PRINCIPAL’S REPORT 22.11.2013
What a fantastic evening we had for our “ARTS IN THE HILLS” on Tuesday! The weather, food, performances and displays were all quite superb. The local schools did a marvellous job of showcasing Performing and Fine Arts in the district.
On a personal note I was extremely proud of the involvement of our school members at the UDEC Festival this week for the following reasons:
1. A large contingent of children and parents attended.
2. The children performed so well for their items “Magalena, Hagalena” (Prep to Yr 2) and “Inanay” (Yr 3 to 6).
3. The children were well prepared and supported on the evening by the staff.
4. The children’s Art work on display in the hall was outstanding.
5. The presentation of the Art work by Mrs Mitchell was a treat.
The PA Fundraising Committee had a successful Curry Chicken/Vegetable Food Stall. All these facts led to a wonderful evening of entertainment, food and quality art work.
Thanks to all those who were able to attend and supported the school and the local district so well.
THIS WEEK AT UPWEY PRIMARY SCHOOL

UDEC ARTS FESTIVAL – ART IN THE HILLS

The event focused on The Arts in local Primary & Secondary Schools with each school having two performance times on the Upwey High School Stage and presenting Art work in the school hall).

Schools involved were Upwey High School, Belgrave 5th PS, Ferny Creek PS, Upper Ferntree Gully PS, Tecoma PS, Upwey 5th PS and Upwey PS.

Thanks to the PA/Fundraising Committee who worked tirelessly throughout the afternoon and evening to prepare food for the Curry Stall and sell to the community. A profit of nearly $400 was made on the evening and the amount was a credit to all those involved and those who supported the stall.

Finally thanks to all staff who attended and supported the evening, especially organising children before and during the performances. Ms Oxworth set up the songs for the performance and I thank her for practising with the children before the event.

“COOL TO GO TO SCHOOL” – PRE SCHOOL TRANSITION PROGRAM

Prep children enrolled in 2014 attended the third session of the “Cool to Go to School” program today. This Prep orientation session concentrated on a lesson in the Art Room. Miss Croft and our current Prep children supported our 2014 Preps and finished with a play in the playground, of course.

BUNNINGS SAUSAGE SIZZLE – Only Two Weeks Away (Saturday 7th December)

The PA/Fundraising have organised the annual Bunnings Sausage Sizzle on Saturday 7th December from about 8:00 am to 4:00 pm. This is a great opportunity to fundraise outside our regular community but to be successful we need a few more volunteers to assist with selling and cooking during the day. Please volunteer an hour or two of your time and sign up to assist this most important fundraising event. Thanks to those who have already volunteered and some time slots have been booked out but we still need more assistance.

SCHOOL CO-OPERATIVE – ANNUAL GENERAL MEETING

The final School Co-operative Annual General Meeting was held on Monday. The co-operative was wound up at the meeting as all repayments have been made. It was quite a reunion of past parents who are still vitally interested in the local area. I thanked all the members for their dedication over some 12 years and reminded them that the project which supplied the classroom air conditioners and the Red & Green Playground (including cover) leaves a lasting benefit for our children and those still to come to Upwey Primary School.

TESTING NEARLY COMPLETED

All the grades are currently completing testing requirements in preparation for the 2nd Semester Written Report. We aim to have maximum attendance during this time so that they do not miss out on testing commitments. If your child is absent due to illness or for other necessary reasons we will organise opportunities for catch up. Please keep in contact with the teacher regarding required absences.

RECENT ILLNESSES AT SCHOOL

On the flipside of the above regarding the need to have children at school for testing there has been a recent spate of illness in some grades (gastro in particular) and so I will remind parents that if children are really ill then recovery at home without the opportunity to infect others is vital. Your support is much appreciated.

TWILIGHT WORKING BEE

Pending weather conditions another Twilight Working Bee will be held tonight from 4:00 until 7:00 pm. A sausage sizzle will be provided at the end of the Working Bee if enough takers.

MUTUAL RESPECT SURVEY - STUDENT BEHAVIOUR

All children will be completing a Mutual Respect Survey regarding student behaviour next week (Postponed from this week due to staff absences.). This survey will be used to promote student understanding and receive opinions about behaviour, cyber bullying and bullying. The final results will assist teachers in planning programs and appropriate responses in addressing behaviour issues in the school.

