



2021 POLICY AGREEMENTS

STUDENT NAME:

Core Group:

- ☐ 2021 School Expectations Policy Agreement (page 2)
- ☐ 2021 ICT Resources Acceptable Use Agreement (page 3)
- ☐ 2021 School Bus Expectations Policy & Agreement (page 4)

2021 Expectations Agreement

Student's Expectations Agreement

I have read and agree to abide by the policy rules regarding the school's expectations. I also understand that if I break any of these rules then I may lose some or all of the privileges given to me and may face further disciplinary action.

Student's Signature: **Date:** 20.....

2021 ICT Resources Acceptable Use Agreement for Secondary Students and Families

Student's ICT Agreement

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will mean that my access to ICT resources and mobile technology at school will be renegotiated. This may result in loss of access to school ICT resources such as computers, internet, email or I may be unable to use my mobile telephone at school for a period of time determined by the Principal.

Student Name (please print)

Student Mobile No:

Year Level:

Student Signature:

Date: 20....

Parent/Guardian's ICT Agreement

As the parent or guardian of this student, I have read the Secondary ICT Acceptable Use Agreement and have discussed the information contained in the Acceptable Use Agreement with my child. I understand that ICT resources access is designed for educational purposes. Exeter High School has taken precautions to define acceptable ICT use. However, I also recognise steps have been taken in the school to minimise risk of exposure to unsuitable material and it is impossible for the Department or school to restrict access to all inappropriate content and materials and I will not hold them responsible for the content accessed or materials acquired on the ICT resources. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent or Guardian's Name (please print)

Parent or Guardian's Signature:

Date: 20....

2021 School Bus Expectations Policy & Agreement

Student Section

I would appreciate being able to travel on a school bus to school, from school and on excursions. I understand that if I, other students and the driver are to be safe I must uphold the Bus Code of Behaviour and Exeter High School's expectations in relation to buses:

I will:

Before School

- Come into school immediately and remain in our school grounds until the bell goes and then move to Lesson 1.

After School

- Assemble in an orderly way at the appropriate gate.
- Remain behind the gate until the duty teacher allows me to go to my bus. I understand that this will not happen until all buses are in position and stationary (turning circle buses) or Exeter Primary students have boarded the buses (Beaconsfield and Beauty Point buses).
- Walk calmly through the gate to my bus on the right hand side of the line painted on the footpath.
- Board my bus on 'our' side of Glen Ard Mohr Road. If I need to board the bus on Exeter Primary side of Glen Ard Mohr Road for any reason I will see my Grade Leader to get permission.

Excursions

- Follow directions given by supervising staff and the bus driver when boarding, in transit and exiting the bus.

I understand it is extremely dangerous to walk between buses, in front of a bus or behind a bus and will not do so.

At all times I must do as I am asked by the teacher on bus duty.

I am expected to accept the consequences of not following the Bus Code of Behaviour and Exeter High School's expectations in relation to buses, without argument.

I understand that my attitude and behaviour not only affects my own safety and wellbeing but also the comfort, safety and wellbeing of others. While traveling on the school bus(es):

- I WILL:**
- Board/exit the bus in an orderly manner and behave safely at all times.
 - If directed by the driver, occupy a particular seat and sit properly.
 - Respect bus property and the property of others by not marking or damaging it.
 - Accept the driver is in charge and obey his or her instructions.
 - Place my bag/s under the seat or in the storage areas provided.
 - Wait until the bus has moved off before I attempt to cross the road.

- I WILL NOT:**
- Physically or verbally harass other passengers, or the driver.
 - Create unnecessary noise or move about while the bus is in motion.
 - Extend any part of my body out of the windows.
 - Throw any object either inside, or outside the bus.
 - Eat or drink while on the bus without the permission of the driver.
 - Distract the bus driver from his or her duties.
 - Carry illegal, oversize and/or dangerous objects.
 - Obstruct the aisle, doors or emergency exits.
 - Cross the road in front of the bus.

Student's Signature: **Date:** 20....

Parent/Guardian Section

I acknowledge that traveling on the school bus is a privilege that contributes to the safety of my child(ren) on part, but not the whole of the journey between home and school.

If walking my child(ren) to and from the bus stop, **I WILL:**

- Deliver and collect my child(ren) on the same side of the road/highway as they board/alight from the bus

If I drive my child(ren) to and from the nearest bus stop **I WILL NOT:**

- Park on the opposite side of the road/highway from the bus stop. If I must park on the opposite side of the road, I will do so in a safe location and cross the road in order to meet my child(ren) and escort them safely back to my car.

I understand that my child must uphold the Bus Code of Behaviour and Exeter High School's bus expectations at all times and that there are clear and immediate consequences if students do not do so. I understand that failure to comply may place others at risk. I also understand that persistent misbehaviour may result in a student being suspended from travel on the bus. If my child is suspended I understand that I will be responsible for transporting my child to school.

Parent/Guardian Signature: **Date:** 20....

