. all ICT equipment is regularly reimaged and data on ICT equipment is regularly wiped. It is my responsibility to ensure I save all work to the correct storage spaces and not locally on any school ICT equipment. Any data loss will be my responsibility.

Definitions:

- A. Any reference to 'school' is a reference to Yule Brook College, its premises and all equipment it may own.
- B. Any reference to 'ICT equipment' includes any computer equipment including but not limited to; desktop computers, monitors, laptops, peripheral devices, phones, network equipment, printers, photocopiers, chargers, cables.

ICT Acceptable Use Policy

If you...	Then...
<ul style="list-style-type: none"> Use ICT appropriately and follow the rules of the ICT acceptable use policy. 	<ul style="list-style-type: none"> You can use all ICT equipment and online services and print services.
<ul style="list-style-type: none"> Use ICT equipment and online services for things other than educational purposes and/or waste ICT resources including printing. 	<ul style="list-style-type: none"> Internet access will be restricted for one week only Compass and Office 365 allowed. Printing will be blocked for one week.
<ul style="list-style-type: none"> Attempt to access restricted sites and/or content (harmful e.g. games, YouTube, social media etc.). 	<ul style="list-style-type: none"> Internet access will be blocked for two weeks.
<ul style="list-style-type: none"> Attempt to access restricted sites and/or content (dangerous/inappropriate). 	<ul style="list-style-type: none"> Computer account will be locked for up to two weeks Possible suspension. Possible police involvement (dependant on content accessed).
<ul style="list-style-type: none"> Attempt to access/use any VPN, Tor, Proxy bypass or other Firewall bypass/traffic encryption method. 	<ul style="list-style-type: none"> Computer account will be locked for up to two weeks). Possible suspension. Possible police involvement.
<ul style="list-style-type: none"> Damage or attempt to damage any school ICT equipment including the school's network security through the use or attempted use of viruses or hacking. 	<ul style="list-style-type: none"> You will be suspended and require a re-entry meeting. All accounts will be locked for two weeks. Possible police involvement.
<ul style="list-style-type: none"> Use ICT equipment or online services to cyber bully. 	<ul style="list-style-type: none"> You will be suspended and require a re-entry meeting. All accounts will be locked for two weeks. Possible police involvement.

Permission for students to have an online services account

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the acceptable use agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's student behaviour policy and procedures.

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.



Permission to publish students' images and work

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's schoolwork to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or schoolwork may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. facebook, YouTube etc.) any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and schoolwork please complete the consent on the enrolment form. Once signed the consent will remain effective until such time as you advise the school otherwise.

I agree to the videoing or photographing of my child and my child's schoolwork during school activities for use by the school and the Department of Education in the ways stated above.

IMPORTANT: I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

Online services acceptable use agreement

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

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

I understand that:

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

Third party services online permission form

Dear parents and caregivers

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. I am writing to seek approval for your child to be given access to these online services.

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

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

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

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

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the ESafety Commissioner website (www.esafety.gov.au/iparent (<http://www.esafety.gov.au/iparent>)).

If you agree to your child using these online services, please complete the online form which will be sent to you via SMS and email by the school before your student's start date.

If you have any questions about these online services please contact Stephen Jones, Associate Principal on 9251 8333.



Yours sincerely
Mrs Hilary Saunders
Principal



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