ACCEPTABLE USE AGREEMENT (ICT) & CYBER SAFETY POLICY DRAFTS

Today attached to the newsletter please find some draft documents provided for community comment. Any feedback regarding the documents will be appreciated. We will anticipate introducing the final documents at the December School Council meeting for implementation in 2014.

CONGRATULATIONS

UPWEY CFA COLOURING COMPETITION

Congratulations to our two winners of the Upwey CFA Colouring Competition.

Caitlin S (Grade 5/6R) won the Poster Competition for Upwey PS.

Jack H (Grade 1/2E) won the Colouring Competition for Upwey PS.

The involvement and effort certainly paid off for Jack and Caitlin.

They have both been invited to attend the presentation at Upwey CFA on Sunday 24th November. I hope you enjoy your prizes. Great work guys!

COMING EVENTS

“SCHOLASTIC BOOK SALE” – BUY 1 GET 1 FREE

Books will be available for sale on Monday 25th November and Tuesday 26th November from 3:00 pm until 4:00 pm only. Please take advantage of the opportunity if you are interested and have some spare money!

“COOL TO GO TO SCHOOL” – PRE SCHOOL TRANSITION PROGRAM

Prep children enrolled in 2014 will be invited to be involved in the final session of the “Cool to Go to School” program on Friday 29th November.

PREP PARENT INFORMATION SESSION – 2014 PREPS

The Prep Information Session has been planned for Monday 2nd December from 4:00 until 5:00 pm. Parents with other siblings will be given the opportunity to have their 2014 Prep child and other siblings participate in the After School Care program for that time without cost.

Looking forward to providing final important information for parents in preparation for 2014.
SPORT
RESCHEDULED ROUND ROBIN EVENT – Year 3 to 6 Children
This District Round Robin event will now be held on Friday 6th December. The sporting activities we will be participating in are Cricket, Rounders, Lawn Bowls and Ultimate Frisbee. Children have already selected their preferences and will be allocated according to priorities and interest with Year 6 children receiving priority. An information notice and permission form will be distributed in the near future. Most have already paid for the event but a few will need to forward the payment with the permission form.

REMEMBERS
BOOKLIST & VOLUNTARY LEVIES FOR 2014
School Fees for 2014 will be $280 for the first child and $230 for the second child (This includes a $50 B & G levy- refundable on attending a working bee.) The Booklist component of the school fees will be $150. It is anticipated that information sheets, with a detailed cost breakdown, will be distributed to all families on Monday 18th November. The minimum payment anticipated will be $150 (booklist section) and will be due during the hours indicated on the booklist information. Payments may alternatively be made before the end of the year or at the beginning of 2014. Direct Deposit will available.

EARLY SCHOOL ARRIVALS & BASC
A few early arrivals are again being noted at the moment. Children will be moved indoors for safety and supervision reasons. Children will be sent to Before School Care if they are too early so that effective supervision can be achieved and parents will be charged the appropriate fee. Please make sure your child(ren) arrive at school at the correct time or are booked into Before School Care. Also be reminded that it is the parent’s responsibility to make Before and After School Care Bookings.

HEAD LICE CHECKS
These have been completed. I am continuing to have a push to attempt to eradicate head lice at school this term and I am enlisting the support of all parents to continue checking and treating where necessary. Please make sure your child(ren) arrive at school at the correct time or are booked into Before School Care. Also be reminded that it is the parent’s responsibility to make Before and After School Care Bookings.

CONTINUED FOCUS: RESPECT – ONE OF OUR 7 TRIBES AGREEMENTS
I will continue concentrating on RESPECT during next week. This is one of Our 7 Agreements as part of the Tribes Learning Community approach and is such a vital value to develop in order for positive relationships to be developed. In the grades we will be concentrating on what RESPECT is, looks like, sounds like and feels like.

Using manners
Being polite
Consider the feelings of others
No “Put Downs”
Speaking politely & being friendly
Do not use bad language
Valuing your own contribution
Respect yourself
Accepting differences in others
Help and do not tease others
Treating others as you like to be treated

Please support the school in stressing this value whenever possible

THANKS
GARDENING & SCHOOL GROUNDS TIDING
Despite recent poor weather we had an enthusiastic band of helpers who ensured that our grounds looked terrific for the UDEC Festival “Arts In The Hills” when we had so many visitors to our school. The work in gardening, mulching, brush cutting and mowing is much appreciated. Thanks Kristy B, Michelle My, Danielle G, Sue C, Wendell H, David M and Andrew G you did a marvellous job!