2021 POLICY INFORMATION

Expectations Agreement

OUR EXPECTATIONS

We choose our behaviour and at Exeter High we expect everyone to accept responsibility for their behaviour.

We expect all our students to uphold our school values:

1. Respect — others
— our environment
2. Learning
3. Acceptance
4. Maturity
5. We should make every day a fresh day.

We also expect our students to:

- do as they are asked by all staff
- use appropriate language
- wear their full school uniform at all times
- treat all equipment and buildings with respect
- arrive at school and in class on time
- follow their timetable
- remain in their classroom during lessons unless given permission to leave by their teacher
- collect an Exit Pass signed by their teacher before they leave their classroom and carry it with them while they are away from their class
- bring the necessary equipment to all lessons. These include books, pens, pencils etc.
- bring a change of clothes for physical education lessons
- work neatly in their books – graffiti in books is not acceptable
- complete and hand work in by the due date
- ask questions when they are unsure – teachers and other staff are there to help you!
- be responsible and respectful of all items borrowed and used from the Library and Resource Centre

Note: Aerosol deodorants, matches, lighters and weapons of any kind are not permitted at school.

ICT Resources Acceptable Use Agreement Policy Information for Secondary Students and Families

Purpose

Information and Communication Technologies (ICT) are provided in **Exeter High School** for educational, communication and research purposes. This Acceptable Use Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

This Acceptable Use Agreement for ICT resources, mobile telephones and student owned devices also applies to students during work placements, school excursions, camps, and extra-curricular activities.

Definitions

- ICT = information and communication technologies and includes but is not limited to the use of computers, the school network, the Internet, email and Web services, digital/video cameras, printers, scanners and removable storage devices, etc
- ICT Resources = ICT, Mobile Telephone and Student Owned Devices
- Mobile telephones = standard mobile telephones and smart phones such as iPhones and mobile telephones that can access the internet, etc
- Student Owned Devices = any ICT device that a student owns and brings to school
eg iPad, iPod, Netbook or laptop, personal data assistants (PDAs), cameras, mobile / smart telephones, etc
- The Department = Department of Education Tasmania

When using ICT resources at school, I agree to:

- **comply with State and Commonwealth laws at all times;**
- **use the ICT Resources at school for educational purposes;**
- **only use my own username and password to access ICT Resources**
- **use social networking sites for educational purposes and only as directed by teachers**
- **think about how I use content posted on the internet and not simply copy and paste information from websites;**
- **not use any ICT resources or actions that will bring the school into disrepute**
- **use ICT resources in a safe and secure way:**
 - ~ protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;
 - ~ not send photographs or publish the full names of others or myself to unknown people without permission ;
 - ~ always act with caution when communicating with unknown people using the school ICT resources ;

Examples of unsafe actions:

- revealing your full name, address, phone number, etc. to an unknown person by email or chat session;
- using a chat facility that is not supervised by your teacher
- placing your personal details on a web page;
- giving out credit card details to strangers or to unverified or unsecure websites;
- putting personal details in your email signature; and
- accepting offers to meet strangers who you have met via an electronic medium.
- **use ICT resources legally:**
 - ~ abide by copyright requirements when using content on websites (ask permission to use images, text, audio and video and cite references where necessary);
 - ~ not use the school computer facilities for illegal purposes:

Examples of illegal activity:

- copying software onto computers, disks or networks without permission by the copyright owner;
- sending threatening or profane electronic mail;
- ordering materials over the Web using other people's credit cards without their permission;
- copying digital art works, music or printed material without permission by the copyright owner; and
- using the Web to distribute pornographic material.
- **use ICT resources responsibly:**
 - ~ not use ICT resources at school for personal financial gain, gambling or advertising;
 - ~ not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images);
 - ~ not tell other people my password or leave my computer logged in and unlocked when leaving the room.

Examples of irresponsible actions:

- leaving a computer logged on after departing the room;
- leaving personal information on a shared computer where others can use it;
- neglecting to back up important pieces of school work; and
- telling other people your password.

- **use ICT resources honestly:**
 - ~ not interfere with computer or network security, the data of another user or attempt to log into a computer or the network with a user name or password that is not my own (eg of another student, teacher, staff member or system);
 - ~ the unauthorised access or use of any system or distribution of student, staff, client or other confidential information or records belonging to the Department;
 - ~ not use the school computer facilities for dishonest purposes.

Examples of dishonest activity:

- copying another person's work and submitting it as your own;
- claiming personal ownership of material that was developed by a group;
- setting up an unofficial web site which claims to be the official school site; and
- sending electronic mail using a faked e-mail address or someone else's account.
- **use ICT so that you do not offend others:**
 - ~ be courteous and use appropriate language when talking to and working with others online and never participate in 'hate mail' or acts of harassment;
 - ~ not send, produce, show or search for things that might upset others.

