



**MINDARIE**  
SENIOR COLLEGE  
WHERE YOUR FUTURE BEGINS

# INFORMATION HANDBOOK

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**2020**

**An Independent Public School**

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## PRINCIPAL'S MESSAGE

Dear Parents, Guardians and Students,

We welcome your consideration of Mindarie Senior College as your school of choice for Year 11 and 12.

The College is a purpose built Senior College, architecturally designed to suit the education needs of young adults.

We are characterised by our Young Adult Ethos; pursuing personal excellence, building positive relationships and demonstrating social responsibility.

In order to provide the necessary care and guidance to each student, Mindarie Senior College has in place a Mentor program that closely monitors and nurtures the well-being and progress of the individual student. All staff at the College are entrusted with the responsibility of mentoring a small group of students throughout their time at the College.

A unique timetable structure exists at Mindarie Senior College, to allow students greater flexibility and access to a variety of learning opportunities. Mindarie Senior College has a four day extended timetable, allowing Wednesday to be used for programs such as Workplace Learning, VET, study, and ATAR tutorials.

As well as general information, this booklet outlines the policies by which the College operates. We encourage you to read the policies and clearly understand the expectations, so that you are making an informed decision when applying for enrolment.

We look forward to receiving your application for enrolment.

Regards

A handwritten signature in black ink that reads "Janice Sander". The signature is written in a cursive, flowing style.

Janice Sander  
Principal

## OFFICE HOURS

Monday / Friday:	8.00am - 4.00pm
Tuesday / Thursday:	8.00am - 4.15pm
Wednesday:	8.00am - 3:30pm

## HELPFUL CONTACTS

<b>Reception:</b> ( <i>general enquiries</i> )	9304 5800
<b>Enrolment Officer:</b>	9304 5805
<b>Attendance Officer:</b>	9304 5603
<b>Finance Officer:</b> ( <i>payment of College charges</i> )	9304 5806
<b>Student Services Officer:</b> ( <i>student welfare, late arrivals, early departures, notification of students permanently leaving school</i> )	9304 5819
<b>Careers / Workplace Learning:</b> ( <i>general enquiries</i> )	9304 5817
<b>SMS:</b> ( <i>attendance information - lateness &amp; illness</i> )	0409 084 812
<b>Email Address:</b> ( <i>general enquiries and information</i> ) <a href="mailto:Info.mindarie.sc@education.wa.edu.au">Info.mindarie.sc@education.wa.edu.au</a>	
<b>Email Address for Enrolment Officer:</b> ( <i>including change/update of contact details</i> ) <a href="mailto:Mindarie.SC.Enrolment@education.wa.edu.au">Mindarie.SC.Enrolment@education.wa.edu.au</a>	

## VISITORS TO COLLEGE

The College encourages visits from parents and community members. Visitors are welcome, provided the visits are consistent with the education and safety of students and staff.

### Visitor Guidelines

Upon their arrival at the College, visitors must register at the office where they will receive an identification badge. Visitors will be met by a staff member at the office and must remain with the staff member when moving around the College.

## CHANGE OF CONTACT DETAILS

Parents are responsible for informing the College of any changes to address and contact details. Please let us know as soon as possible by calling in to the office or emailing the enrolment officer on:

[Mindarie.SC.Enrolment@education.wa.edu.au](mailto:Mindarie.SC.Enrolment@education.wa.edu.au)

## COLLEGE TIMETABLE

### Monday / Friday

Period 1                    08.25am   -     09.25am

Period 2                    09.25am   -     10.25am

#### ***Recess***

Period 3                    10.45am   -     11.50am

Period 4                    11.50am   -     12.55pm

#### ***Lunch***

Period 5                    01.30pm   -     02.35pm

Period 6                    02.35pm   -     03.40pm

### Tuesday / Thursday

Period 1                    08.25am   -     09.25am

Period 2                    09.25am   -     10.25am

#### ***Recess***

Period 3                    10.45am   -     11.45am

Period 4                    11.45am   -     12.45pm

Mentor                    12.45pm   -     01.15pm

#### ***Lunch***

Period 5                    01.50pm   -     02.55pm

Period 6                    02.55pm   -     04.00pm

## SCHOOL BUS SERVICE

Students living in remote areas who wish to use the school bus service must first apply to the school bus service, by completing an Application for Transport Assistance MAINSTREAM form.

