



# ARUNDEL STATE SCHOOL

*An Independent Public School*

**Principal:** Landon Dare

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Dear Parent/Caregivers

Welcome to Arundel State School. This enrolment booklet sets out permissions that your child requires whilst they are enrolled at Arundel State School.

As a parent/caregiver it is your responsibility to read this booklet carefully and explain to your child the requirements and responsibilities of their enrolment at Arundel State School.

The following permissions and acknowledgements are associated with this booklet:

- Enrolment Agreement**
- Student Code of Conduct** - Can be accessed via this link on our school website - <https://arundelss.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/code-of-conduct.pdf>
- School Dress Code**
- Fees & Charges**
- Arundel State School – Behaviour Management Plan**
- State School Consent Form**
- Computer Network and Internet Acceptable Use Policy**

**Please sign where indicated  throughout the booklet and if your child is capable of signing please have them sign where indicated.**

**Landon Dare  
Principal**



## ENROLMENT AGREEMENT – Arundel State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Arundel State School.

### ***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

### ***Responsibility of parents to:***

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

### ***Responsibility of school staff to:***

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy



- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
  - notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
  - deal with complaints in an open, fair and transparent manner in accordance with departmental policy, [Customer complaints management](#)
  - treat students and parents with respect.
- Student Code of Conduct - Can be accessed via this link on our school website - <https://arundelss.eq.edu.au/supportandresources/formsanddocuments/documents/arundel-state-school-code-of-conduct.pdf>
  - Student Dress Code
  - School charges and Student Resource Scheme (SRS)
  - Positive Behaviour for Learning (PBL) – Behaviour Management Plan
  - State School Consent Form
  - Computer Network and Internet Acceptable Use Policy
  - Other policies in School Prospectus/Parent Handbook



I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Arundel State School

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## **STUDENT DRESS CODE**

**Under Section 360 of the Education General Provisions Act (2006) Chapter 12, Part 9 Dress code**

### **360 Development of dress code**

1. A State school's principal may develop a dress code for the school's students that is to apply when the students are attending, or representing, the school.
2. The dress code may provide for the following -
  - (a) standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear;
  - (b) standards of what is acceptable in relation to other aspects of the personal presentation of the students.

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### **Introduction**

The school dress code has been developed in consultation with the school community, including staff, students, P&C and school council.

The dress code addresses three major issues, safety, appearance and comfort.

### **Standards**

With this in mind the dress code stipulates the following standards:

1. This dress code is not exhaustive and decisions around the appropriateness of student presentation is at the discretion of the principal.
2. The wearing of school/sports uniform at all times, unless otherwise stipulated by the Principal eg: Free Dress Day.
3. School jacket or jumper.
4. Leggings/tights must be black.
5. All students are to wear enclosed shoes/joggers, lace up style – solid black (no canvas slip-ons). Must be low cut shoe.
6. School approved hats are to be worn for all outdoor activities, including excursions.
7. Make-up, nail polish, nail stickers, false nails, face glitter, face paint, false eyelashes and inappropriate colouring of the hair, including brightly coloured streaks or extensions, are not permitted.
8. The wearing of jewellery may not exceed 1 ring, 1 bracelet, 1 necklace, studs and/or sleepers. Students may be asked to remove jewellery for some activities. No responsibility will be taken should jewellery or other valuables be lost or damaged.
9. Watches may be worn. Smart watches must be on School Mode – no text or calling capability, no photos or videos.
10. On Free Dress Days, clothing should be of a standard that is deemed respectable and not likely to cause offence. Clothing must still meet our sun safe expectations (no tank tops).
11. Hairstyles must be neat, clean and tidy, and of its own natural colour. Hair touching the collar or longer hair must be tied up (male or female).
12. All hair accessories must be of hair colour or school colours and subtle in design (ribbons, scrunchie or headband) without decorative or character additions (no Jojo bows). Hair accessories to be small in size.