Things which could upset others:

- spreading untrue rumours and gossip through e-mail;
- publishing racist or sexist material;
- downloading or displaying offensive pictures; and
- playing offensive songs from websites.
- **use ICT so you do not disrupt others:**
 - ~ not attempt to download software, music, video or other large files without permission;
 - ~ not bring or download unauthorised programs, including games, to the school or run them on school computers;
 - ~ not intentionally create congestion or disrupt the school ICT resources.

Things which could disrupt other users:

- breaking or damaging the computer equipment;
- spilling food or drink on computer equipment;
- creating and / or forwarding chain-mail;
- downloading large files from the Internet during school time without seeking approval from your teacher;
- introducing viruses and malware into the system;
- deleting or changing critical files, or the files of others;
- attempting to gain unauthorised access or hack into the school ICT resources; and
- using the computer system to gain unauthorised entry into other computer systems or ICT resources;
- not keeping anti-virus protection up to date on student owned devices, for example, checking removable media (such as USB storage devices)
- **students should report any hardware or software issues with school ICT resources to their teacher and not try to fix things themselves.**
- **ask your teacher for help if you find or receive information that you feel uncomfortable with or is inappropriate.**

Things which you could discuss with your teacher:

- ~ I need help online;
- ~ I feel that the welfare of other students at the school is being threatened;
- ~ I come across sites which are not suitable for our school; and
- ~ someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.
- **advise my teacher or school Principal of any suspected technical security breach involving users from within their school, other schools, or from outside the Department.**

When I use my mobile telephone, iPod or other personal mobile device I agree to:

- use it for learning purposes as directed by my teacher;
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else; and
- respect others when I talk to and work with them online and never write or participate in online bullying.

To this end, when using my mobile device as a telephone, I will:

- keep my telephone on silent during class times and only make or answer calls and messages outside of learning sessions – except for specified learning purposes; and
- protect the privacy of others and never post private information about another person.

When using my mobile device as a camera I will:

- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including all staff);
- only take photos and record sound or video when it is part of a class or lesson;
- seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space; and
- seek teacher permission before uploading any content to websites (e.g. blogs).

Monitoring and management of ICT Resources including Student Owned Devices

All departmental ICT resources are the property of the Department, which reserves the right to monitor the use of these ICT resources. This right extends to student owned devices connected to the Department's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental or student owned ICT resources. This also includes any material that has either been run or deleted from any personal computer, laptop, Netbook or mobile device and may involve the confiscation of the ICT resource for this purpose. The Department has the lawful right to monitor your use of its ICT resources and may do so at any time without notice.

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.

The Department may exercise its right to monitor the use of resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised use and/or access; and
- ensure compliance with the principles and procedures of departmental ICT use, as described in this Acceptable Use Agreement.

The Department's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations). The Director Information and Technology Services can authorise monitoring.

The Manager IT Infrastructure coordinates and can undertake the monitoring of departmental ICT resources.

Waiver of Liability

The Department restricts access to some material available via the Internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the Internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation to the reliability or quality of that service.

The Department does not accept responsibility for any damage or loss to student owned devices brought to school or connected to the Department's ICT resources.

Bus Code of Behaviour for 2021

Bus services benefit the entire school community and it is important that we recognise the value of the service and what we can all do to have them operate safely, effectively and fairly.

This code of behaviour has been developed to maximize the safety and comfort of all people travelling on our school buses. Students who use our school buses must agree to abide by this code of behaviour.

Bus Drivers are responsible for the safety and well-being of students carried on school buses. They must be able to drive without distraction. Consequently, the conduct and behaviour of students must be beyond reproach. Bus drivers report directly to their Contractor who liaise with the school over issues of concern.

Parents of children who catch school buses are responsible for making their children aware of this code of conduct and the need to adhere to it. It is also important that they encourage their child to come forward if the child has a concern on the bus.

Parents agree to: deliver and collect my child/children on the same side of the road/highway as to which he or she boards/disembarks the bus.

Parent/Carers agree not to: Park on the opposite side of the road/highway to which the bus stops and wait there for my child to cross the road.

Students travelling on school buses are required to adhere to normal standards of discipline and behaviour.

I understand that my attitude and behaviour not only affects my own safety and wellbeing but also the comfort, safety and wellbeing of others. While traveling on the school bus(es):

I will:

- Board/exit the bus in an orderly manner and behave safely at all times.
- If directed by the driver, occupy a particular seat and sit properly.
- Respect bus property and the property of others by not marking or damaging it.
- Accept the driver is in charge and obey his or her instructions.
- Place my bag/s under the seat or in the storage areas provided.
- Wait until the bus has moved off before I attempt to cross the road.

I will not:

- Physically or verbally harass other passengers, or the driver.
- Create unnecessary noise or move about while the bus is in motion.
- Extend any part of my body out of the windows.
- Throw any object either inside, or outside the bus.
- Eat or drink while on the bus without the permission of the driver.
- Distract the bus driver from his or her duties.
- Carry illegal, oversize and/or dangerous objects.
- Obstruct the aisle, doors or emergency exits.
- Cross the road in front of the bus.