<http://www.schoolbuses.wa.gov.au/School/PrintableForms/tabid/385/Default.aspx>

Please be aware that, on Tuesdays and Thursdays, the School Bus Service departs before our timetabled classes have finished. Students will not be permitted to leave class early to catch the bus and should make alternative arrangements on these days.

Please call the Public Transport Authority on 9326 2578 for more information.

## DRESS CODE POLICY

The College has a Dress Code Policy determined in consultation with parents and students. **All students attending the College must wear the full College uniform as sold by the College** and are not allowed to modify the uniform, nor wear it in an inappropriate way. Hats are not to be worn inside classrooms and administration. Leggings or footless tights are not allowed to be worn.

Our supplier is Tudor Uniforms, based in Wangara. Their outreach shop is open in Student Services at Mindarie Senior College every Thursday between 12.30pm and 2.30pm (when students are in attendance). Students may purchase during Mentor period, with permission, or during the lunch break.

Students out of uniform are required to obtain a uniform pass before school starts. Students in breach of the College Dress Code will report to the Student Services Manager to resolve the matter.

To conform to Health and Safety standards, safe footwear is compulsory at Mindarie Senior College, and must be appropriate for the activity. Students are to wear closed-in shoes: thongs or backless shoes are not permitted.

## UNIFORM INFORMATION

The College encourages sustainable consumer practices and pre-loved uniforms and textbooks may be purchased through [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au).

Alternatively, new uniforms may be purchased from:

**Tudor Uniforms**

75 Excellence Drive

WANGARA WA 6065

Phone: (08) 9408 2666

Fax: (08) 9408 2600

Email: [sales@tudorschooluniforms.com.au](mailto:sales@tudorschooluniforms.com.au)

## **PRIVACY AND SECURITY**

The Department of Education's Information Privacy and Security Policy requires schools to gain parental or guardian permission before using visual images of students, such as photographs, outside the College environment.

Mindarie Senior College regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of College matters, publicise events and to promote the College. From time to time we may also be asked to contribute to Department of Education materials, such as educational videos and information documents.

Parents grant permission by signing the enrolment form. It is intended that this permission will be effective for the duration of your child's schooling at Mindarie Senior College. If you don't want your child's photo used for publicity purposes, you must tick the No box on the enrolment form and confirm this in writing to the College. If you have previously consented you are, of course, at liberty to withdraw your consent at any time by contacting the College in writing.

## **LOCKER INFORMATION**

All students will be able to apply for lockers. However, as the number of students within the College will always exceed the number of lockers available, their distribution will be carefully coordinated. Using the criteria listed below, the Student Services Team will attempt to provide a fair and equitable method of allocation based on the following criteria:

- Year 12 Students will have priority over Year 11 students.
- Students who have a legitimate medical reason that would place them at risk if they did not have access to a locker will have priority (medical certificate must be supplied).
- Students enrolled in courses that require them to bring substantial texts or equipment to and from College will have priority.

## **SUPPORTIVE LEARNING ENVIRONMENT**

It is the task of the College to adequately work with, and for, students who experience difficulties with their learning. The College will adapt the curriculum and assessment practices where possible to allow all students the greatest possible access to learning opportunities.

The first step in this process is to identify students who may experience difficulties. In some cases the previous school will provide this information to the College. Identified students will be supported by an Academic Support staff member in collaboration with course teachers. Students can self-refer to the Manager of Student Services or Manager of Student Studies for further support and advice.

## **ACADEMIC STANDARDS POLICY**

Student individual academic success is a priority of teaching and learning at Mindarie Senior College. All learning programs focus on the successful attainment of academic goals and a student's successful transition to a preferred pathway at the completion of Year 12.

In order to achieve this outcome, all students in Year 11 are required to achieve the *minimum* standard of a 'C' Grade (or equivalent) in three courses. A 'C' grade equivalent is achieved in VET courses by the achievement of all units of Competence.

Students studying an ATAR pathway need to achieve a minimum predicted ATAR of 65 by the end of Year 11.

Students who do not meet this minimum academic standard will be expected to move to a General pathway, repeat Year 11 the following year or seek alternative training or employment.

# ASSESSMENT POLICY

## INTRODUCTION

This policy has been developed to ensure that students, parents/guardians and teachers are aware of their responsibilities in the assessment process. The policy has been developed in accordance with regulations set by the School Curriculum and Standards Authority (SCSA).

All WACE assessments of Foundation, General and ATAR courses, as well as endorsed courses and Units of Competency are covered by this policy.

## OVERVIEW

Assessment is the process of gathering information about students and their learning and making judgements on achievement, using the data gathered.

The purpose of assessment is to assist students, teachers and parents/carers to:

- monitor the progress of all students and identify issues impeding student progress;
- adjust programs to ensure all students have the opportunity to demonstrate the intended outcomes; and
- report on student achievement accurately.

Assessment procedures must therefore be valid, reliable and inclusive and specifically reflect the School Curriculum and Standards Authority (SCSA) Assessment Principles:

1. Assessment should be an integral part of teaching and learning.
2. Assessment should be educative.
3. Assessment should be fair.
4. Assessments should be designed to meet their specific purposes.
5. Assessment should lead to informative reporting.
6. Assessment should lead to school wide evaluation processes.

## ASSESSMENT GUIDELINES

Student guidelines have been set by the School Curriculum and Standards Authority (SCSA) and adherence to these parameters is mandatory. At the beginning of each course the following **must** be provided to students:

- A course outline/program that includes information on the content, the sequence in which content will be taught and the approximate time to teach each section of the unit/course

- The relevant syllabus
- A clear Assessment Schedule showing the weightings for tests, exams, assignments and other assessments. Students will be informed of the dates when these assessments will be due. In some cases, the teacher will consult with the class or group and negotiate these date(s). These will then be clearly publicised.

## **STUDENT RESPONSIBILITIES**

It is the student's responsibility:

- to attend regularly, be punctual and actively participate in class activities.
- to perform all assessment tasks by the agreed or negotiated due date. It is the student's responsibility to adhere to this date.
- to be up-to-date with all course work including class work, assessments, tests and exams. Assessments are required by SCSA when moderation visits occur and for small group moderation purposes.
- to initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessments.

As a consequence of the above responsibilities, the following procedures have been implemented as College policy where students fail to submit tasks.

## **STAFF RESPONSIBILITIES**

The teaching and administrative staff at Mindarie Senior College will work towards developing a learning environment that supports the students and will:

- develop a teaching and learning program that marries the requirements of the current SCSA guidelines and the College ethos;
- provide students with an "overview and assessment outline" at the commencement of the course;
- place the overview and assessment outline on Connect
- ensure that assessments are fair, valid and reliable;
- program sufficient and valid tasks for the basis of interim reporting;
- ensure that assessments are marked and feedback provided within 1-2 weeks
- record marks on Reporting to Parents/Connect
- by the end of Term 1 all teachers of Qualifications e.g. Certificate II/III will be able to report progress towards a minimum of two Units of Competency
- ensure that a mark is recorded on Reporting to Parents/Connect before Interim Reports in Term 1

- provide a WACE course mark and grade at the end of each semester. Note that marks given by teachers and the school (including those on Connect) are provisional, subject to change and must be accepted by Connect before being finalised
- provide appropriate feedback at the end of each semester for endorsed programs and certificate courses (if applicable)
- at the end of the year, provide a SCSA mark, exam mark and grade as required, for each course
- in all ATAR courses a significant majority (at least 75%) of student work and assessments will be supervised and completed in class, and used to validate learning that occurs both at school and elsewhere
- maintain accurate records of student achievement and assessment;
- inform students and parents/carers of academic progress as appropriate, including failing a course, failure to submit or complete a task on time
- in consultation with their Managers, teachers will be flexible in the assessment requirements with students on alternative/flexible programs and provide modified programs and take prior work into consideration, if the student transfers part of the way into the course or required a modified assessment program
- store assessment files for each student for review by SCSA or relevant RTO
- engage in school and SCSA moderation activities as applicable
- make assessment files available to students for revision purposes
- meet College and external timeframes for assessment and reporting; **and**
- inform students and parents/guardians of academic progress as appropriate.

## **PROCEDURES FOR ASSESSMENT TASKS**

Each teacher will ensure that all students are clearly and explicitly informed at the beginning of the year/semester about the procedure for calculating the results in their Course area. Failure to submit assessment tasks by the set time will result in a lower mark being awarded unless the student provides acceptable evidence. Where possible, advance notification of absence is required. Going on a holiday is not a valid reason for students to miss College. However, if this does occur, it is the student's responsibility to liaise with his or her teachers to request the study requirements for that period of absence from the College; however it is not incumbent on the teachers to provide study material for vacation absences.

### **a) Extensions**

- A student may apply to the class teacher for an extension to the due date for a task. This must be applied to prior to the due date.

- Extensions may be given at the discretion of a teacher, in consultation with the Manager of the Learning Area, in cases of valid reasons e.g. factors beyond the control of the student have resulted in the late submission of work.
- If a student does not apply for, or receive an extension, then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

#### **b) Late or Missed Assessments**

- In cases where work is not submitted on time, teachers will make judgements on the evidence that is already available by the deadline.
- Students will complete all assessment tasks with appropriate penalty applied at the first opportunity upon their return to school.

The College will accept the following conditions as acceptable evidence:

- sickness or injury supported by a certificate from a Medical Practitioner or a valid note from parents/carers.
- a major family upset – confirmed by a written statement from a responsible adult.
- transfers between schools.
- a situation that is deemed acceptable by the Manager of the appropriate Learning Area.

For practical assessments that cannot be replicated, (ie. Outdoor Ed Camps) a medical certificate is required. Where this is the situation, students who have been absent due to an acceptable reason, should negotiate with the class teacher for an alternative arrangement.

*An unacceptable reason could result in a mark of zero.*

#### **c) Late Work Penalty**

- If there is no evidence available, late work will be penalised by 10% off the raw score per College day (including Wednesday) to a maximum of 30% penalty of the total available marks
- After 7 days it is at the teacher's discretion to negotiate a plan for the completion of the work (i.e. Wednesdays, after school, break times) and deducting further marks which could result in a final mark of zero.
- Certificate courses require students to submit 100% of the unit evidence by a set date and failure to do this may result in a student not achieving the assessed Unit of Competency and therefore not receiving the full qualification.

- Work submitted excessively late, as determined by the Manager and the teacher, may not be marked. The Manager and teacher will consider SCSA deadlines, reporting deadlines and other matters when considering marking excessively late work.

## **CHEATING, COLLUSION AND PLAGIARISM**

If a student is believed to have engaged in inappropriate behaviour (such as cheating, plagiarism or collusion) the College will inform the student and parent/carer. The teacher, in consultation with the Manager of the Learning Area will investigate whether this behaviour has occurred and if it constitutes cheating, collusion or plagiarism. The student will be provided with the right of reply in this investigation. Where it is established beyond reasonable doubt that behaviour constituting cheating, collusion or plagiarism has occurred, the College will inform the student and the parent/carer of the result of the investigation and penalty.

- If cheating, collusion or plagiarism is established, then students could be given a mark of **zero** for that assessment. This will clearly affect their progress in the course.
- Those students who allow other students to access their work during a test or examination will be similarly penalised.
- Students who submit work that is not their own, or has been copied from an unquoted source, will be asked to resubmit their own work which will attract a late penalty. Failure to do this will result in a zero score being awarded.

## **PROLONGED ABSENCE**

Where a student is unable to attend College for a lengthy period owing to injury or illness, the College may be approached to provide some support to the student's learning program.

## **CHANGING COURSES**

- Where possible, recognition of comparable course achievement will be given and credit granted. Students who move to a lower stage in a course should be allowed to transfer credit on the work completed, with an appropriate marks adjustment made.
- Course changes from ATAR to General are dependent on the capacity of the College to provide for the change and must have the agreement of the parent/carer. Course changes must be organised through the Associate Principal or nominated staff.
- The assessment profile will be adjusted, for a student entering late into a course, so as to not disadvantage the student, however the student *may* be required to complete missed work as required.

- Where a student enters the College during the year, credit for the completion of work in the same course will be based upon the student and/or previous school supplying appropriate evidence.

### **EXTERNALLY SET TASKS (EST)**

- All students enrolled in a Year 12 General or Foundation course are required to complete an externally set task (EST) for that course. The EST is a 50-minute written assessment task developed by SCSA based on content from Unit 3. It is completed in class under standard test conditions.
- The EST is included in the assessment outline for the pair of units. This assessment task has a weighting of 15% of the final mark for the pair of units.
- Where a student does not complete the EST they will be required to complete the task at the first available opportunity (generally within 2 days of the student's return to school). If this is not until after the date that SCSA requires to school to submit the EST marks, then the school will determine if the reason for non-completion is acceptable, and if not acceptable the student will be allocated a mark of zero. If the reason is acceptable to the College, the teacher will decide on an alternative assessment task (if, in the opinion of the teacher, the task is no longer confidential), OR not require the task to be completed and re-weight the student's marks for other tasks.

## **EXAMINATIONS**

### **a) Regulations**

- All WACE ATAR courses will be examined in Semester 1 and 2.
- When attending examinations, students must adhere to the regulations that pertain to that examination.
- Regulations will be issued with the examination timetable
- Infringement will result in an appropriate penalty, as per WACE and may also affect student's Good Standing.

### **b) Sickness and Misadventure (Illness and other reasons)**

- Students should attend scheduled examinations or they may receive a mark of zero.
- In exceptional circumstances special alternative arrangements may be made through the Principal or their delegate.
- If the reason is acceptable to the College, an alternative date will be set, or where this is not possible, the student will not sit the examination and their marks for other tasks will be re-weighted.

- If students fail to attend an examination through sickness, a medical certificate may be required for missed examination(s) at the discretion of the Learning Area Manager.
- Please note that for any non-valid reason for absence – including a family holiday, students will be awarded a mark of zero for the examination.
- External WACE examinations do not allow for re-sitting and in the case of sickness or misadventure, students must apply to SCSA for Sickness and Misadventure consideration. It is the responsibility of the parent/carer and student to submit this form to SCSA.

### **c) Students with Special Needs**

The College will ensure that students with special needs are catered for in an appropriate way and in accordance with SCSA guidelines.

- Students with a diagnosed disability will, (where their disability, impairment or medical condition will significantly affect their access to a particular assessment task) have written and/or practical assessment tasks (including school examinations) adjusted by the teacher, in consultation with the Academic Support Teacher/Learning Area manager.
- These adjustments will be consistent with those described in the *SCSA Guidelines for Disability Adjustments for Timed Assessments*. Adjustments, depending on the individual students' needs, can include special equipment, provision of a scribe, or additional time to complete the task.
- Students who are unable to complete an assessment task because of their special educational needs, will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.
- For WACE examination candidates a formal application will be made by the parent/carer and student, in partnership with the College, early in the year in which the student intends to sit the examination. This needs to be based on adjustments made their secondary schooling or a recent diagnosis.

## **ASSESSMENT REVIEW AND APPEAL PROCESSES**

If a student considers that there is an issue about the delivery of the course, or the marking of one or more assessment tasks, or the grade assigned for a pair of units they should, in the first instance discuss the issue with the teacher. If the issue cannot be resolved through discussion with the teacher, then the student (or parent/carer) should discuss the issue with the relevant Learning Area Manager.

At the end of the year, students are provided with the mark and the grade submitted to SCSA. A student may appeal these marks and grades to determine the following:

- The College's assessment outline conforms with syllabus requirements
- The College assessment policy conforms with the SCSA guidelines
- The College assessment procedures conform to its own assessment policy
- There are any procedural or computational errors in the determination of the school mark and/or grade

On receipt of a written request for a review from a student or their parent/carer the College will conduct a review. If the College assessment review does not resolve the student's concerns, the student may appeal to SCSA against the College assessment. This must be lodged, with the College written review, by the closing date in each year, to SCSA. The closing date is published in the SCSA Year 12 Information Handbook, available on the SCSA website.

## EXAMINATION SCHEDULE

Students enrolled in ATAR Courses will sit examinations in both Semester 1 and Semester 2. Exams form an essential part of the assessment program for each Course.

**It is critical that students sit these exams at the scheduled time, if they are to be successful in their studies.**

Therefore parents are strongly advised to check the exam dates on the College calendar to ensure they do not conflict with any planned absences during the College year.

**Please note:** Year 12 Semester 2 exams commence in the first week of the October school holidays.

## ACADEMIC PROGRESS COMMUNICATION

Students will be kept informed of their progress throughout their enrolment in a Course. Teachers will assess completed tasks, and relay assessment information to the student promptly. Parents and Mentor Teachers will be regularly informed about a student's progress. Students and parents/guardians will be informed when it is identified that there is a risk of the student not completing a Course and/or failure.

## **STUDENT REPORTS**

Student reports are emailed home to parents/guardians three times per year, with a link that is only accessible for four weeks. Parent/guardians should download the report and save the file or print out the document.

College reports are extremely important documents and must be kept in a safe place for your records. Copies of College reports are required for proof of levels/grades into State Training providers and other institutions. Should a student require copies of his/her school reports, they should contact the College reception.

## **GOOD STANDING**

The concept of Good Standing is one used extensively in education and the work-place. It recognises the efforts of the individual student in maintaining positive standards in the important areas of attendance, punctuality and behaviour. It is in accord with the Young Adult Ethos and promotes good citizenship by recognising personal responsibility.

Simply, loss of Good Standing involves loss of privileges for a specified time. Every student starting at the College is given the full document which includes details of specific consequences and time periods. It is also available on the College website under "Our College/College Policies".

## **STATEMENT ON BULLYING**

Everyone has a right to be safe and valued and all members of the school community have a responsibility to ensure this happens.

The rights of all people are to be respected at all times. At Mindarie Senior College, this means that our students and staff are free from all forms of bullying and harassment.

We actively encourage consideration for each other, together with courtesy, kindness and cooperation.

Students will be given a copy of the Policy Statement on Bullying when starting at the College and it is also available on the College website under "Our College/College Policies".

## SCHOOL CHARGES

Mindarie Senior College enjoys an excellent reputation for educational and vocational excellence, offering some of the State's best learning opportunities. This reputation is mainly due to the excellent teaching and administration staff at the College – however, the quality of teaching materials and resources also plays an important role in your child's education.

Unfortunately, we cannot rely alone on Government funding to provide this higher-than-standard service of education. Year 11 and 12 course charges across all government schools are compulsory and our College Board has approved the charges for Learning Area Courses. Payment of your school charges will ensure our high standard of educational services is maintained.

## PAYMENT SCHEDULE

In December each year, parents will be posted a School Charges Statement for each enrolled student.

If you are experiencing financial difficulties please contact our Finance Officer on 9304 5806 to discuss alternative payment arrangements.

At the time of enrolment, it is requested that a confirmation fee of \$200 be paid.

The methods of payment are:

- Via our secure website: [www.mindarie.wa.edu.au/payments](http://www.mindarie.wa.edu.au/payments)
- Cash - in person
- EFTPOS - in person
- Credit Card – in person and via telephone
- Electronic transfer (Internet Banking)
- BPay—Biller Code: 393587 Reference: Your child's Student number on the Contributions & Charges Sheet.

The balance of the school charges is due by the end of Term 1 and the College will actively pursue the collection of these charges. The following actions are taken to collect charges:

- Three reminder notices are sent to parents.
- With continued non-payment, the parent will be contacted in person to establish a payment plan.
- Unpaid school charges will be referred to our debt-collecting agency in Term 4. This is permitted by Regulation. Any outstanding amounts at the end of the Year 11 will be added to the following year's total.

## STUDENT VEHICLE POLICY

Mindarie Senior College recognises that students with licences will want to drive or ride to and from the College. The College has provided designated parking places for motorbikes, scooters and cars as space has permitted.

The College **strongly recommends** to parents, carers and students the following:

- 1. Drive especially carefully around the College area at the beginning and end of the College day.** The roads are all extremely busy with other vehicles and students as pedestrians, not only from our College but the neighbouring schools, all of which have very young students.
- 2. Do not take other students in your vehicle without the express knowledge of their parents.** Accident statistics for young drivers suggest that having friends in the vehicle can act as a distraction which can cause accidents.
- 3. Recess time and lunch-time are both short. We strongly advise you not to use your vehicles at these times.** You are likely to rush, drive less safely and be late to classes.

All students driving or riding a vehicle to the College are required to fill out a Vehicle Permit Form. They are then issued a car permit which they are required to display in or on the vehicle.

Important reminders:

**Park only in the designated areas, including the marked bays around the College.** Do not park on the property of home-owners or in the Staff Car Park.

**The College will contact parents to advise if a student has lost the privilege of driving to College owing to irresponsible behaviour including careless driving or parking incorrectly.**

## PERSONAL ACCIDENT INSURANCE

Although certainly not a regular occurrence, there are occasions when students are involved in an accident on the College site and an ambulance is called. The decision to call an ambulance is not taken lightly, as the cost can be quite prohibitive to some families.

Please note students are NOT covered for personal accident insurance during College hours or during any out-of-College activity.

It is therefore, highly recommended that you give consideration to organising insurance for your child.

If you have private health cover then this shouldn't be necessary, however, we suggest you check that ambulance cover is included.