REGULAR FEATURES – EXTRA CURRICULAR ACTIVITIES
SUSTAINABILITY-
“CARRY IN, CARRY OUT” Rubbish Free day will continue every Wednesday to support and emphasise our drive to maintain a more sustainable school environment. This will require that everyone (staff and children) in the school will either use only Rubbish Free Play Lunch & Lunch or take home any rubbish on every Wednesday. The aim is to minimise our waste. The response continues to be extremely good. We want to continue reducing our waste in the coming months. Tip: fresh fruit and vegetables are healthy and easy to prepare with no or little rubbish attached (composting for scraps is available).

FREE FEED FRIDAY - BREAKFAST
The Soupees Breakfast continues each Friday morning. Don’t forget that all children are invited to come and have breakfast in the hall from 8:30 am on Fridays with Gavin, Linda, Chris & Sue providing all the necessary ingredients, and labour, for free!

ENROLMENTS FOR 2014
Final enrolments for Prep in 2014 or other year levels are still being accepted before final decisions are made regarding staffing for 2014.

PLAYGROUP
Playgroup continues every Friday from 9:30 until 11:00 am under the very capable direction of our enthusiastic volunteer, Emma G. Please book in if you wish to attend during the final weeks of this term.

Malcolm Aspinall
Principal

Please Support
Mr G for “Movember”
We have a donation box located at the office.

Or go to: Mobro.co/BenGallaher
and stay tuned for the groovy Mo photos
Last night on Tuesday the 18th of November 2013, my class sang a song called Magalena Hagalena. Was her name. There was heaps of schools there. There was 7 schools, my favourite song was the music for the Upwey High School. I like the music because I would like to do that when I go to High school. My art was in the hall. I do like my art work. My favourite was the fire wreck, every one did one. Other schools’ artwork was in the hall too.  
By Jai, 1/2E

Yesterday our grade sung in front of seven schools. We sang Magalena Hagalena. It was a little embarrassing, but it was fun. After I had curry, it was nice. The schools mums made homemade curry, I had two bowls of it and after I had an ice-cream. I had a paddle pop. It cost $2.50. I also watched the Chinese dancers. They were good. My favourite was Ferntree Gully Primary school. They were a little better then us, but at least we tried. They sang “Paradise”. It was good. I liked it because they sand good. Then I went home and watched a movie in bed.  
By Jacob, 1/2E

Yesterday me and my family came to the Art festival. My family and I walked to the High School and sat down. There was seven schools performing when I sat down. I had a very yummy dinner, I bought one ring and three clips for 50c. There was also craft stuff you can buy. I was walking around and suddenly I notice that my class mates were lining up. I rushed to my friends and lined up. Then I waited then my class was up. I saw my family while I was singing. Then the song stopped. When it was finished I rushed to mum and ate chicken curry. It was so yummy. I ate it straight away. When I was watching other schools singing I saw Japanese dancing. It was really cool. I wanted to buy an ice-cream but I couldn’t. It was not fare because my brother got to have an ice-cream but I didn’t. There was heaps of other kids playing on the play-ground. The play-ground was full of kids that I couldn’t play. The food was really cheap. The chicken curry cost $5.00. The craft stuff cost $3.00, the ice-creams cost $1.00, $2.00 and $1.50. The clips cost 50c. The clips cost the least out of all those food and other stuff. My family was about to leave but my family wanted to see my work. Then I went home.  
By Chelsea, 1/2E
Hi all.
Monday at BASC we will be having a teddy bears picnic. Afternoon tea & games on the oval & BYO teddy bear.
MONDAY- Teddy bears picnic
TUESDAY- Box construction
WEDNESDAY- Paper & felt flowers
THURSDAY- Making toffee apples
FRIDAY- Old fashioned games- elastics, marbles etc.
Have a great weekend & see you Monday.
Sam.

