

MILLER TECHNOLOGY HIGH SCHOOL

PER CULTURAM—Promoting Growth and Development

STUDENT HANDBOOK

2021

Principal: Dr Ken Edge

Phone: (02) 9607 8669

Fax: (02) 9607 9460

Address: 60 Cabramatta Avenue (PO Box 361) Miller NSW 2168

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Principal's Welcome Message

As we begin the 2021 academic year I would like to extend a special welcome to our new families and welcome back all of our returning families as well. My vision is always to put our students first. My belief is that all students can learn and as educators we need to discover how each child learns in order to differentiate our instruction to support their diverse learning needs. In a collaborative effort, we want all of the children in our care to thrive in all ways possible.

My hope is that we will all work together to provide a learning environment that is positive, respectful, inspiring and safe, as well as a fun place for students to grow and excel. To instil a love of learning, we are served by highly qualified, enthusiastic and dedicated teachers whose professional expertise provides our students with the knowledge and skills necessary to become active 21st-century learners.

At Miller, with strong community links we are committed to delivering a quality education to develop the academic capability and individual talents, interests and abilities of our students. This is further reflected by the quality of our curricular and extra-curricular activities on offer, our strong values and traditions and the wonderful achievements of our students and staff. Learning is enriched through exceptionally active sporting, debating, creative and performing arts programs that provide opportunities for students to achieve personal excellence.

As a part of our involvement in the Department of Education's Educational Pathways Policy Pilot and our School to Work program, your child will benefit from strong links with tertiary institutions and TAFE. These connections will assist in providing your child with the best possible opportunities for their post-schooling career.

Our wellbeing programs encourage students to celebrate their differences, develop resilience and confidence and to creatively work together to solve the problems faced in life. Our Positive Behaviour for Learning (PB4L) initiative engages and sets high expectations for student behaviour and nurtures their personal and social skills as they grow into responsible, articulate, well-adjusted, caring and successful young adults.

As a school we are exceptionally proud of our student leadership programs that build confidence and inter-personal skills. Students are empowered to lead in every year group and have an active voice in the school and community.

I am very proud to be principal of Miller Technology High School and for us to work together to provide your child with a caring and nurturing learning environment that enables them to achieve their very best and that celebrates and rewards personal success.

Thank you for showing an interest in our school and I am look forward to personally welcoming you at some time in the not too distant future.

Dr Ken Edge
(Principal)

MILLER TECHNOLOGY HIGH SCHOOL DIRECTORY

Principal:	Dr Ken Edge
Deputy Principal:	Mr J Brunton
Deputy Principal:	Ms J Lawrence
Deputy Principal:	Mr S Shea
Business Manager:	Ms M Siczak
Address:	60 Cabramatta Avenue, MILLER NSW 2168
Telephone Number:	9607 8669
Facsimile Number:	9607 9460
Email:	miller-h.school@det.nsw.edu.au
Facebook Page:	https://www.facebook.com/pages/Miller-Technology-High-School/130522050432953

MILLER TECHNOLOGY INTENSIVE ENGLISH CENTRE DIRECTORY

Deputy Principal (Acting)	Mrs D Stojanovic
Head Teacher (Rel):	Ms A Thompson
Telephone Number:	9607 2751
Fax:	9607 3160
Email:	Miller-i.school@det.nsw.edu.au
Address:	60 Cabramatta Avenue MILLER NSW 2168

MILLER TECHNOLOGY HIGH SCHOOL STAFF DIRECTORY

Head Teachers:

English:	Mr T Mai
Mathematics:	Mrs M Ayrton
Science:	Ms B Talfah
PDHPE:	Mr A McCoy
HSIE:	Mr T Podolsak
TAS:	Ms G Kaur
Creative and Performing Arts:	Mr D Critcher
English as an Additional Language/Dialect (EALD):	Mrs S Nadan
Support Faculty and Learning Support:	Mrs C Fisher
Intensive English Centre:	Ms A Thompson
Wellbeing:	Ms N Gulic
Community Partnership:	Ms S Atkins
Administration:	Ms M Abu Swireh
Careers Adviser:	Ms M Benitez
Transition Adviser:	Ms A Singh
EALD Educational Leader:	Ms C Best

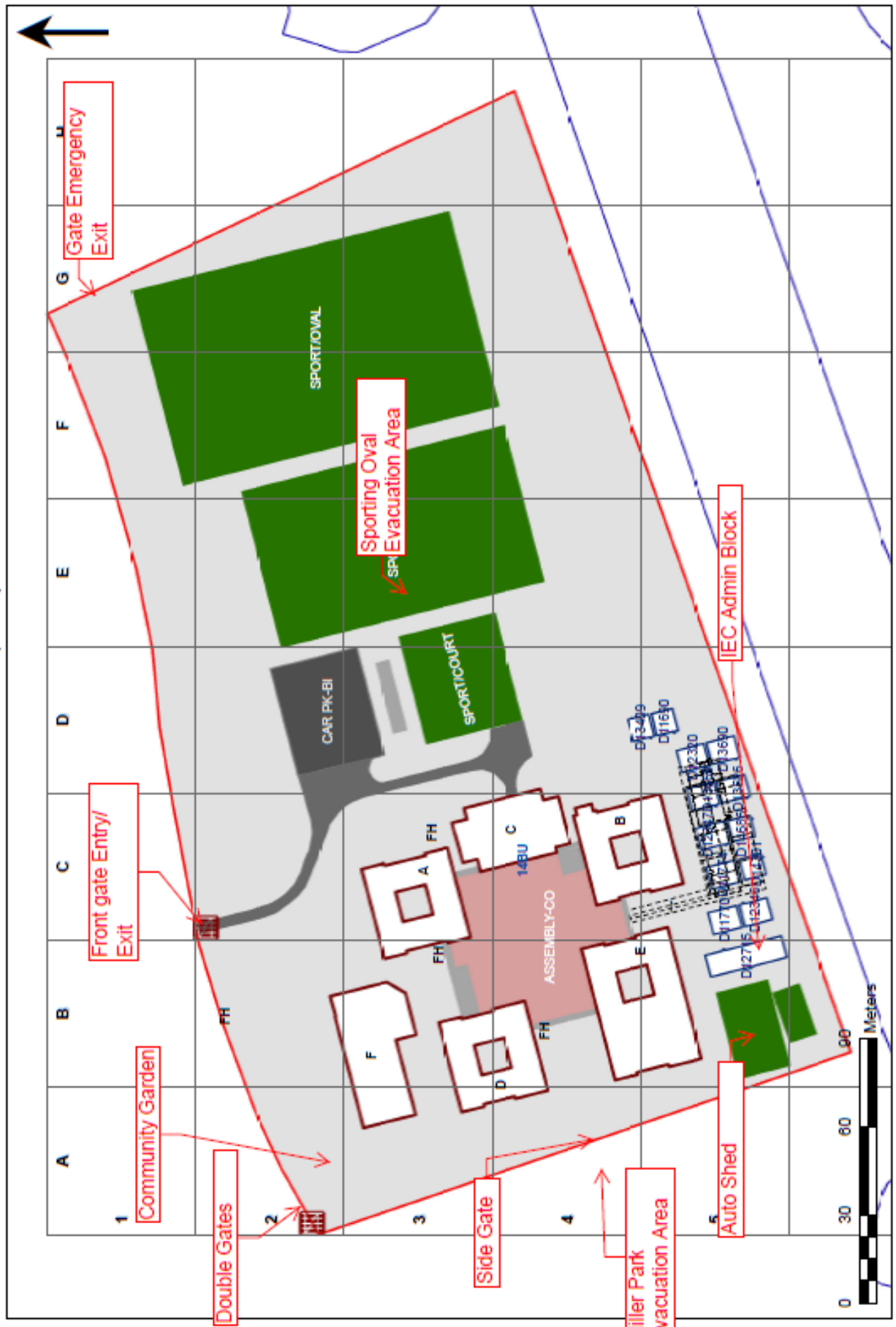
Student Advisers:

Year 7:	Mr J Gutierrez
Year 8:	Ms M Golightly
Year 9:	Mr C Charlier
Year 10:	Ms B Alessi
Year 11:	Mr B Hodgson
Year 12:	Ms T Porter

Aboriginal Coordinator:	Ms E Hughes
Aboriginal Learning Support Officer:	Mr S Scott
Girls Supervisor:	Ms T Porter
Student Representative Council:	Ms H Vukic
Prefect Co-ordinator:	Mr S Nugent
Technical Services Officer:	Mr S Kumar
School Counsellors:	Ms R Pullen (IEC)
	Ms E Amigo (High School)
	Ms A Collison (IEC & High School)

Librarian:	Ms I Bifulco
Sport Organiser:	Mr D Bourke

MILLER TECHNOLOGY HIGH SCHOOL MAP



STUDENT ATTENDANCE

Students enrolled at school are required to attend school on each day that instruction is provided. Regular attendance, punctual arrival to school and class, and attendance of all lessons are important components of student wellbeing, learning and achievement.

When a student is absent, a note must be provide by the parent/caregiver to explain his/her absence from school at the first opportunity, or the absence will be marked as “Unexplained”.

The school works with Officers from the **Home School Liaison Program** who are specially trained to work with schools, staff, families and students to improve attendance of school students.

Home School Liaison Officers (**HSLO**) may be called upon to assist students and their parents/caregivers when students are not coming to school every day. The Home School Liaison Officer for Miller Technology High School may be contacted through the school Principal or Deputy Principal.

LATE TO SCHOOL

A student must arrive at school **before** the first warning bell at **8.55 am**. This is signalled by music and is a prompt for students to move to class or assembly.

Students who **do not** arrive by 9.00am are to report to the Front Office and sign in as late.

Students are to report to the Front Office and ‘sign in’ where their lateness will be recorded and a digital slip will be handed to them. Students are to bring a note from home explaining the reason for their lateness. Students may be required to make up the missed time during their own time. Parents/caregivers will be notified of repeated lateness. Persistent lateness will be referred to a Deputy Principal.

EARLY LEAVERS

Students are to take their notes and report to the Front Office before school, and receive an early leaver’s pass. Parents/Carers should note that permission to leave school early will only be granted for specialist medical, dental or legal appointments or in the case of a family emergency. Ordinary medical appointments should be made for a time outside of school hours.

ROLL MARKING

Class rolls are marked at the beginning of each period. Period one is the official Roll Marking period. Each student’s attendance is recorded. It is expected that all students will arrive to class on time. If students have been detained by a teacher, they must provide a note from that teacher. Any student who is not in the correct class may be considered a truant.

Parents/caregivers may be contacted (mail, phone, text message) if the school has concerns regarding a student’s attendance. The Truancy policy and consequences will apply.

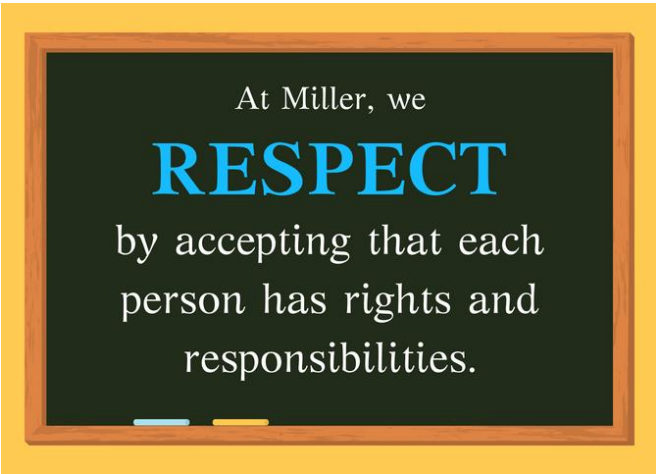
Parents/Carers may contact the school and request a copy of their child’s attendance record.

MILLER TECHNOLOGY HIGH SCHOOL POSITIVE BEHAVIOUR FOR LEARNING (PB4L)

Miller Technology High School is committed to ensuring that we provide positive learning environments for all students. **Positive Behaviour for Learning (PB4L)** brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. Positive behaviour at Miller Technology High School is built on our four core values encapsulated in the mantra RISE.



AT MILLER
WE SHOW **RESPECT**,
WE **INSPIRE**,
WE ARE **SAFE**,
AND WE **EXCEL**.



At Miller, we
RESPECT
by accepting that each
person has rights and
responsibilities.



We
INSPIRE
by bringing out the best in
ourselves and
others.



We remain
SAFE
by thinking about the
consequences of
our actions.

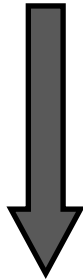


We
EXCEL
by always trying to
do better.