## INTERNET AND ICT USER POLICY

Mindarie Senior College has software in place that can monitor and record all Internet and email usage and can detect any inappropriate use. As a student, you have a responsibility to adhere to the following requirements. Violations of this policy may result in disciplinary action, withdrawal of internet access and possible legal action. As a student, you are expected to **accept personal responsibility** for using the Internet, email and other information technology resources appropriately and **agree to:**

- Use appropriate language, i.e. no swearing, use of vulgar or other inappropriate language at any time. (*See Section 852E of the Commonwealth Crimes Act*).
- Not download or save materials that are not curriculum related.
- Not use College equipment to “Spam”, i.e. *distribute unwanted material to email addresses*.
- Never send or encourage others to send abusive messages, harass or menace other people through the use of the Internet or email.
- Not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others at the College.
- Not use any device with built-in cameras or recording devices to record another person’s image or voice without the consent of that person. (Telecommunications Western Australia Act 1996)
- Not use another student’s password.
- Accept full responsibility for their own user account. This includes never providing another person with their password, impersonating another person or choosing to remain anonymous when personal details are required by College Administration.
- Strictly adhere to copyright regulations for sites visited or used for the purposes of their studies.
- Use the College network appropriately.
- Report any misuse of the College network to a teacher *i.e. any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language*. (The seriousness of the misuse will be determined by College Administration.)
- Not alter, manipulate or tamper with any software or hardware belonging to Mindarie Senior College.
- Not interfere with another student’s access to the College network.
- Not deliberately nor inadvertently spread a computer virus.

Students will have access to their own allocated space on the College network. Access to any other parts of the network will constitute inappropriate use.

Students found to be in breach of any part of this policy may suffer a **loss of good**

**standing** and/or loss of access to computer and related technologies for a defined period. More serious breaches will be dealt with by the appropriate authorities, which could include the Police.

## **Procedure for Breaches of the ICT Policy**

Teachers are encouraged to reinforce the ICT User Policy at the classroom level. It is reasonable that a warning may be given at the classroom level if the teacher believes that the student has breached the ICT User Policy inadvertently. The process for loss of Good Standing is applicable for breaches of the ICT User Policy. More specifically, breaches of the ICT User Policy should be dealt with in the following ways:

- Breaches of the ICT User Policy that occur at the classroom level will be sent on to Learning Area Managers who may place students on Level 1 Loss of Good Standing.
- Learning Area Managers will also notify the IT Manager who will place the students into a 'restricted group'. The restricted group loses some email privileges and their Internet usage is restricted for the duration of their loss of Good Standing, unless requested by the teacher for educational purposes.
- Breaches that are identified by the IT Manager will be dealt with by the Manager of Technology and Enterprise.
- Further or serious breaches of the ICT User Policy or students who are to be placed on Level 2 Loss of Good Standing are to be sent directly to Student Services or Level 3 to Administration.

## **MOBILE PHONE POLICY**

Students are allowed to bring mobile phones to the College, provided that they are switched off or on silent during lesson (instruction) times, do not intrude into the privacy of others or cause disruption when used. The only exception is when the phone is being used for educational reasons, as directed by the teacher.

Mobile phones with built-in cameras or recording devices are not to be used while at the College, or on College activities to record another person's image or voice without the consent of that person.

The misuse of a mobile phone by an individual can result in loss of Good Standing.

A staff member may confiscate a mobile phone from a student who is using it without permission in the classroom, for the duration of that lesson

### **IN-CLASS TESTS / EXAMS**

Smart devices (eg. mobile phones, tablets, smart watches etc) are not permitted on your person and must be turned off in bags or given to the exam supervisor. The penalties are:

- 10% deduction = Mobile phone goes off in bag (disrupting exam) or found on student and not in bag
- Up to 100% deduction = Student caught using a mobile phone during exam

**The College will take no responsibility for lost or stolen mobile devices**

## **Our College is characterised by our Young Adult Ethos**

### **Pursuing Personal Excellence**

setting high expectations and meaningful goals  
persevering when faced with challenges and building resilience  
accessing help and support

### **Building Positive Relationships**

promoting mutual respect and trust  
engaging in teamwork and cooperative learning  
contributing to a productive learning environment

### **Demonstrating Social Responsibility**

behaving ethically  
recognising and supporting the needs of others  
contributing to a sustainable community

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