### **Consequences:**

Depending on the circumstances students in breach of the act may be:

1. Prevented from attending an activity where they are representing the school.
2. Prevented from participating in an activity where safety is an issue.
3. Breach:
  - a) Student given a breach notice to be sent home.
  - b) On second breach DP will call parent to discuss/find solution.

**This Dress Code has the endorsement of:**

**P&C President**

**Landon Dare  
Principal**



## SCHEDULE OF FEES & CHARGES

**Rationale:** Under the Education Act (General Provisions) 2006 Chapter 3 schools are able to charge fees for a range of activities or request a Student Resource Scheme to supplement for a range of resources. The schedule below identifies those areas for which fees.

### Fees

School Excursions

Transport to and from sporting events

Transport to and from swimming lessons

Levy and Hire of musical instruments

School Camps

Sporting and artistic programs that extend beyond the core curriculum. Eg: District, regional state and national sporting carnivals. Musical showcases and Eisteddfod.

Specialised programs that fall outside the standard curriculum

Performing Arts Levies

Educational services purchased from a provider other than the State school where the student is enrolled.

### Student Resource Scheme

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The above schedule is endorsed by the Arundel State School Parents and Citizens Association, School Council and Principal.

**P&C Treasurer**

**Landon Dare  
Principal**



I acknowledge that information regarding the **School's Dress Code** and **Schedule of Fees and Charges** have been explained to me.

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Parent/Caregiver Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

# Arundel State School (Independent Public School)

## Positive Behaviour for Learning (PBL)

### Behaviour Management Plan

*(This document is a brief summary of the full Responsible Behaviour Plan for Students. See website for full plan)*

It is the school philosophy to have 'Every Student Succeeding' to their full potential. In order to achieve this, students must adhere to Arundel Behaviour Expectations so they, in turn, get maximum learning time. Arundel State School builds positive relationships among staff, students, parents and the broader community in order to maintain our goal of creating a cohesive learning environment.

The Arundel State School utilises **Positive Behaviour for Learning** as a Whole School Framework for behaviour expectations, positive reinforcement and consequences for unwanted behaviours. In the Arundel State School community, we expect all members to:

**Be SAFE**

- Move Sensibly around the school
- Follow adults' direction
- Keep your hands and feet to yourself
- Be Sun Smart

**Be RESPECTFUL**

- Respect other people and their property
- Listen when others are speaking
- Use appropriate words and actions

**Be a LEARNER**

- Work to the best of your ability
- Listen carefully and follow teacher instructions
- Co-operate and participate

#### School Rules

The school has rules centred around the topics of **safety, respect and learning**. All school expectations are **explicitly taught** throughout the school from Prep to Year 6 in weekly focuses. Our weekly behaviour focusses are **data driven** through the analysis of behaviour incident summaries, suspension data and behaviour patterns that are evident within the school.

Students are expected to know the school rules and be able to explain what they have done wrong, what rule they have broken and how they should behave instead. If a student is unsure of the accepted behaviour, then staff will take the time to **explicitly teach students the acceptable behaviour**.

At Arundel State School we aim to have every student succeeding at their very best ability. By correcting undesired behaviours and positively reinforcing appropriate behaviour we can set clear expectations so that the focus of our staff is teaching and learning.

CODE OF CONDUCT	IN CLASSROOMS I WILL...	IN THE SCHOOL GROUNDS I WILL...	OUT IN THE COMMUNITY I WILL...	IN THE VIRTUAL COMMUNITY I WILL...
<b>Be SAFE</b>	Watch out for others. Take care of myself. Keep my hands and feet to myself. Be punctual.	Play in the designated areas only. Walk on the concrete. Report anything dangerous. Use equipment safely. Keep my hands and feet to myself. Leave sticks and stones on the ground. Be sun smart.	Cross at crossings. Stop, look and listen when near roads. Follow the directions of school staff before and after school and in the community. Stay in designated areas. Follow the rules when travelling on the bus.	Only access school approved websites. Leave my mobile in my bag whilst at school. Not use social media at school. Report any problems related to social media (i.e. cyber bullying).
<b>Be RESPECTFUL</b>	Follow directions the first time asked. Raise my hand to speak. Leave room tidy. Use manners at all times: using please and thank you. Knock and wait before entering rooms. Respect others rights to learn. Value each other's differences. Listen without answering back.	Put litter in the bins. Wear my uniform with pride. Value each other's differences. Use manners. Respect personal space of others. Move quietly through the school grounds.	Support fellow students. Set a good example for others. Value each other's differences. Use my best manners at all times. Be respectful to others in the community.	Use ICT for the purpose of the task (follow instructions). Care and value technology equipment – use computers and iPads properly. Use appropriate language in all communications.
<b>Be a LEARNER</b>	Show pride in my work. Use my 5Ls Set realistic achievable goals. Follow instructions promptly. Be organised and ready to learn. Take responsibility for my own learning.	Be punctual when bells sound. Move quickly and quietly between lessons.	Participate fully in all learning experiences outside of school (such as camps, sport and excursions).	Only use apps/programs that my teacher provides or recommends. Use ICTs for learning only. Follow instructions, terms and conditions.

## Classroom Plans

The Arundel State School has adopted a common plan for dealing with inappropriate behaviour in classrooms.

STEP 1: WARNING, reinforce/explicitly teach expected behaviour.

STEP 2: TIME OUT IN CLASS, reinforce/explicitly teach expected behaviour.

STEP 3: TIME OUT IN ANOTHER CLASS, explicitly teach expected behaviour. **Parent Contact.**

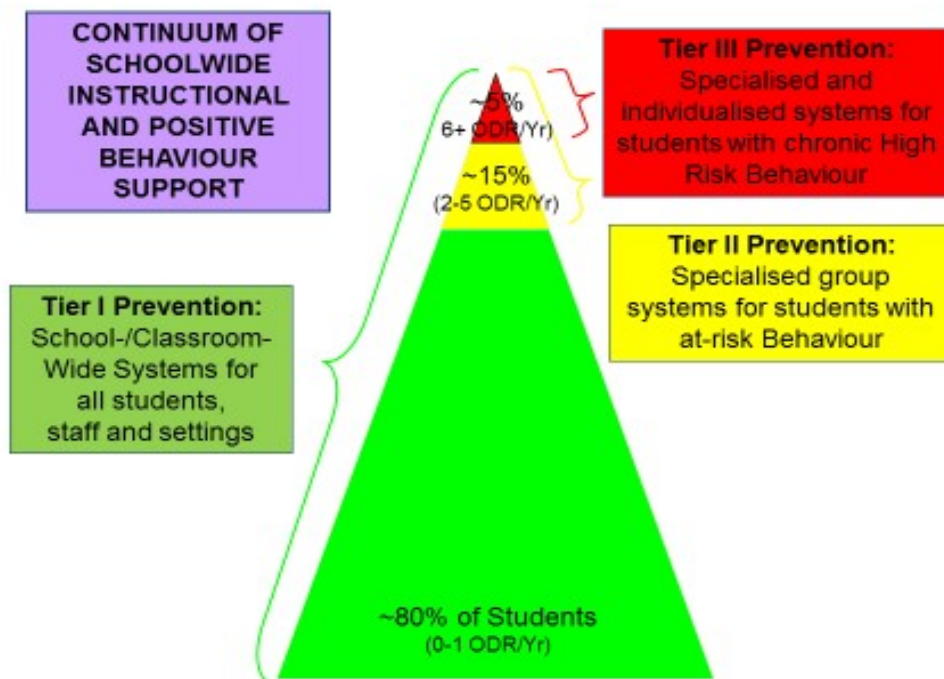
STEP 4: PLANNING ROOM SLIP AND ESCORTED TO DEPUTY PRINCIPAL.

Children need the security and clarity of knowing where they stand. Having a clear framework of negative consequences which is understood by all children means that:

- The learning environment is more likely to remain calm and orderly because the expectations are explicit and familiar;
- The use of consequences is more likely to be perceived as fair and consistent because there are no surprises or hidden penalties;
- Children are assisted in taking responsibility for their own behaviour and provided with a framework in which they can make choices with known consequences.

Children also need to have the opportunity to be **recognised for great choices and exemplary behaviour** in and out of the classroom. At Arundel we reinforce positive behaviours with 'free and frequent' praise, eagle tokens, medium term rewards (PBL rewards menu and certificates, contact with carers) and long term rewards (invitation to a PBL Principal's Morning Tea to recognise the achievement of 100 Eagles obtained).

At Arundel State School we cater for all student behaviour. Excellent behaviour is recognised, acknowledged and rewarded, whereas unwanted behaviour is recognised, corrected through explicit instruction and given a consequence. We categorise school behaviour into 3 tiers and offer different support structures for the different tiers.



POSITIVE ACKNOWLEDGEMENT	CONSEQUENCES
<ul style="list-style-type: none"> <li>• Positive praise</li> <li>• Eagle tokens</li> <li>• Parent Contact (25 Eagles)</li> <li>• Certificates to acknowledge milestones</li> <li>• Sharing Certificates</li> <li>• Newsletter acknowledgement</li> <li>• Rewards Menu</li> <li>• Arundel Certificate(100 Eagles)</li> <li>• Attend Principals Morning Tea</li> <li>• 100 and 200 Eagle Pin</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom Step Chart</li> <li>• Natural playground consequence</li> <li>• Time out</li> <li>• Time out in another class</li> <li>• Parent Notification</li> <li>• Planning Room</li> <li>• Play pass/Behaviour Contracts</li> <li>• Individual Positive Behaviour Support Plan</li> <li>• Suspension</li> <li>• Exclusion</li> </ul>



# ARUNDEL STATE SCHOOL

*An Independent Public School*

185 Napper Road, Arundel Queensland 4214  
Telephone: (07) 5561 4888  
Fax: (07) 5561 4800  
Email: [admin@arundelss.eq.edu.au](mailto:admin@arundelss.eq.edu.au)  
[www.arundelss.eq.edu.au](http://www.arundelss.eq.edu.au)

## **Introduction to the State School Consent Form (attached) for Arundel State School**

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

## **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

## **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.



### **Consent may be limited or withdrawn**

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

### **Media sources used**

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://arundelss.eq.edu.au>
- Facebook: <https://www.facebook.com/thearundelstateschool>
- YouTube: Not applicable
- Instagram: Not applicable
- Twitter: Not applicable
- Other: As the school's webpage is linked to the Arundel State School QSchools App, all information that appears on the school website will also be mirrored on the Arundel State School QSchools App platform.
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

### **Duration**

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

### **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact the Arundel State School Administration Office, 5561 4888 and [office@arundelss.eq.edu.au](mailto:office@arundelss.eq.edu.au).

Administration should be contacted if you have any questions regarding consent.

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

(d) Name to be used in association with the person's personal information and materials\* (please select):

Full Name  First Name  No Name  Other Name .....

*\*Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals;
  - promotional/advertising materials; and
  - presentations and displays.

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe:  
School Photographs

### 5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

**6 CONSENT AND AGREEMENT**

**► CONSENTER – I am (tick the applicable box):**

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

Signature or mark of student (if applicable).....

Date .....

**SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

**► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

**► Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

**Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

# Computer Network and Internet Acceptable Use Policy

Dear Caregiver,

Today's students live in a digital world and our school is committed to providing educational activities that enable your student to succeed in this digital world. Education Queensland is committed to integrating use of Information and Communication Technologies (ICTs) into all subject areas and providing a level of access to these technologies throughout schools. To provide this access, the school requires caregiver permission to allow your student to use the school ICT network (including the Internet).