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Term 4, 2013 - Upwey Primary School

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Before & After School Care

Happy Birthday
22nd Nov - 29th Nov
Karma
Violet
Ruby
Nathan M
P.A. NEWS

**UDEC** – What a great evening and thank you to our chief cooks who certainly cooked up a storm with the yummy curries. We sold out very quickly and even the children enjoyed the delicious curry.

**BOOK FAIR** – Buy 1 book get 1 free!

Monday 25th November & Tuesday 26th November, in the library. Come along if you are interested in picking up a bargain – it is different books to the last one so it might be worth a look! Your free book can be donated to the library or to charity to support local families with Christmas gifts or it can by yours if you prefer…the choice is yours!

**SCHOOL DISCO** – Friday 29th November – get your dancing shoes ready to go
– Junior Dance (kinder & p – 2) 6.00 – 7.15pm and Senior Dance (3-6) 7.30 – 9.00pm. We are setting up on the 29th from 1.00pm if you would like to help out, or we will need some supervisors for the night if you would like to take part…

**BUNNINGS** – Saturday 7th December – please let us know at the office if you are available to work a shift. We still need people to help with 12-2 and 2-4pm.

**MATTEL FACTORY** visit – see advertisement in the newsletter – tickets $10 per person and you must attend between 9.00 – 10.30am on Saturday 14th December – apparently it is worth the trip if you want a bargain! The ticket price is donated to the school fundraising effort. Thanks to Kelly W for organising!

Next meeting: Tuesday 26th November 2.00pm in the staffroom

ORGANISING THE DISCO IS ON THE AGENDA

Book Club orders due Next Friday 29th November

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**BUNNINGS SAUSAGE SIZZLE**
**OUR BIG FUNDRAISER FOR THE YEAR**

**WE NEED YOUR HELP..............**
**IF YOU CAN SPARE A COUPLE OF HOURS**
**ON SATURDAY 7TH DECEMBER**

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PLEASE RETURN THIS FORM TO THE OFFICE
Thank You to everyone for volunteering their time.
NEWS FLASH
Jetset Belgrave is excited to announce their change of name to

helloworld Belgrave
While helloworld is a new name, you should feel reassured that we will still offer you the same great service and familiar faces you’ve come to trust and rely on.
These are indeed exciting times and we look forward to seeing you in store soon so that we can talk to you about a whole new travel experience. We’re excited and we’re sure that you will be too.

At helloworld Belgrave we have experienced staff with between Peter, Julie and Lucy over 75 years’ experience.

Come in and check out the new office.

helloworld, 1668 Burwood Highway, Belgrave
Phone: 9754 1066 or email enquiries@jetsetbelgrave.com.au

Fire Refuge – Ferny Creek Primary – Open Day
This is a Fundraising event for our school as well as an opportunity for people in the local and neighbouring communities to attend a Tour of the Fire Refuge currently operating in the school building to see how it could be used if there was a need in the event of a serious fire.

When: Sunday November 24th 10am - 3pm.
Hour long Tours will operate on the Hour and Half hour – meet at the school’s Oval.

Why not come along and enjoy:
- Bacon and egg roll
- Sausage sizzle
- Coffee van on site
- Bake Sale
- Lolly Stall (hosted by our Grade 5/6 students)
- Art exhibition
- Mini market – stalls selling handmade and other items (get started on your Christmas shopping!)
- CFA display and children’s activities
- Circus performers

Hope you can come along to join in the fun and support the school and the local CFA.
Let's start with VENUS.

GRASSROOTS TWILIGHT MARKET, THIS SATURDAY

The Mt Burnett Observatory community group will be bringing a portable telescope to our twilight market, to give market goers a peek at Venus.

For something closer to home, there will be a wide range of local community groups for you to chat to including the CFA, the RSL, Scouts and Guides, Glenfern Valley Bushlands, Upwey Township Group, UTCrash, and the Tibetan Buddhist Rime Institute.

Outside we have a range of live music to create the sort of atmosphere we are getting a reputation for.

Inside, there'll be a quiet spot in the hall where you can get a cup of tea and a scone just out of the oven.

Lots and lots of stallholders will be coming to showcase their talented goods including soap, jewellery, plants, potatoes, garlic, clothes, cushions, bags, and leatherwork.

There will be games in the park, run by Upwey Scouts, and also a grand scouts sausage sizzle.