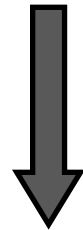
PB4L MERIT AWARD SYSTEM



Collect 4 Gotchas of any value to receive a Merit Award



Merit Award



Merit Award

Merit Award

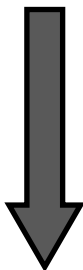
Merit Award

Merit Award

Merit Award

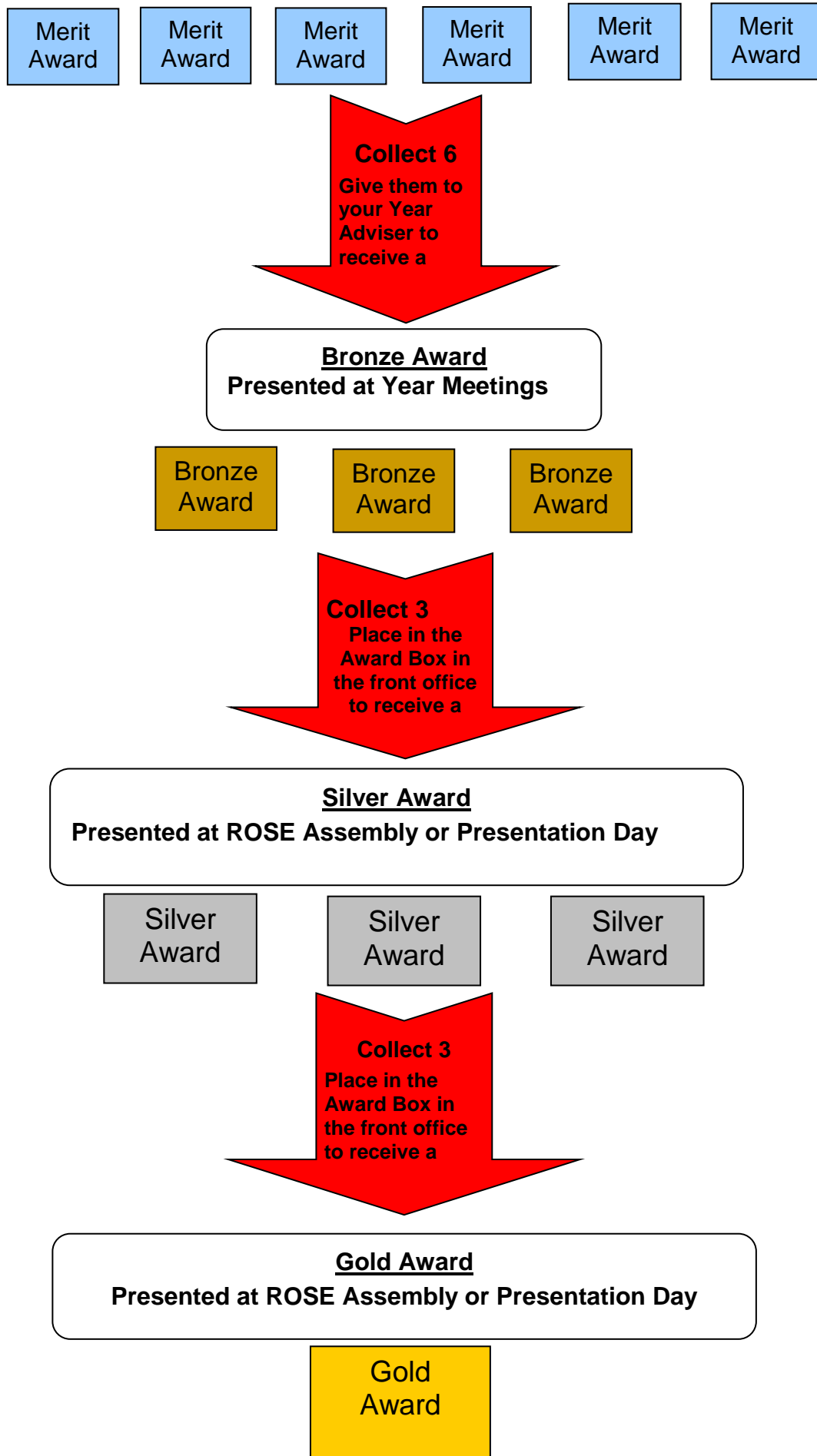
Merit Award

Collect 6 Merit Awards to receive a Bronze Award at Year Meetings



BRONZE AWARD

School Merit System



SCHOOL DATES 2021

Students attend school on the following dates:

Term 1	Year 7, 11 & 12 Friday 29 January to Thursday 1 April Year 8, 9,10 & IEC Monday 1 February to Thursday 1 April
Term 2	All students Tuesday 19 April to Friday 25 June
Term 3	All students Monday 12 July to Friday 17 September
Term 4	All students Tuesday 5 October to Friday 17 December

BELL TIMES

Lesson	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:55	8:55	8:55	8:55	8:55
Assembly	9:00-9:20				
Period 1	9:20-10:10	9:00-9:50	9:00-9:45	9:00-9:50	9:00-9:50
Period 2	10:10-11:00	9:50-10:40	9:45-10:30	9:50-10:40	9:50-10:40
Break 1	11:00-11:30	10:40-11:10	10:30-10:50	10:40-11:10	10:40-11:10
Period 3	11:30-12:20	11:10-12:00	10:50-11:35	11:10-11:55	11:10-12:00
Period 4	12:20-1:10	12:00-12:50	11:35-12:20	11:55-12:40	12:00-12:50
Year Meetings				12:40-12:50	
Break 2	1:10-1:40	12:50-1:20	12:20-12:50	12:50-1:20	12:50-1:20
Period 5	1:40-2:30	1:20-2:10	12:50-1:35	1:20-2:10	1:20-2:10
Period 6		2:10-3:00	1:35-2:25	2:10-3:00	2:10-3:00

SCHOOL UNIFORM

All students of Miller Technology High School are expected to wear the school's uniform, including appropriate footwear, and are encouraged to take pride in their appearance. This is supported by the NSW Department of Education, and the MTHS parents and community.

Students out of uniform must bring a note from a parent/caregiver explaining why they are not in uniform.

- Students out of uniform must report to the school's front office **on arrival to school** and provide a note from a parent/caregiver explaining why they are not in uniform.
- The front office will issue the student with a "**Uniform Pass**", and this will be recorded in Sentral.
- Students without a note (3 times) will be placed on a Lunch Detention.

Teachers will officially check uniforms in period two. Teachers will also conduct random uniform checks during the day:

- a) At school assemblies
- b) At other times during the day
- c) In the playground.

Full School Uniform is to be worn on school excursions unless otherwise specified.

Footwear is also an important safety item and part of the MTHS uniform. The Department of Education guidelines on appropriate footwear require **all students to be in leather enclosed footwear** to ensure safety especially in areas that require practical learning such as Science labs and TAS areas.

For families experiencing financial hardship, the **school provides a uniform clothing pool, and assistance with the purchase of uniforms** through our wellbeing programs. Parents/caregivers can ask at the school's front office for assistance with uniform.

Students who persistently choose to be out of uniform will be referred to the Deputy Principal for further disciplinary action.

OFFICIAL SCHOOL UNIFORM

JUNIOR GIRLS	JUNIOR BOYS
Grey slacks OR grey skirt OR grey shorts AND White blouse OR white polo shirt Black enclosed leather shoes	Grey slacks OR grey shorts AND White button-up shirt OR white polo shirt Black enclosed leather shoes
SENIOR GIRLS	SENIOR BOYS
Grey check black/gold stripes skirt OR Grey slacks AND Lemon polo shirt OR lemon button-up shirt Black enclosed leather shoes	Grey slacks OR grey shorts AND Lemon polo shirt OR lemon button-up shirt Black enclosed leather shoes
OTHER SCHOOL UNIFORM ITEMS	
Black "Sloppy Joe" jumper School jacket School tie Black pullover Merino wool jumper Black/white socks	
SPORT UNIFORM – ALL YEAR GROUPS	
Gold polo shirt with black collar Black shorts Black track pants Sports shoes – must be lace up shoes TIGHTS ARE NOT PERMITTED	
All items can be purchased at the uniform shop Liverpool Uniforms & Embroidery Shop 2/170 George St - Liverpool Phone: 9601 0812	

FACULTY INFORMATION & SUBJECT REQUIREMENTS

FACULTY NAME	FACULTY MEMBERS	FACULTY LOCATION
MATHEMATICS	Mrs M Ayrton (Head Teacher) Mrs Abu Swireh (Acting Head Teacher Administration) Mr A Basso Mrs C Kumar Ms Q Nand Ms C Kumar Mr C McRae	Level two of D Block
ENGLISH	Mr T Mai (Relieving Head Teacher) Ms T Porter (Year 11 Adviser) Mrs A Prasad Mrs B Saccaro Mrs I Bifulco (Teacher Librarian) Mr N Maguire Ms N Gulic Ms E Hughes Ms J Kullar	Level two of E block
SCIENCE	Ms B Talfah (Rel. Head Teacher) Ms B Alessi Mr M Caddy Ms S Maharaj Mr S Darmanin	Level one of D Block
HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)	Mr T Podolsak (Rel. Head Teacher) Mr D Charlier (Year 8 Adviser) Ms E Hughes Mr S Nugent Mr T Owen Ms E Pollard Ms H Vukic (SRC Coordinator) Mr R Yacoub	Level two of E block
TECHNOLOGICAL AND APPLIED STUDIES (TAS) AREA OF STUDY – TECHNOLOGY MANDATORY (TM)	MS G Kaur (Head Teacher) Mrs A Singh (Transition Adviser) Mr R Thompson Ms J Elvidge Mr T Ibrahim Mr D Kass Mr W Monaghan Ms M Benitez (Careers Adviser) Ms K Dinapoli (SASS)	Level one of B Block

PDHPE	Mr A McCoy (Head Teacher) Mr D Bourke (Sports Coordinator) Ms Bertucci Ms M Golightly (Year 8 Adviser) Mr J Gutierrez (Year 7 Adviser) Mr B Hodgson (Year 11 Adviser)	Level two of A Block
CREATIVE ARTS AND PERFORMING ARTS	Mr D Critcher (Head Teacher) Ms S Atkins (Acting Head Teacher CPSV) Mr N Maguire Mr D Wood	Level two of B Block
ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D) & LOTE	Mrs S Nadan (Acting Head Teacher) Ms M Baltagi Ms S Datt Ms A Filiopoulos Ms C Monjo Ms S Odisho (SLSO) Ms S Romic Mr G Sun Ms R Sundus (SLSO) Ms K Tu Ms U Wong School Learning Support Officer: Ms S Shiba (SLSO)	
LEARNING SUPPORT	Mrs A Azzi (Rel. Head Teacher) Ms J Keyes Mrs B Persenitis Ms P Kaur Ms A Loreggian Ms L Miners Learning and Support Teachers: Ms R Kolar Ms L Steetsel Ms J Attiwill Ms A Tuiletufuga-Nickel Ms M Khan School Learning Support Officers: Mrs S Tyler Mrs R Jackson Ms A Phung Ms M Vlahos	Level one of D Block

	Ms I Alisaphic Mr R Benjamin Mr M Kallon	
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STANDARD REQUIREMENTS FOR ALL SUBJECTS

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ▪ Laptop ▪ Pencil case ▪ 2 blue/black pens ▪ 1 red pen ▪ 2 pencils ▪ 1 sharpener | <ul style="list-style-type: none"> ▪ 1 rubber ▪ 1 ruler (30cm) ▪ 2 different coloured highlighters ▪ 1 large glue stick ▪ 1 set coloured pencils ▪ 240 page exercise book (except Maths) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SUBJECT SPECIFIC REQUIREMENTS

English	<ul style="list-style-type: none"> ▪ A4 Display folder
Maths	<ul style="list-style-type: none"> ▪ Calculator ▪ Maths Geometry set ▪ 240 page grid exercise book
Music	<ul style="list-style-type: none"> ▪ Music exercise book
Technological and Applied Studies (TAS)	<ul style="list-style-type: none"> ▪ A4 Display folder
Visual Arts	<ul style="list-style-type: none"> ▪ Visual Arts drawing book

SCHOOL FEES

Student Laptop

\$200.00

EXCURSIONS

Miller Technology High School organises excursions to enhance and support classroom studies. Students will receive permission notes indicating the time of departure and return, the cost and the teacher accompanying the students. Parents should make sure the school is aware of any pre-existing medical conditions prior to the excursions.

A student may be excluded from an excursion if their behaviour is considered unsatisfactory, as students' behaviour must be exemplary whilst on excursions.

HOMEWORK

As a community, we believe that homework is important because it:

- consolidates and extends work covered in class time;
- fosters self-discipline and performance through the development of independent study habits;
- provides a link between the school and home;
- enables parents and caregivers to be partners in the education of their children; and offers parents an opportunity to monitor their children's progress.

HOW MUCH HOMEWORK?

It is the policy of the school that all students should do some regular work at home as a follow up to the work done in class each day.

It is important that parents supervise completion of homework and, where possible assist. This will allow parents to monitor the progress of their children.

Providing a suitable location within the home is important if homework is to be of the greatest value.



2021 LAPTOP USER CHARTER

Purpose

Miller Technology High School aims to improve learning outcomes by providing students with a laptop for educational purposes. Laptops will be used both in and out of the classroom where students will be conducting research, completing tasks or activities, and submitting homework online.

Students will be able to manage their own learning outside of the classroom at their own pace. The school is encouraging student centered and independent learning. Having access to a laptop will help promote the learning opportunities for students at Miller Technology High School.

Laptop User Charter

Before the laptop is issued to a student the Laptop User Charter must be signed. Please read the charter carefully prior to signing. If you have any questions regarding the charter please contact the school immediately.

By signing this charter students and parents/carers acknowledge the following:

- We have read the Laptop User Charter
- We understand and agree to the policies set out in the charter
- We understand that charges are payable for out of warranty repairs
- We understand that failure to comply with the charter could result in recall of the laptop

Student Name: _____ Date: _____

Student Signature: _____

Parent / Carer Name: _____ Date: _____

Parent / Carer Signature: _____

Principal: Dr Ken Edge

Phone: (02) 9607 8669

Fax: (02) 9607 9460

Address: 60 Cabramatta Avenue (PO Box 361) Miller NSW 2168

Email: miller-h.school@det.nsw.edu.au

1) Purpose

- a) Students are provided a laptop for educational purposes. The school is encouraging student centred learning and independent learning.
Ownership
- b) The school retains ownership of the laptop until the end of Phase 1. At the end of Phase 1 students are entitled to keep the device and ownership of the laptop will be transferred to the student.
- c) If the student transfers out of Miller Technology High School during Phase 1 students have the option of buying the device at the original purchase price. If the student does not wish to purchase the device it must be returned to the school.
- d) Students are responsible for backing up their own data by using an external storage device, such as; USB, portable hard drive, cloud storage or online storage such as email account or cloud storage could be used.
- e) All material on the laptop is subject to review by school staff. If there is a police request Miller Technology High School will provide access to the laptop.
- f) Students are required to bring laptops to school when laptop audits and software upgrades are conducted.
- g) Students must bring the laptop to school every day fully charged. Chargers should be left at home.

2) Damage or loss

- a) Laptops are covered by a manufacturer's warranty. The following parts will be repaired or replaced under warranty - hard drive, fan, keyboard, touch pad and faulty screen.
- b) The manufacturer's warranty does not cover negligence, abuse or malicious damage. Parents and carers will be required to pay for laptop repairs and missing chargers. If the laptop is damaged beyond repair, parents and carers will be required to pay for a replacement.
- c) If a laptop is available one will be provided to the student until repairs have been completed.
- d) Any vandalism or damage must be reported to the school immediately.
- e) If the laptop has been stolen the incident must be reported to the school immediately. The student will also need to inform the NSW Police of the incident on 131 444 and an event number will be issued. A statutory declaration must be completed and signed by a Justice of the Peace. The Principal will determine if payment of a replacement laptop is required or if another laptop will be issued.
- f) Parents that have home and contents insurance may choose to notify their insurer about the school issued laptop.

3) Acceptable computer and internet use

- a) Students will not access inappropriate sites. If a student is found accessing inappropriate sites the laptop will be confiscated.
- b) Ensure that internet access and online communications are used for educational purposes.
- c) Students will not attempt to bypass built-in securities on laptops i.e. hardware and software.

- d) For additional information please refer to the [Online Communication Services: Acceptable Usage for School Students](#) policy. This applies to laptop usage and internet access both on and off the school grounds.

4) Access and Security

- a) Keep password confidential and change on a regular basis i.e. every three months or once a school term.
- b) Create passwords that are not obvious or easily guessed i.e. password consists of Upper Case, Lower Case, numbers and symbols.
- c) DEC accounts are not shared amongst peers. If students are found using accounts that were not issued by the school disciplinary action will follow.
- d) T-Vet accounts must not be shared amongst peers or used at school. These accounts were designed for TAFE usage only.
- e) Use of internet and online communication services can be audited and traced to accounts of specific users. Be mindful of the digital footprint you leave behind.

5) Privacy and Confidential

- a) Do not publish or disclose the email address of a staff member or student without permission.
- b) Do not reveal personal information including names, addresses, photographs, and phone numbers of themselves or others.

6) Cyberbullying

- a) Students will not send or publish:
- b) Unacceptable or unlawful materials or remarks, including offensive abusive or discriminatory comments.
- c) False or defamatory information about a person or organisation.
- d) Threatening bullying or harassing another person or making excessive or unreasonable demands upon another person.
- e) Sexually explicit or sexually suggestive material or correspondence.
- f) Breaches of this policy will result in disciplinary action.

7) Misuse and Breaches of Acceptable Usage

- a) Students are held responsible for their actions while using internet and online communication services.
- b) Students are held responsible for any breaches caused by them allowing others to use their account to access internet and online services.
- c) The misuse of internet access and online services will result in the laptop being confiscated and access being removed.
- d) Misuse and breaches of policy will result in disciplinary action.

8) Intellectual Property and Copyright

- a) Students will not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- b) If students publish any material on the internet it must have the approval of a principal or teacher and have copyright clearance.

HELP AND WHERE TO GET IT

If students experience problems at school, it is important to have those problems addressed quickly and effectively. Parents should first approach the appropriate personnel who can best assist with the problem.

Below is a guide for assistance available for parents:

HEAD TEACHER AND CLASS TEACHER

- Advice about student progress in individual subjects and faculties

YEAR ADVISOR AND ASSISTANT YEAR ADVISOR

- Oversees the welfare and progress of all students in a particular year group

CAREERS AND TRANSITION ADVISOR

- Advice about current and future training and career options for students

SCHOOL COUNSELLOR

- Assist students who experience a range of personal, social, psychological and learning problems

PRINCIPAL AND DEPUTY PRINCIPALS

- Assist parents when a problem arises, and are responsible for the overall running of the school

STUDENT ASSISTANCE

- If financial help is needed you can complete a student assistance form from the Head Teacher Wellbeing.

INTERPRETERS

The school is able to provide interpreters for parents needing access to such a service. Please contact the school front office should an interpreter be required for any meeting.

STUDENT DIARIES

In 2021, Year 7 students will be given a hard copy a Wellbeing Student Diary to remain organised.

INTENSIVE ENGLISH CENTRE (IEC)

Students who study in Miller Intensive English Centre prepare for success in High School through intensive instruction in English and other mainstream subjects. The IEC also provides support to students and their families through specially trained counsellors and bilingual staff who run programs such as:

- Families in Cultural Transition (FICT)
- Settling In
- Community Links

At the end of their program, students can confidently enrol in Miller Technology High School, or their local high school, or other educational institutions such as TAFE.

Miller IEC provides English instruction for newly-arrived migrant and refugee students from language backgrounds other than English, who are 11 years of age or above. These students are entitled to study English in Miller IEC for approximately three to four school terms.

Students in the IEC study subjects which are part of the NSW School Curriculum such as English, Maths, Science, History, Geography, Drama, Music, Physical Education, Design and Technology, and Computing Studies. These subjects prepare them for a successful transition into high school at the end of their English course. The IEC also teaches the nationally-accredited "Certificates I-II in Spoken and Written English" (CSWE) courses.

LIBRARY

The Library and its resources are there for you to use, both for study and leisure purposes. Bags are to be left in the bag area, but you should take your wallet, book, pens and any item of value with you. While in the library at recess and lunch, students may:

- study; read; play board games or
- use the computers or chat (quietly)

LIBRARY HOURS: The Library is open during school hours.

For more information about the library, please refer to the library information pamphlet which can be obtained from the librarian.

REPORTS AND EXAMINATIONS

Students are issued with two reports annually. These reports outline each student's achievements and progress. See the school calendar for report relevant dates. Students will be given an exam timetable for scheduled examinations.

SCHOOL COUNSELLORS

School counsellors assist teachers by strengthening the school's welfare provisions and provide counselling and psychological assessment of students with specific needs. Their work with classroom teachers is designed to improve student learning outcomes.

All students can access the school counsellors. They provide assistance to students experiencing emotional, psychological, social and learning problems. In supporting students, school counsellors will also provide advice to parents and teachers as appropriate. If parents wish to speak to the counsellor an appointment can be made by telephoning the school.

SICK STUDENTS

If students are sick it is recommended that parents/caregivers keep them at home. If a student becomes sick during the school day the office staff will attempt to contact the parents/caregivers, requesting permission to send the student home to ensure the safety and wellbeing of our students we ask parents/caregivers to update their contact details when they change.

Parents of students who require regular medication should ensure that the school is aware of the child's condition. If a student is required to bring medications to school they should:

- Have a document from their doctor indicating type of medication and dose;
- Bring their medication to school in a prescription bottle, or original packaging.

If a student also requires a **Health Care Plan** to manage their medical condition, please advise the Head Teacher Wellbeing, Year Advisor and front office staff so that a plan is developed to support the student.

SOCIAL MEDIA @ MILLER

Miller Technology High School recognises the importance of communication to build a strong and supportive school community. Through our official school presences on Facebook, Instagram and YouTube, we promote upcoming events, share successes, and showcase photos and videos from the many exciting things that happen here at Miller.

We welcome all students and parents to connect with us through our social media sites. However, we encourage you to participate appropriately, and to protect yourself online. This is especially important on Facebook, with privacy levels set for students to the highest level so that they and other people in our school are protected.

- miller-h.school@det.nsw.edu.au
- <https://www.facebook.com/#!/pages/Miller-Technology-High-School/130522050432953>

SCHOOL STREAM

At Miller Technology High School we understand the need for parents and caregivers to keep updated on the news and events that affect our students and families. To help parents and caregivers stay in the loop, we are now using the School Stream app as a communication tool on the day-to-day matters at our school. The app can be downloaded for both iPhone and Android phone users. Information about downloading the app can be found here:

<https://www.schoolstream.com.au/download/>

MILLER MESSENGER

The school's Newsletter is now known as **Miller Messenger**. It is available in paper copy from the front office and can be seen on the school website. A copy is also distributed to all students once a semester. It provides up to date information and showcases all the amazing things that are happening at Miller Technology High School!

TECHNOLOGY

Miller Technology High School recognises that 21st century learners' needs revolve around integration of technology in all syllabus areas. The ability to access, analyse, collaborate and evaluate information will be increasingly vital for full participation as an active citizen of the future.

The school also has two Interactive Video Conferencing Suites and all classrooms are equipped with interactive whiteboards/data projectors.

SCHOOL TRAVEL PASSES

The previous School Student Transport Scheme (SSTS) has been replaced by the School Opal card. Applications for Opal train and bus cards are now processed online.

The application is completed online at **transportnsw.info/school-students**

Once the application is completed the form must be printed, signed by the parent/guardian and delivered to the school. The school will then verify the student details and forward the application to Transport NSW for processing.

Transport NSW manages the Student Opal system. If you require further information, please go to www.131500.info or call the info-line on 131500.

HOT SHOTS CAFÉ / SCHOOL CANTEEN

We have an amazing café! Hot chocolates are available for all year groups, with a variety of different coffee provided for years 11 -12. The **Hot Shots Café** and the **Breakfast Club** are open every morning.

The school canteen operates every school day. It provides a nutritious variety of wholesome foods, both hot and cold.

STUDENT WELLBEING

At Miller Technology High School, we are committed to providing an education that enables students to reach their full potential and develop into responsible, tolerant, resilient, independent and productive Australian citizens. Our Wellbeing Team recognises and celebrates achievement in all areas of school and community life, and provides welfare structures that meet academic, social, cultural, physical and emotional needs of the school community. We nurture students to be responsible and self-directed in a happy and safe environment that is conducive to learning.

The Wellbeing Team has identified a number of goals to further support the Welfare of our students, and will work alongside the PB4L Team to provide whole-school support that will:

- Enhance students' self esteem.
- Develop students' self-discipline and self-control.
- Enable students to be on-task with their learning.
- Build respect, tolerance and the celebration of difference.
- Encourage accountability for behaviour.
- Encourage individual students to recognise and respect the rights of others.
- Affirm cooperation as well as responsible independence in learning.
- Promote the values of honesty, fairness, respect for others.
- Enable rational conflict resolution.
- Enhance fellow staffs' self-esteem.
- Engage students in significant learning that will promote lifelong learning skills, and enable them to be positive members of the school and wider community to become effective global citizens.

THE MTHS WELLBEING TEAM

Year Group	Year Adviser	Assistant Year Adviser	Deputy Principal
6	Mr G Gutierrez		
7	Mr J Gutierrez	Mr M Caddy	Mr J Brunton
8	Ms M Golightly	Mr S Nugent	Ms J Lawrence
9	Mr C Charlier	Mr A Stojkovski	Mr S Shea
10	Ms A Azzi	Ms E Pollard	Ms J Lawrence
11	Mr B Hodgson	Ms S Datt	Mr J Brunton
12	Ms T Porter	Mr R Yacoub	Mr S Shea
IEC			Ms D Stojanovic
Head Teacher Wellbeing	Ms N Gulic		

ANTI-BULLYING PLAN

POLICY STATEMENT

It is the policy of this school that bullying will not be tolerated.

Miller Technology High School is a safe, supportive and respectful teaching and learning community that promotes student wellbeing. Wellbeing is very important, and better teaching and learning happens when students feel safe.

The aim of the policy is to help the whole school community work together to prevent, recognise and respond appropriately to bullying and harassment so that everyone is kept safe and happy. The values of Positive Behaviour for Learning of *Respect, Inspire, Safe, Excel* reinforce the school's **zero tolerance** approach towards bullying.

DEFINING BULLYING

Miller Technology High School supports the National Safe Schools Framework (NSSF) definition of bullying and informs our practice:

Bullying is when a person or group of people, have more power in a relationship. It is on-going, and that means that it happens a number of times.

Bullying can be things like repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual, or a group misusing their power over one or more persons.

Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. People can be harmed psychologically or physically.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. If this kind of conflict happens, it still needs to be addressed and resolved by the school and the students involved.

TYPES OF BULLYING

There are three types of bullying, and bullying can be overt or covert. Overt bullying is bullying that is easily seen. Covert bullying means it is hidden and not easy to spot.

1. Face-to-face bullying:

- also called direct bullying;
- it's overt and easier for adults to detect;
- it can include physical actions such as punching or kicking, and verbal actions such as name-calling and insulting.

2. Covert bullying:

- is also called indirect bullying;
- it is hidden from adults;
- it can include behaviours such as spreading rumours, excluding, threatening, blackmailing, whispering and stealing friends;
- it is now recognised as having significant potential for serious harm (Cross et al. 2009; Smith et al. 2008a; Sourander et al. 2010). This means it can really hurt people, mentally and physically.

3. Online bullying:

- is also called cyberbullying;
- it is a specific type of covert bullying that uses electronic forms of contact;
- it can be difficult for adults to detect or track;
- it can be particularly harmful to the targeted student because many people can see it.

Examples of Bullying include but are not limited to:

- **Verbal** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **Physical** e.g. hitting, punching, kicking, scratching, tripping, spitting
- **Social** e.g. ignoring, excluding, alienating, making inappropriate gestures, teasing
- **Psychological** e.g. spreading rumours, dirty looks, hiding or damaging possessions, hurtful or mean SMS and email messages, using of camera phones without consent, trolling or posting hurtful/mean things social networking sites including facebook, msn, twitter, Instagram, Snapchat.

*These examples can be both **Overt** and **Covert**.*

CYBER BULLYING

Cyber bullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Today's technology allows children to communicate instantly with others in both positive and negative ways. Cyber-bullying includes all communications that threaten, humiliate, intimidate, control or put another person or persons down. Cyber bullying can be carried out through an internet service such as:

- Email
- Chat room
- Discussion group or forum
- Instant messaging
- Social networking websites such as but not limited to: Facebook, Snapchat, Instagram or YouTube.
- Educational platforms such as Google Drive and Edmodo.

Cyber-bullying can also include bullying through mobile phones by:

- Text and picture messaging
- Video clips
- Phone calls.

Cyber-bullies can flame/troll (repeatedly leave negative messages), harass, exclude or cyberstalk victims using these technologies.

STATEMENT OF PURPOSE

The purpose of this policy is so that students know:

- ✓ that their concerns will be responded to by school staff,
- ✓ that they will be provided with appropriate support whether they are the victim and perpetrator,
- ✓ that they will participate in learning experiences that help them to understand the skills they need to build positive relationships,
- ✓ that they will learn about how safety, gender equity, cultural understanding, discrimination, bullying and harassment will help them learn how to prevent bullying,
- ✓ how to recognise bullying,
- ✓ what to do about it, but in a safe way,
- ✓ how to be an **Upstander**,
- ✓ what to do when they are, or someone else is being bullied,
- ✓ what kind of support is available to students who experience bullying,
- ✓ what kind of services or intervention strategies are available for those who have been involved in bullying others?

What are your responsibilities as a student?

Behave appropriately, respect individual differences and diversity, follow the school's Anti-Bullying Policy and respond to incidents of bullying according to the school Anti-Bullying Policy.

Students are to follow the Positive Behaviour for Learning (**PB4L**) Framework of Miller Technology High School:

RESPECT: All school community members and their individual differences.

INSPIRE: Say **NO** to bullying. Be a positive **Upstander** by helping to prevent, support and report all incidents of bullying.

SAFETY: Think about others, and actively promote positive behaviour so that everyone feels safe.

EXCEL: Help others to feel included regardless of their background, beliefs or abilities.

What is the responsibility of parents and caregivers?

- Support their children in all aspects of their learning.
- Be aware and promote the school's Anti-Bullying Policy and assist their children in understanding bullying behaviour.
- Help their children in making positive choices if they experience bullying, or see others being bullied.
- Support the school if their child is bullying others.
- Support all students of the school to prevent bullying through the strategies of the Anti-Bullying Policy.

Advice for parents:

- Contact the school and ask to speak to a Deputy Principal, Head Teacher Wellbeing or Year Adviser.
- Encourage them to talk to you about it.
- Never dismiss the matter by saying it is the child's responsibility to deal with it, either by standing up to the bully or ignoring it.
- Don't be too over-protective either. Your child should be encouraged to come to school after the school is made aware of the situation.
- Listen carefully and sympathetically. Try to get the relevant facts without interrogation.
- Encourage your child to tell someone at school about it.
- Describe accurately what has been happening to your child to your contact at the school.
- Be prepared to work with the school to resolve the issue/s.

What is the responsibility of the staff?

- Respect and support students in all aspects of their learning.
- Model appropriate behaviour.
- Respond appropriately and quickly to incidents of bullying according to the school Anti-Bullying Policy.
- Record all incidents using SENTRAL.
- Implement the School Discipline Code and Anti-Bullying Policy.
- Follow up complaints of bullying, harassment, intimidation and victimisation.

What is the responsibility of the school?

- Develop an Anti-Bullying Policy by consulting with parents/caregivers, students and the community.
- Clearly identify both the behaviours that are unacceptable, and the strategies for dealing with bullying in the classroom, playground and electronic communications.
- Inform students, parents/caregivers and the community about the School Discipline Code and Anti-Bullying Policy.
- Let students what they need to do if they are victims or witnesses of bullying, including responsibilities as **Upstanders**.
- Support students who experience bullying and those who bully other students.
- Provide parents/caregivers and students with clear information on how to behave appropriately, and the consequences for inappropriate behaviour.
- Communicate to parents/caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children.
- Follow up complaints of bullying, harassment, intimidation and victimisation.

MANAGING BULLYING

Staff roles:

Staff should be active in identifying and eliminating bullying behaviour while on playground supervision, in the corridors, in the classroom, at sport venues. Staff will respond to all episodes of bullying in order to send a clear message that it is unacceptable.

When staff observe student interactions they will decide whether it is conflict or bullying.

- Conflict can occur between two people who are on an equal footing and may not be primarily about causing harm or hurt.
- Bullying on the other hand involves an intentional attack and/or an abuse of power (see definition of bullying on page 1).

Different responses may be appropriate depending on the type of bullying. The bullying test will be used initially to determine if the incident is primarily bullying, and if so the broad nature of the response.

Step 1: The Bullying Test

The teacher asks does the incident involve:

- Teasing, aggressive words or actions/gestures?
- Actions that are not asked for?
- Actions that are intended to hurt, harm or frighten?

If the answer is yes to all three questions, then it is bullying.

If it is not a bullying incident it could be:

- Conflict: This may require mediation depending on the situation. Peer mediation could be used, if appropriate.
- Discipline: The incident may require disciplinary action. In this case, follow the school's disciplinary policy and procedures and consequences will be based on the behaviour/incident.
- Learning: The student may have learning needs which are affecting their behaviour and may require learning support. In this case, the student should be referred to the school's Learning and Support Team.
- Wellbeing: This may require more investigation by the Head Teacher Wellbeing or Year Adviser. The outcome of this investigation will let the school know what to do next.

Step 2: The Level Test - What level of seriousness is the Bullying incident? (High/low)

Teachers will decide if the incident is a low or high level incident using the following guidelines. Zero tolerance to bullying is stressed. The Level Test is to determine the appropriate level of intervention.

Low level

- The victim is not typically teased or harassed and/or,
- the bully is not a repeat offender and/or,
- the bullying behaviour appears less harmful.

High Level

- The victim is often harassed and/or,
- the bully often engages in such behaviour where there is a pattern of bullying behaviour and/or,
- the bullying behaviour is causing significant distress or harm.

Step 3: The Response

SSS Strategy

If the incident is **Low level** the teacher will use the **SSS strategy and report using Sentral**.

- **Spell** it Out: Name the behaviour as **bullying**. Describe what is wrong with bullying. Teachers give explicit feedback on the impact of bullying.
- **Signal**: explain what will happen next time. Indicate the consequences e.g. student's name added to the bullying register.
- **Support**: the student who has been bullied.

The teacher will document on SENTRAL notifying the Year Adviser and relevant Head Teacher (KLA). Other strategies include but are not limited to:

- Speaking to the whole class.
- Speaking to the bully/bullies after class.
- Warn and/or giving appropriate consequences to bullies.
- Present lesson related to the bullying issue when appropriate.

RRR Strategy

If the incident is **High level** the teacher will use the **RRR strategy and report using Sentral**.

Respond:

- Ensure the immediate safety of the student who has allegedly experienced bullying.
- Collect statements. Once the **facts** of the incident are established, the teacher will discuss and issue an appropriate consequence to the individual.
- Assure the student who has experienced the bullying that the matter has been resolved and encourage them to report any further incidents immediately to the same teacher.

Report:

- to the relevant Head Teacher (either KLA or on duty if it is a playground issue), Deputy Principal and notify Year Adviser and Head Teacher Wellbeing via SENTRAL.

Refer:

- To the Year Adviser or Deputy Principal for action plan (victim-bully) who may then refer the student to the school Counsellor, Chaplain or relevant external agencies. This is dependent on the situation, and is assessed case by case.

Low level bullying behaviour can include:

- Unpleasant teasing
- occasional pushing and shoving
- short-term exclusion by some peers.

High level bullying behaviours can include:

- Continual use of abusive language
- Physical assaults
- Repeated threats to hurt someone and sustained
- Comprehensive exclusion.

Students who are targets of persistent bullying must report/self-refer to their **Year Adviser**; however, a student can tell a teacher they feel more comfortable with. If this happens, information must then be communicated to the Year Adviser. It is important that the student reports any more bullying to the **SAME** teacher. Anti-bullying is more successful when the student who is being targeted reports incidents to **ONE** teacher. This will be communicated to the students as a key strategy.

In all cases, staff must document on SENTRAL what happened and what teachers did about the situation.

STUDENT VOICE

Student forum groups consisting of SRC representatives and year 7-12 students were established to address the three focus points below:

To prevent bullying students need to:

- Work to create a happy school environment for all.
- Respect yourself and others.
- Learn to tolerate and accept individual differences.
- Stand up against bullying behaviour.
- Support the school policy on bullying.
- Avoid making themselves a target.
- Delete or block people from social networking sites.

If you are bullied you need to:

- Tell the bully to stop.
- Seek help and talk about it to someone you trust before you retaliate.
- Report it to the one teacher not several teachers.

If you know someone is being bullied you need to

- Care enough to do something about it whether it affects you personally or not.
- Step in early by calling a teacher or adult, and you may help to defuse a situation before it gets out of hand
- Report it to a teacher or parent (take a friend with you if you want)
- Be an Upstander by:
 - ✓ Being a mate to the person who is being bullied.
 - ✓ Shifting the focus away from the bullying situation: ask the person being bullied for help with something, or start a conversation with the bully.
 - ✓ Speaking up when the bullying is happening, if it **feels safe** to do so.
 - ✓ Leaving the situation and then acting, especially if you feel that it is not a safe situation.

- ✓ Asking for help – call a teacher or an adult who can help with the situation.

It was recommended by students that teachers need to take appropriate action. Bullying is serious and consequences should not be detentions or “just a level card”. Further actions need to be taken for continual bullying. In addition to this, students worked with teachers and the Positive Behaviour for Learning (PB4L) team to implement the values of PB4L to address bullying through a whole-school initiative.

MONITORING AND EVALUATING

An anti-bullying policy alone will not stop bullying. Bullying is an aspect of life that can only be reduced through raising awareness and appropriately empowering all members of the school community. This plan will be reviewed annually through the implementation of surveys, updating information and analysis. The review will be conducted by representatives from Miller Technology High School's Wellbeing team, in collaboration with the students, parents, and the school executive.

Neutral entries include meetings with Deputy Principals, Year Advisers or Teachers, parent contact via the telephone or peer mediation. Negative entries include conflict, name calling, physical violence, cyber bullying, teasing and intimidation.

WHAT TO DO IF I AM BEING BULLIED AT SCHOOL

1. IGNORE

- Stay away from bullying.
- Don't bully back.

2. SELF TALK

- Talk to yourself in a positive way. For example, if they insult your mother tell yourself that their comments are not worth your anger.
- Remind yourself that there are people you can talk to about it.
- Don't become a bully yourself.

3. BE ASSERTIVE BUT NON VIOLENT

- If the bullying continues let the bully know in an assertive voice that you don't accept their actions. Say, “Hey I don't want you to do that.”
- Don't exchange insults with bullies. It makes the situation worse.

4. TELL A TEACHER

- Report continued bullying to your Year Adviser or Teacher.
- Keep reporting any bullying to the **same teacher**. Don't tell lots of teachers the same story.

5. TELL YOUR PARENTS

- Your parents are advised to contact the school to discuss any bullying with your Year Adviser, Head Teacher Wellbeing, Deputy Principal or Principal.

IF YOU SEE OTHERS BEING BULLIED, DON'T BE A BYSTANDER. BE AN UPSTANDER!

WHAT TO DO WHEN THE BULLYING IS HAPPENING TO SOMEONE ELSE

Stand up!

- Care enough to do something about it.
- Call a teacher or an adult

Be a mate!

- Being a mate to the person who is being bullied.
- Encourage them to seek help.

Shift the focus!

- Ask the person being bullied for help with something.
- Start a conversation with the bully.

Speak up!

- Call a teacher or an adult.

Ask for help!

- If you feel unsafe, leave the situation and ask for help.

WHAT TO DO WHEN THE BULLYING IS HAPPENING TO YOU

IGNORE

- Walk away.
- Avoid conflict.

SELF TALK

- Remind yourself that there are people you can talk to
- Keep your thoughts about yourself positive

ASSERTIVE NOT VIOLENT

- If it continues, tell a teacher or an adult.
- Maintain your self-respect by not bullying back

TELL A TEACHER

- Report continued bullying to your Year Adviser or teacher
- Keep reporting to the same teacher so information is not lost

TELL YOUR PARENTS

- Your parents can contact the school and discuss things with your year adviser, Head Teacher Wellbeing, Deputy Principal or Principal.

MOBILE PHONES

Students bring mobile phones to school at their own risk. The school will accept no responsibility for any loss or damage to mobile phones. During class time **phones must be switched off and out of sight in the student's bag or pocket** unless they have the permission of the teacher.

Please do not ring students on their mobile phones during the school day. Please call the Front Office and any messages will be given to your child.

Students who use a mobile phone to record potential criminal activity need to be aware it will be confiscated and given to the police.

MOBILE PHONE AND SOCIAL MEDIA ACCEPTABLE USE POLICY

1. Purpose

- 1.1 Miller Technology High School (MTHS) believes that students, parents, teachers and administrative staff should have the right to benefit from the opportunities that exist from being a member of our school community. We understand that the students should benefit from the learning opportunities provided to them in what is a safe and respectful learning environment.

Digital technology and social media play a role in the creation of productive learning environments. The purpose of this policy is to set standards of behaviour for the use of mobile phones and social media that are consistent with the values and expectations of the MTHS community. This policy applies to our school community, MTHS staff, students and parents.

2. Aim

- 2.1 To create a climate in every classroom which will enable each student to recognise their potential through quality teaching and learning.
- 2.2 To educate students to be critical and analytical users of technology and responsible digital citizens who access social media for positive reasons.
- 2.3 To educate students about the hazards of misuse of social media and technology and the long term effects it may have on their lives.
- 2.4 To ensure that technology is regarded as a learning tool to promote achievement and or effective, positive communication with the local community.

3. Social Media: Rights and Responsibilities

- 3.1 Definition: 'Social Media' refers to all social networking sites including; Facebook, Twitter, Blogs, Youtube, Tumblr and other such sites
- 3.2 The school community is expected to respect the rights and confidentiality of others and give due respect to the reputation and good name of the school.
- 3.3 When using social media, members of the school community are expected to ensure that they **DO NOT**:
- Harm the reputation and good standing of MTHS or those within its community
 - Use excessive criticism to portray a person as socially, mentally, physically or intellectually inferior as a prohibited behaviour.
 - Make defamatory comments
 - Use obscene or offensive language towards others
 - Post content that is hateful, threatening, pornographic or incites violence against others

4. Mobile Phones and Other Devices: Rights and Responsibilities

- 4.1 The procedures in this policy applying to the use of mobile phones apply equally to the use of tablets, laptops, portable computer games, iPods and similar devices.
- 4.2 All students bringing a phone to school have a responsibility to follow this policy. **All staff have a responsibility to follow this policy consistently in all areas.**
- 4.3 Parents should know if their child has a phone at school. Current mobile technology can be quite expensive and requires a great deal of responsibility. It is encouraged that the whereabouts and use of these devices is monitored.
- 4.4 Students and parents should be aware that mobile phones are brought to school at the students' own risk. The owner of the phone has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to or from school. The school **WILL NOT ACCEPT** any responsibility for loss or damage to a student's phone. The school may assist with the recovery of the device or may involve the local police and parents.
- 4.5 The owner of the phone is responsible if someone accesses the content in their phone or behaves in an inappropriate manner on the phone without permission. Pass codes should be used on all mobile devices to ensure that there is no unauthorised use.

5. Playground Usage

- 5.1 Appropriate use of a phone in the playground includes:
 - a. Checking the time, date, diary or calendar.
 - b. Listening to music using headphones. Using external speakers is not permitted.
 - c. Sending messages to people inside or outside the school using SMS or a social media service (eg Facebook).
 - d. Viewing appropriate internet sites.
 - e. Using appropriate apps including games and photo galleries.
 - f. Not using the phone while being spoken to by a member of staff.
- 5.2 Students are not to accept or make phone calls in the playground. Any phone calls that need to be made are to occur under the direct supervision of a teacher or office staff.
- 5.3 Photographs or video are not to be taken in the school playground or at a school.
- 5.4 Students have a responsibility to let teachers know if phones are being used for the purpose of bullying or accessing inappropriate material.
- 5.5 A staff member has the right to check or confiscate the phone if content being accessed is believed to be inappropriate or harmful to the safety and wellbeing of others. This is to be done in the direct presence of the student.
- 5.6 If a student is unwell they should contact the office before contacting parents. A student cannot leave the school grounds until the office staff to get permission from a parent/guardian.
- 5.7 Inappropriate phone use in the playground includes:
 - a. Bullying or harassing of anyone inside or outside of the school
 - b. Taking photos or video in the playground
 - c. Contacting outsiders (parents or others) to involve them in any issues occurring in the school
 - d. The filming of fights or other criminal activity
 - e. Accessing, distributing or showing inappropriate or illegal material
 - f. Listening to music through an external speaker
 - g. Use that is in breach of any law.

6. Classroom Usage

- 6.1 In this policy a classroom is defined as ‘any place where directed learning or educational activity is occurring’. This includes general classrooms, specialist classrooms, the school library, sport and PE classes, sporting venues away from school, industry visits, swimming/sports carnivals, camp activities and excursions.
- 6.2 Students have a responsibility to be committed to their own learning, to not interfere with the learning of others, and to support a safe learning environment where all can achieve. Phones are not to be the cause of distraction in a classroom environment.
- 6.3 Students are able to use a mobile device in class only with the direct permission of the staff member responsible for that lesson. No pressure is to be placed on staff to agree. Examples of appropriate use of a phone with teacher permission include:
- Using educational apps including calculators, stopwatch, thesaurus etc
 - Listening to music using headphones only during individual work
 - Taking or viewing photos or video within the context of the learning
- 6.4 Students are to understand that different teachers may allow differing use of a phone in a classroom. This may be due to classroom structure or safety concerns. Students are to abide by teacher directions relating to the use of phones in the classroom.
- 6.5 Staff are to ensure that technology is only being used in classes as a programmed part of a carefully developed program of study which caters for the needs of students.
- 6.6 Students are not to accept or make phone calls or messages during class. If an emergency exists, parents should talk to the Deputy or Principal to make arrangements.
- 6.7 Staff undertake not to use devices while they have direct supervision requirements for students, unless as part of the classroom regime, or prearranged with the executive.

7. Breach of this policy

- 7.1 A breach of this policy may also involve a breach of other MTHS policies such as:
- Student Code of Conduct
 - MTHS Laptop Charter
 - Anti-Bullying Policy
- 7.2 Any breach of this policy will be considered by the Principal or Delegate on a case by case basis.
- 7.3 All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police where the School is legally obliged to do so. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from the School. Students must be aware that in certain circumstances where a crime has been committed, they may be subjected to a criminal investigation by Police over which the School will have no control.
- 7.4 Action for inappropriate use of mobile phones. The following process is to be put into place for students who fail to follow the abovementioned guidelines for appropriate mobile phone usage:
- All teachers should begin their lessons with a reminder about the mobile phone protocols. Students should be instructed to have their phones away **UNLESS** they are going to be used for educational purposes.
- I. First Misuse** – Phone is to be given to the teacher until the end of the lesson
- II. Second Misuse** and/or failure to comply with above procedures – phone is confiscated and placed in the front office until a parent is able to collect it.
- 7.5 If there is a pattern of continued misuse by a particular student, the Principal or delegate has the right to take action. Depending on the circumstance action may include:
- a. Confiscating phones from individual students indefinitely
 - b. Making arrangements with parents for phones to be left at home

- c. Making arrangements which require the student 'check in' their mobile phone in the morning before school and collect it at the end of the school day
 - d. Applying student disciplinary provisions
 - e. Reporting the matter to police
- 7.6 Phones will be immediately confiscated if they are used illegally, or if the breach is of a serious nature.
- 7.7 Repeated refusals will be considered as continued disobedience and a suspension may result under the Student Discipline and Welfare policy issued by the DoE and school processes.