It is important that both you and your student understand the responsibilities of students, caregivers, and the school when using the school ICT devices and facilities.

## **Student Responsibilities:**

*It is acceptable for students to use school ICT devices and facilities for:*

Class work and assignments set by teachers;

- ✓ Developing literacy, communication and information skills;
- ✓ Authoring text, artwork, audio and visual material for publication on the Internet, solely for educational purposes as supervised and approved by the school;
- ✓ Conducting research for school activities and projects;
- ✓ Communicating with other students, teachers, parents or experts in relation to school work;
- ✓ Access to online references such as dictionaries, encyclopaedias, etc.

*It is unacceptable for students to:*

- ✓ Download, distribute or publish offensive messages or pictures;
- ✓ Use obscene or abusive language to harass, insult or attack others;
- ✓ Deliberately waste printing and Internet resources;
- ✓ Damage or disrupt computers, printers or the network equipment;
- ✓ Violate copyright laws, which includes plagiarism and music;
- ✓ Use unsupervised internet chat;
- ✓ Use online email services (e.g.hotmail);
- ✓ Send chain letters or Spam email (junk mail);
- ✓ Divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown people;
- ✓ Give their username and password to another student;
- ✓ Use another student or staff member's username or password to access the school's network, including trespassing in another person's files, home drive or e-mail;
- ✓ Access non-educational games or activities.
- ✓ Use mobile data storage devices on school equipment without the teacher permission.

## **Caregivers Responsibilities:**

*Caregivers (and students) should:*

- ✓ Accept that the Internet gives access to all sorts of information, some good some not good;
- ✓ Accept that the school cannot fully control information accessed through the Internet;
- ✓ Be able to report and discontinue access to harmful Internet and email information.

*Caregivers (and students) should be aware that:*

- ✓ Access to ICT resources is for learning experiences;
- ✓ The ICT facilities should be used responsibly and with care;
- ✓ Students breaking these rules will be faced with consequences under the school behaviour management plan;
- ✓ Information may be accidentally displayed that could be illegal, dangerous or offensive, with or without the student's immediate knowledge;
- ✓ Teachers will always exercise their duty of care, but control of access to harmful information requires responsible use by the student.

## **School Responsibilities:**

### *The school will:*

- ✓ Provide educational experiences using ICT devices and facilities;
- ✓ Restrict/remove student access to ICT resources if the student/caregiver does not meet the school's ICT usage standards;
- ✓ Prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet;
- ✓ Ensure that, where possible, Internet use by students is prepared before class, including checks on sites students are directed to visit.

The following Computer Network and Internet Agreement Form must be signed by the student and parent. Once the form has been signed, students will be issued with a username and password.

If you have any questions regarding the use of the Internet at Arundel State School  
Please do not hesitate to contact the school, telephone 55614888.

Landon Dare (Principal)

*Arundel State School provides access to the Internet for educational uses and Communication within the wider school community. Students accessing the Internet without a specific educational purpose should do so using computer resources outside the school.*

# Computer Network and Internet Acceptable Use Policy

## Student and Parent Agreement

### Student:

I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.

While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; I will not reveal my password or allow anyone else to use my school account; and I will adhere to my responsibilities Under the Arundel State School ICT Acceptable Use policy.

Specifically in relation to e-mail and internet usage, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher. In the same instance I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the school's ICT network (including the internet) to annoy, offend or defame anyone else.

I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken in line with the Arundel State School Responsible Behaviour Plan, which may include loss of access to the network (including the internet) for some time.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Caregiver:

I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the School cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate Behaviour requirements and will not engage in inappropriate use of the school's ICT network.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

Caregiver's Name: \_\_\_\_\_

Caregiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_