Grassroots HQ

While on the subject of food, there will be plenty of options to suit every budget and dietary requirement, so you should plan on having a grassroots dinner in our new seating area near the pirate ship, or in one of the local cafes in Upwey.

And since it's only a month until Christmas there will be Christmas shopping, carols, food, cards and gift ideas that are all made in or near the hills.

Grassroots market
back home in Upwey
Saturday 23 November 2013
3-8pm
behind the shops in Upwey

you should bring an umbrella and your own shopping bags

With the Fire season quickly approaching, now is the time to have all of your House Gutters cleaned.

FROM ONLY $ 50 FOR SINGLE STOREY HOUSE
FROM $ 80 FOR DOUBLE STOREY
CALL ALAN TODAY ON 0448 800 369

(This is a discounted rate for UPS)
School procedures for the bushfire season

The way schools in Victoria respond to bushfires is being constantly revised.

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools – and children’s services – identified as being at highest bushfire risk have been included on the Bushfire-At Risk Register (BARR) and will be closed on days determined by fire authorities to be Code Red. Our school has been identified as a school at highest bushfire risk and is listed on the BARR.

Where possible, we will provide parents with up to three days notice of a planned closure following the issue of a Code Red warning by the CFA. We will contact you directly by email or letter sent home with your child with advice on planned closures and will confirm the decision to close by 12 noon the day before the planned closure.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child.

- No staff will be on site on days when the school is closed by the risk of fire.
- Out-of-school care will be cancelled on these days.
- School camps will be cancelled if the area where the camp is taking place is at risk.

There may also be changes to school bus routes. Depending on routes, this may also occur on days when the school is not closed.

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – on such days, children should never be left at home unattended or in the care of older children.

For those of us living in a bushfire-prone area, the safest option when a Code Red day is declared may be to leave the night before, or early in the morning of the Code Red day.
As part of preparing our school for the threat of fire we have updated our emergency management plan; reprioritised any maintenance works that may assist in preparing for the threat of fire and cleared and mowed/slashed our slope area and our school grounds and had our gutters cleaned.

*What can parents do?*

- Make sure your family’s Bushfire Survival Plan is up-to-date and includes alternative care arrangements for your children in the event that our school is closed.

- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, by checking our website [http://www.upweyps.vic.edu.au/](http://www.upweyps.vic.edu.au/) and by talking to your child’s teacher or any other member of the teaching staff about our emergency plans.

- Most importantly at this time of year, if you’re planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.

- If your child is old enough, talk to them about bushfires and your family’s Bushfire Survival Plan.


For up-to-date information on this year’s fire season and Bushfire Survival Planning, visit the CFA website at [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

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**UPWEY FIRE BRIGADE OPEN DAY**

**Sunday 24th November**

**From 11am**
CYBER SAFETY POLICY

Definition:
Bullying is when someone, or a group of people, upset or create a risk to another person’s health and safety - either psychologically or physically – or their property, reputation or social acceptance on more than one occasion. Bullies deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment. People who use the internet, email, intranets, phones or similar technologies to bully others are cyber bullies.

Rationale:
• Bullying in any form is unacceptable. Bullying that is carried out through an internet service, such as email, internet, chat room, discussion group or instant messaging or through mobile phone technologies such as short messaging service (SMS) is cyber bullying. Cyber bullying will not be tolerated at any level, and consequences exist for students who choose to bully others.
• To reinforce within the school community what bullying is (including cyber bullying), and that it is unacceptable.
• Everyone within the school community to be alert to signs and evidence of cyber bullying and to have a responsibility to report it to staff whether as observer or victim.
• To ensure that all reported incidents of cyber bullying are investigated appropriately and that support is given to both victims and perpetrators.
• To seek parental and peer-group support and co-operation at all times.

Implementation:
• Parents, teachers, students and the community will be aware of the school’s position on cyber bullying. Teacher will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
• The school will adopt a four-phase approach to bullying.

A. Primary Prevention:
• Professional development for staff relating to all forms of bullying including cyber bullying. Harassment and proven counter measures.
• Educate the school community about the seriousness of cyber bullying, its impact on those being bullied and how this behaviour is unacceptable.
• Community awareness and input relating to bullying (including cyber-bullying), its characteristics and the schools’ programs and response.
• Provide programs that promote resilience, life and social skill, assertiveness, conflict resolution and problem solving.
• A students bullying survey will be administered and acted upon twice annually.
• Each classroom teacher to clarify with students at the start of each year the school policy on bullying, including cyber-bullying.
• All students to be provided with individual and confidential computer and network log ins and passwords. Processes to be put in place to ensure tracking of student activity on the school’s computer equipment and network. Firewalls to be installed to eliminate outside traffic into the school’s network and intranet.
• The use of mobile phones by students will be limited with mobile phones handed to the school office during school hours.
• The curriculum will include anti-bullying messages and strategies e.g.: “Healthy Relationships”, “You Can Do It”, “Play Is the Way” and “Restorative Practices” to address bullying issues.
• Junior School Council, peer support delegates, staff and students to promote the philosophy of ‘No Put Downs’
• A vigilant and accountable yard duty roster for teachers will be put in place.

B. Early Intervention:
• Encourage children and staff to report bullying incidents involving themselves or others.
• Classroom teachers and principal to remind students and staff to report incidents of bullying.
• Regular monitoring of student traffic on school’s computer networks to identify potential problems.
• Parents encouraged to contact school if they become aware of a problem.
• Faraway Tree Room – a designated safe/quiet place for children to access at recess and lunch times.
• Public recognition and reward for positive behaviour and resolution of problems

C. Intervention:
• Once identified each bully, victim and witness(es) will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented.
• Parents to be contacted as required.
• Students and staff identified by others as bullies will be informed of allegations
• Both bullies and victims will be offered counselling and support.
• Removal of cyber bullies from access to the school’s network and computers for a period of time. Loss of privilege to bring a mobile phone to school for student’s who bully via SMS or similar telephone functions.
• If student bullying persists parents will be contacted and consequences implemented consistent with the school’s “Student Engagement & Well-being Policy” including the Student Code of Conduct.

D. Post Violation:
• Consequences for students will be individually based and may involve:-
  • exclusion from class/ exclusion from yard/ withdrawal of privileges.
  • school suspension. (internal and external)
  • ongoing counselling from appropriate agency for both victim and bully.
  • Reinforcement of positive behaviours.
  • Support Structures
  • Ongoing monitoring of identified bullies.

Rewards for positive behaviour

Evaluation:
This policy will be reviewed with whole staff, student, parent and community input as part of the school’s three-year review cycle.

Drafted on 4/11/2013
AGREEMENT FOR THE USE OF COMPUTERS and DIGITAL EQUIPMENT INCLUDING MOBILE PHONES, IPODS ETC.

Students at Upwey Primary School will have access to the Internet and email for educational purposes. To support students in the use of these programs all students will complete a Cyber safety program and must abide by school rules for the use of ICT.

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

1. Students must not knowingly access or try to access any material that is not appropriate for school use. Filters are in place that restrict students to Education approved sites where possible. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

2. If students find they are viewing inappropriate material or at any time feel uncomfortable about the material on their screen they should turn off the screen (not the computer) and report the incident to their teacher who can investigate the problem.

3. Students must not use the Internet, Social Media or email to bully, harass or intimidate another person. Laws exist regarding cyber bullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyber bullying even if it takes place out of school hours on home computers but has an impact on our students.

4. Students must not use inappropriate language in any communication. A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.

5. All students are given user names and passwords to access computers and the internet. Students must keep their passwords private and secure. If a student becomes aware that others know their password or that of someone else they must notify their teacher immediately. Any student who uses another person’s password to login to computers will not have access to computers for a set period of time as a consequence.

6. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the ICT coordinator or the Principal. Some online activities are illegal and as such will be reported to police.

7. Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent who will receive an invoice for the repair.

8. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers. Students should seek permission to use personal USB sticks in school computers.

9. Students must not use school email accounts to create an account for online activities and social media sites.

10. Student use of mobile phones and any personal device that has internet access while on school property is forbidden. The school recognises the need for some students to contact parents before and after school and provides safe storage for these devices at the office. We want all students to be safe and secure while at school therefore to maintain all student’s right to privacy and good order in the school we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning. These devices MUST be handed to the office upon arrival at school.

11. This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities