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**Welcome to 2019!**

It is with a great deal of enthusiasm that the staff and I welcome you to Miller Technology High School in 2019.

The school opened in 1965 and was named after the Miller family - pioneer cultivators of vineyards in the area with the school’s shield containing a book and a bunch of grapes signifying the cultivation of mind and character in ‘*Promoting Growth and Development’ –* ‘*Per Culturam’*, our school’svision. In 1990 Miller High School gained Technology High School status with the school shield now to incorporate a satellite dish symbolising communication.

Our school continues to grow with a student population of about 670. We are culturally diverse community with 85% of students from Language Backgrounds Other than English (LBOTE) and 7% Aboriginal students. There is an Intensive English Centre (IEC) that provides English instruction and cultural orientation for new arrivals, refugees and international students. A support faculty provides high quality educational experiences for students with special learning needs.

In capturing the essence of what our school is about, our role is to help every student reach their potential. To this end, the school takes pride in the high level of information and communication technology to engage students in learning; including STEAM/STEM programs and a 1 to 1 *“Lap Top”* initiative to prepare them for a networked, global society.

While our interactive learning environments promote high levels of academic engagement in learning tasks, we are concerned with developing the character of the whole student with our core values of Respect, Inspire, Safe and Excel encouraging our students to aspire to be the best they can possibly be. Importantly, what makes our school special is our enthusiastic staff and the number of unique partnerships with universities, industry and community organisations to enhance students’ real life learning and pathways to post-school options.

Our ultimate goal is to provide a holistic, relevant and significant education which develops resilient individuals who are empowered to think critically, creatively and will promote a community that values diversity, equity and excellence.

In selecting Miller Technology High School for your children, you have chosen a school noted for its innovation and dedication in providing an education for the 21st century. We welcome your family and I wish to extend an invitation to you to be an active and informed member of our school community.

Dr Ken Edge

Principal

# Miller Technology High School Directory

**Principal:** Dr Ken Edge

**Deputy Principal:** Mr J Brunton

**Deputy Principal:** Mr J Lovett

**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](mailto:miller-h.school@det.nsw.edu.au)

**Facebook Page:** [https://www.facebook.com/pages/  
Miller-Technology-High-School/130522050432953](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 S Nair

**Telephone Number:**  9607 2751

**Fax:** 9607 3160

**Email:** [Miller-i.school@det.nsw.edu.au](mailto: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:** Mr J Lane

**PDHPE:** Mr A McCoy

**HSIE:** Mr T Podolsak

**TAS:** Mr J Goodwin

**Creative and Performing Arts:** Mr D Critcher

**English as a Second Language (ESL):** Mrs S Nadan

**Support Faculty and Learning Support:** Mrs C Fisher

**Intensive English Centre**: Ms S Nair

**Wellbeing:** Ms H Trad

**Community Partnership:** Ms S Atkins

**Administration:** Ms M Abu Swireh

**Careers Advisor:** Ms M Benitez

**Transition Advisor:** Ms G Kaur

**Student Advisors:**

**Year 7:** Ms B Talfah

**Year 8:** Ms A Azzi

**Year 9:** Mr B Hodgson (Relieving)

**Year 10:** Ms T Porter

**Year 11:** Ms C Bertucci

**Year 12:** Mr T Owen

**Aboriginal Coordinator:** Ms E Hughes

**Aboriginal Learning Support Officer:** Mr S Scott

**Girls Supervisor:** Ms T Porter

**Student Representative Council:** Mr T Podolsak

**Prefect Co-ordinator:** Mr R Thompson

**School Counsellors:** Ms L Krilich (High School)

Ms R Pullen (High School)

Ms A Gagic (IEC)

**Community Youth Worker:** Mr N Randall

**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.

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.

A student must bring a note 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** whoare 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.

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. Parents/caregivers may be contacted (mail, phone, text message) if the school has concerns regarding a student’s attendance.

**PERIOD MARKING**

The roll is marked in every period. Students, who are recorded as at school on a particular day but are absent for a period, will be considered to be truanting. The Truancy policy and consequences will apply.

**LATE TO SCHOOL**

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**

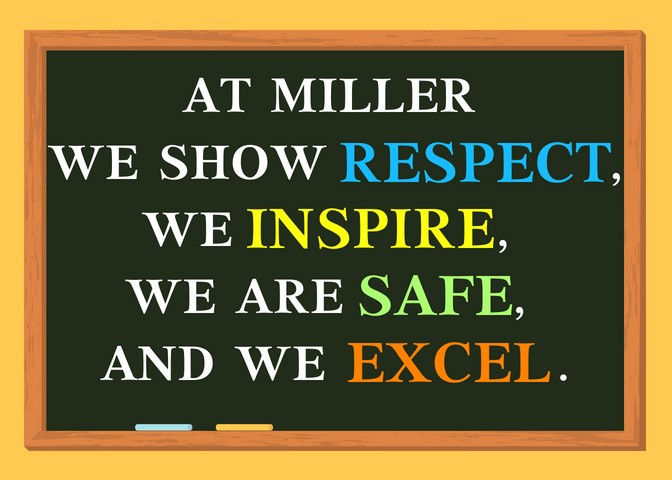
Students are to take their notes and report to the Front Office before school, and receive an early leaver’s pass. Parents/Carers should note that permission to leave school early will only be granted for specialist medical, dental or legal appointments or in the case of a family emergency. Ordinary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

**LATE TO CLASS**

It is expected that all students will arrive to class on time. Students must carry a note from the teacher that detained them. Any student who is not in the correct class may be considered a truant. Parents/Carers may contact the school and request a copy of their child’s attendance record.

# Miller Technology High School Positive Behaviour For Learning

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.





# Pb4l Merit Award System

**Collect 6**

Give them to your Year Adviser to receive a

Class Award

Class Award

Class Award

Class Award

Class Award

Class Award

**Bronze Award**

Blue Awards – ½ page  
Presented at Year Meetings

Bronze Award

Bronze Award

Bronze Award

Collect 3

**Place in the Award Box in the front office to receive a**

**Silver Award**

Silver Awards – full page  
Presented at ROSE Assembly or Presentation Night

Silver Award

Silver Award

Silver Award

**Collect 3**

Place in the Award Box in the front office to receive a

**Gold Award**

Gold Awards – full page  
Presented at ROSE Assembly or Presentation night

Gold Award

# 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

School policy, which is supported by parents, is that every student should wear the correct school uniform. Students should be encouraged to take pride in their appearance.

**Students/Staff Responsibility:**

* Students out of uniform must see the uniform officer before school starts to receive a “Uniform Pass”.
* Indicate whether the student has a note giving explanation for being out of uniform.
* Students without a note (3 times) will be placed on a Lunch Detention.

All teachers are asked to cooperate in the checking of uniforms at:

1. School assemblies
2. Roll call
3. During normal classes
4. Playground

Students need to be clear that **Full School Uniform** is to be worn on school excursions unless otherwise specified.

# Official School Uniform

## GIRLS

Grey skirt/slacks

White blouse with sleeves and collar (JUNIORS)

OR

Yellow blouse with sleeves and collar (SENIORS)

Plain black covered-in shoes (leather uppers required for Science, TAS and Visual Arts)

Plain white socks or grey stockings

Yellow or black Miller High "Sloppy Joe"

Black and yellow school jacket

## BOYS

Grey trousers/shorts

White shirt with sleeves and collar (JUNIORS)

OR

Yellow shirt with sleeves and collar (SENIORS)

Plain black covered-in shoes (leather uppers required for Science, TAS and Visual Arts)

Grey socks

Yellow or black Miller High "Sloppy Joe"

Black and yellow school jacket

# P.E./Sports Uniform

## GIRLS

Black shorts plus yellow school polo shirt

Black pants

Sandshoes or gym shoes / white socks

## BOYS

Black shorts

Black pants

Yellow school polo shirt

Sandshoes or gym shoes

# 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.

# School Dates 2019

Students attend school on the following dates:

Term 1 Wednesday 30 January to Friday, 12 April

Term 2 Tuesday 30 April to Friday, 05 July

Term 3 Tuesday, 23 July to Friday, 27 September

Term 4 Monday, 14 October to Friday, 18 December

# Subject Requirements & Faculty Information

MATHS

C:\Users\NPOOLE\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SVUVS4KI\MC900286276[1].wmfStaffroom is located in the top of D Block

**TEACHERS:**

Mrs M Ayrton (Head Teacher)

Mrs Abu Swireh (Acting Head Teacher Administration)

Mr Q Cheema

Mrs C Kumar

Ms Q Nand

Mr R Tran

**EQUIPMENT REQUIRED**

1. 240 page grid book

2. Pens, pencils, rubber, ruler, sharpener

3. Calculator (can be bought at school)

4. Mathematical geometry set square

SCIENCE

Staffroom located in lower D Block

**TEACHERS:**

Mr J Lane (Head Teacher)

Ms B Alessi

Mrs B Talfah (Year 7 Year Advisor)

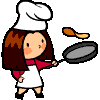
Ms S Maharaj

Mr. S Darmanin

Ms T Noble (Laboratory Assistant)

**EQUIPMENT REQUIRED**

Students will require a 96 page exercise book as well as standard stationary items such as pens, pencils, ruler and glue.



TECHNOLOGICAL AND APPLIED STUDIES (TAS)

### AREA OF STUDY-TECHNOLOGY MANDATORY (TM)

Staffroom is located-lower B Block

**TEACHERS:**

Mr G Goodwin (Relieving Head Teacher)

Ms L Khamu

Mrs A Singh

Mr R Thompson

Ms J Elvidge

Ms M Benitez (Careers Advisor)

**EQUIPMENT REQUIRED**

1. 2 blue or black pens

2. 2 lead pencils (HB)

3. Eraser

4. Colouring pencils (10/12 pencils)

5. 300mm ruler

6. A4 clear sleeve folder

7. 200 A4 page exercise book

C:\Users\NPOOLE\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SVUVS4KI\MC900366484[1].wmfPDHPE

Staffroom is located in the top of A Block

**TEACHERS:**

Mr A McCoy (Head Teacher)

Ms Bertucci (Year 11 Year Advisor)

Ms M Golightly

Mr D Bourke (Sports Organiser)

Mr B Hodgson (Year 9 Relieving Year Advisor)

Ms K Hunter

**EQUIPMENT REQUIRED**

1. 240 page exercise book

2. Pens, pencils, rubber, ruler, sharpener

3. Laptop

3. Sports uniform (yellow shirt and black shorts or tracksuit pants), suitable footwear-NO RABENS. TIGHTS/LEGGINGS are not considered suitable attire and ARE NOT permitted.

C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0297749.wmfHUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

Staffroom is located in the top of E Block

**TEACHERS:**

Mr T Podolsak (Rel. Head Teacher, SRC Co-ordinator)

Mr D Charlier

Mr J Gutierrez

Ms E Hughes

Ms G Kaur (Transition Advisor)

Mr S Nugent

Mr T Owen (Year 12 Advisor)

Mrs Rachael Northcott

**EQUIPMENT REQUIRED**

1. 240 page exercise book

2. Pens, pencils, rubber, sharpener

3. Ruler

4. Colour pencils

CREATIVE ARTS AND PERFORMING ARTS

Staffroom is located in the top of B Block

Areas of study include Music and Visual Arts

**TEACHERS:**

Mr Critcher (Head Teacher)

Ms Atkins (Acting Head Teacher CPSV)

Mr Manshanden

Mr Wood

**EQUIPMENT REQUIRED**

**Music -** A music exercise book (that has the music script lines in the middle)

Standard stationary supplies

**Visual Arts** - Students are supplied with a Visual Arts drawing book and standard stationary supplies including lead pencil, rubber, sharpener, ruler and coloured pencils (optional).

ENGLISH

Staffroom located in upper E Block

**TEACHERS**:

Mr T Mai (Relieving Head Teacher)

Ms T Porter (Year 10 Advisor)

Mrs A Prasad

Mrs B Saccaro

Mrs I Bifulco (Teacher Librarian)

Mr N Maguire

**EQUIPMENT REQUIRED**

1x 96 page exercise book

1x 48 page exercise book

Display folder

Standard stationery items

2x highlighters

Ruler and box of coloured pencils

ENGLISH AS A SECOND LANGUAGE (ESL)

Staffroom located lower E Block

**ESL TEACHERS:**

Mrs S Nadan (Acting Head Teacher)

Ms M Baltagi

Ms S Datt

Ms Y Deo

Mrs S Romic

Ms H Vukic

Mrs U Wong

**School Learning Support Officer:**

Ms S Shiba (SLSO)

LEARNING SUPPORT

Staffroom located lower D Block

**TEACHERS:**

Mrs C Fisher (Head Teacher)

Ms A Azzi (Year 8 Advisor)

Ms J Keyes

Mrs A Lorreggian

Mrs B Persenitis

**Learning and Support Teachers:**

Ms H Trad (Head Teacher Wellbeing)

Ms J Attiwill

Ms L Steetsel

Ms R Kolar

**School Learning Support Officers:**

Mrs S Tyler

Mrs S Daniel

Mrs R Jackson

Ms A Phung

Ms M Vlahos

Ms I Alisaphic

# 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.

|  |  |
| --- | --- |
| MTHS Lgo August 2001 | **MILLER TECHNOLOGY HIGH SCHOOL**  60 Cabramatta Avenue (PO Box 361) Miller 2168  Telephone (02) 9607 8669 Fax 9607 9460  Email: [miller-h.school@det.nsw.edu.au](mailto:miller-h.school@det.nsw.edu.au)  Principal: Dr Ken Edge |



# 2019 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 centred 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: |  |  |  |
| Signature: |  |  | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Carer: |  |  |  |
| Signature: |  |  | Date: |

1. **Purpose**
2. Students are provided a laptop for educational purposes. The school is encouraging student centred learning and independent learning.
3. **Ownership**
4. The school retains ownership of the laptop until the end of Phase 1 or 2019. At the end of Phase 1 students are entitled to keep the device and ownership of the laptop will be transferred to the student.
5. 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.
6. Students are responsible for backing up their own data by using an external storage device such as: USB, portable hard drive, or online storage such as email account or cloud storage could be used.
7. 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.
8. Students are required to bring laptops to school when laptop audits and software upgrades are conducted.
9. Students must bring the laptop to school every day fully charged. Chargers should be left at home.
10. **Damage or loss**
11. 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.
12. 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.
13. If a laptop is available one will be provided to the student until repairs have been completed.
14. Any vandalism or damage must be reported to the school immediately.
15. 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.
16. Parents that have home and contents insurance may choose to notify their insurer about the school issued laptop.
17. **Acceptable computer and internet use**
18. Students will not access inappropriate sites. If a student is found accessing inappropriate sites the laptop will be confiscated.
19. Ensure that internet access and online communications are used for educational purposes.
20. Students will not attempt to bypass built-in securities on laptops i.e. hardware and software.
21. For additional information please refer to the [Online Communication Services: Acceptable Usage for School Students](https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml?level=Schools&categories=Schools%7CComputers+%26+Internet%7COnline+communication+services) Policy. This applies to laptop usage and internet access both on and off the school grounds.
22. **Access and Security**
23. Keep password confidential and change on a regular basis i.e. every three months or once a school term.
24. Create passwords that are not obvious or easily guessed i.e. password consists of Upper Case, Lower Case, numbers and symbols.
25. DEC accounts are not shared amongst peers. If students are found using accounts that were not issued by the school disciplinary action will follow.
26. T-Vet accounts must not be shared amongst peers or used at school. These accounts were designed for TAFE usage only.
27. 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.
28. **Privacy and Confidentiality**
29. Do not publish or disclose the email address of a staff member or student without permission.
30. Do not reveal personal information including names, addresses, photographs, and phone numbers of themselves or others.
31. **Cyber Bullying**

Students will not send or publish:

1. Unacceptable or unlawful materials or remarks, including offensive abusive or discriminatory comments.
2. False or defamatory information about a person or organisation.
3. Threatening bullying or harassing another person or making excessive or unreasonable demands upon another person.
4. Sexually explicit or sexually suggestive material or correspondence.
5. Breaches of this policy will result in disciplinary action.
6. **Misuse and Breaches of Acceptable Usage**
7. Students are held responsible for their actions while using internet and online communication services.
8. Students are held responsible for any breaches caused by them allowing others to use their account to access internet and online services.
9. The misuse of internet access and online services will result in the laptop being confiscated and access being removed.
10. Misuse and breaches of policy will result in disciplinary action.
11. **Intellectual Property and Copyright**
12. Students will not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
13. 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 2019, Year 7 students will be given a hard copy a Wellbeing 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:

|  |  |
| --- | --- |
| bullet | * Families in Cultural Transition (FICT) |
| bullet | * Settling In |
| bullet | * 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.

# 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. **For further information please refer to the school Social Media Policy on page 38.**

# 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 keep them home from school. If a student becomes sick during the school day the office staff will attempt to contact the parents, requesting permission to send the student home, for this reason we ask parents to update their contact details when they change. Students who require daily medication:

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 prescription bottle.

Some students also require a **Health Care Plan** to manage their medical condition. Please make sure that the Head Teacher Wellbeing, Year Advisor and front office staff are aware of any medical conditions your child may have, so a plan is developed.

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

# 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 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.

# Uniform

Students at Miller Technology High School are expected to wear full school uniform. It is also an important part of our school’s ethos and instituted after extensive consultation with students, parents, teachers and community groups.

If a student has a practical lesson for sport or PE, they are encouraged to wear their sports uniform to school but must bring a change of school clothes to wear after the lesson. Otherwise, students change into their sports uniform at school at the start of their practical sport lesson.

We thank parents in anticipation of their support for the school on this important issue.

***You can find all your school uniform needs at MOOREBANK UNIFORM AND EMBROIDERY, Shop 2 / 170 George Street Liverpool. Phone number 9601-0812.***

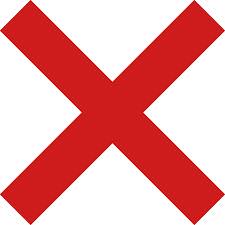
# Footwear Requirements

Under the Work Health and Safety Act 2000 schools must ensure that students are not exposed to health or safety risks while they are on Departmental premises. The school has a duty to require students to wear appropriate footwear so as to avoid injury.

ACCEPTABLE STYLES**:** The school expects that students wear **BLACK** closed in leather, lace-up style shoes. They must cover the top of the foot and have a non-slip sole. It includes the following types:

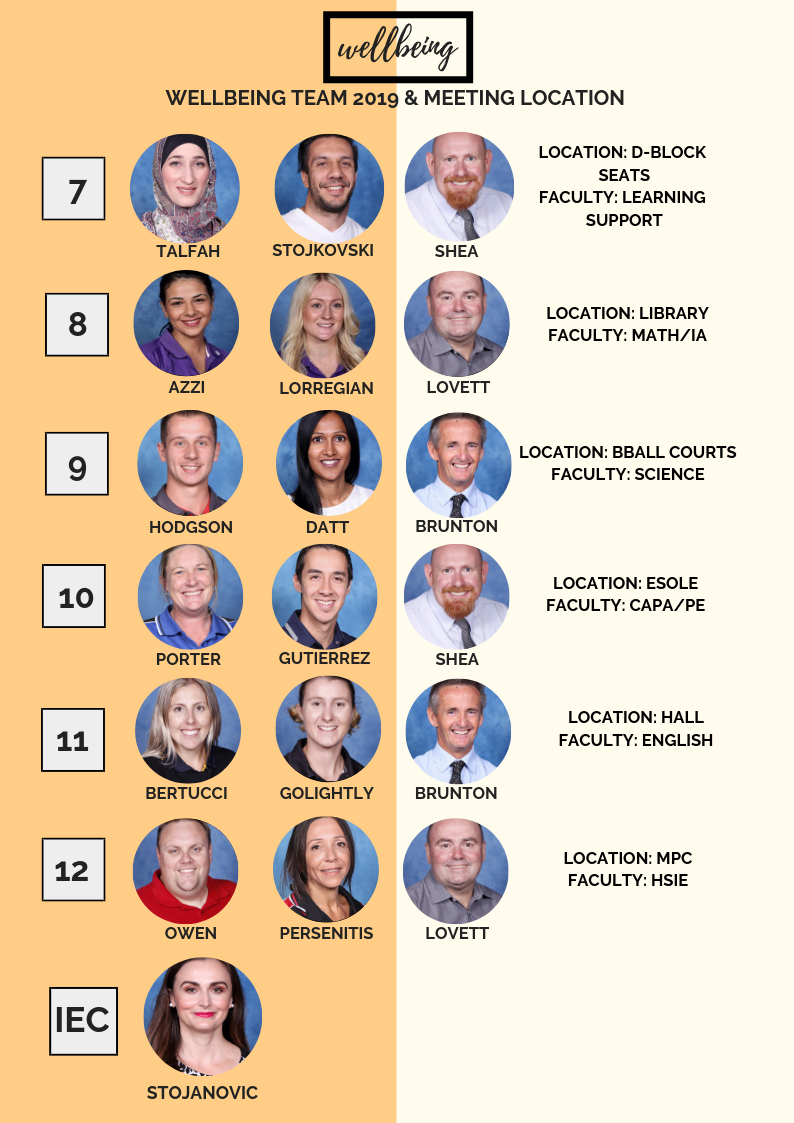
STYLES THAT ARE NOT ACCEPTABLE***:*** Students **MUST NOT** wear black soft “ballet” style shoes, open styled shoes, canvas shoes or any similar. It includes those shown below:

These footwear requirements are for all school activities including excursions, and mufti days. The schools uniform policy requires ALL students to wear acceptable footwear as outlined above.

# Student Wellbeing

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.

The 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.

At Miller Technology High School, we have identified the following wellbeing needs:

* Sense of security, wellbeing and safety
* Sense of belonging
* Real need for acceptance and resilience
* Need for achievement and recognition
* Inclusivity

**The goals of the wellbeing team are to:**

* 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

# 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 well-being. Student safety and wellbeing is a pre-requisite for effective teaching and learning. The aim of the policy is to empower the whole school community to recognise and respond appropriately to bullying and harassment and to contribute to the general health and well-being of all members of the school community. This is reinforced continuously through the schools code of conduct and six student strengths. Therefore, a zero tolerance approach has been adopted at Miller Technology High School.

## DEFINING BULLYING

We define bullying as repeated oppression, verbal, psychological or physical attacks, of a less powerful person by a more powerful person. Bullying is when someone, or a group of people, upset or create a risk to another person's health and safety or their property, reputation, social acceptance or sense of self-worth.  
Bullying behaviour can be:

**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, ostracising, alienating, making inappropriate gestures

**Psychological** e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones, inappropriate use of social networking sites including Facebook, msn, Twitter.

## 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 seek to 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 Bebo, Facebook, MySpace or YouTube
* Cyber-bullying can also include bullying through mobile phones by:
* text and picture messaging
* video clips
* phone calls

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

## STATEMENT OF PURPOSE

**Students can expect to:**

Know that their concerns will be responded to by school staff, be provided with appropriate support (for both the subjects of and those responsible for the behaviour), participate in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment.

**Students have a responsibility to:**

Behave appropriately, respecting individual differences and diversity, follow the school Anti-Bullying Plan, respond to incidents of bullying according to the school Anti-Bullying Plan.

**Parents and Caregivers have a responsibility to:**

Support their children in all aspects of their learning**;** be aware of the school’s Anti-Bullying Plan and assist their children inunderstanding bullying behaviour**;** support their children in developing positive responses to incidents ofbullying consistent with the school’s Anti-Bullying Plan**;** support all students of the school to deal effectively with bullying through the strategies of the Anti-Bullying Plan.

**Schools have a responsibility to:**

Develop an Anti-Bullying Plan through consultation with parents/caregivers, students and the community which clearly identifies both the behaviours that are unacceptable and the strategies for dealing with bullying in the classroom and playground; inform students, parents/caregivers and the community about the School Discipline Code and Anti-Bullying Plan; provide students with strategies and safety protocols to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers; provide parents/caregivers and students with clear information on strategies that promote appropriate behaviour, 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.

**Staff has a responsibility to:**

Respect and support students in all aspects of their learning, model appropriate behaviour, respond in an appropriate and timely manner to incidents of bullying according to the school Anti-Bullying Plan.

## MANAGING BULLYING

Strategies are in place to effectively teach the skills and understandings that will lead to eliminating bullying behaviours. Anti-bullying awareness and education are integral parts of many school programs such as peer mentoring, peer mediation, year enrichment workshops and taught across all key learning areas, in particular the PDHPE curriculum. Students are encouraged not to participate in bullying behaviours, not to offer bullies silent support and to actively support anyone who is being targeted by a bully or group of bullies, that is not be a bystander.

### 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. Staff should report suspected victims of bullies to Year Advisers for early intervention and monitoring. Staff should support and participate, where possible, in wellbeing programs designed to assist in the elimination of bullying (e.g. peer mediation, peer mentoring, and year group workshops). Staff will be in-serviced on the schools Anti-Bullying Plan and become aware of different strategies and professional learning experiences for combating bullying.

When staff observe student interactions, they will distinguish between conflict and 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.

Different responses may be appropriate depending on the nature and degree 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 or aggressive words or actions?
* which are unprovoked?
* and 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 – may require peer mediation
* Discipline – may require disciplinary action
* Learning – may require learning support
* Welfare – may require investigation by Head Teacher Wellbeing or Year Adviser

***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.

**Low level**

* victim is not typically teased or harassed and / or
* bully is not a repeat offender and / or
* bullying behaviour appears less harmful.

**High Level**

* victim is often harassed and / or
* bully often engages in such behaviour (that is, there is a pattern of bullying behaviour) and / or
* bullying behaviour is causing significant distress or harm.

***Step 3: The Response***. (**SSS** or **RRR** Strategy)

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

* **S**pell it Out - what this behaviour is (Bullying) and what’s wrong with it.
* **S**ignal - what will happen next time (i.e.: indicate consequences).
* **S**upport - the student being bullied.

The teacher will inform the Year Adviser and may determine other strategies such as:

* speak to the whole class,
* talk to bully / bullies after class,
* warn and / or reprimand bullies,
* present lesson related to the issue.

If the incident is **high-level,** the teacher will use the **RRR strategy and report using the Wellbeing feature.**

* **R**espond - reprimand and issue consequence. Ensure the immediate safety of the victim. Assure the victim the matter will be dealt with.
* **R**eport – Deputy Principal, Head Teacher Wellbeing or Year Adviser.
* **R**efer – Deputy Principal or Head Teacher Wellbeing to utilise the bullying register, counsellor.

The welfare team and individual Year Advisers notify all staff (via memo, email, staff meeting or executive meeting) of high level bullying incidents so that bullying can be dealt with quickly and effectively.

Students who are targets of persistent bullying must report/self-refer to their Year Adviser, although the student may feel comfortable **telling another teacher**. This information must then be communicated to the Year Adviser. It is important that the student reports any further bullying to the **SAME** teacher. Anti-bullying is most 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 **use the Wellbeing feature** and document what had happened and what we did about the situation.

The bully must accept ownership of their behaviour and change it. Students who break this agreement may be suspended.

**Role of Parents/Caregivers**

If you believe your child is involved in bullying, either as a target or as an aggressor, it is appropriate to communicate this information to the school by contacting a Deputy Principal, Head Teacher Wellbeing or Year Adviser as soon as possible.

### Advice for parents:

* If you suspect that your child is involved in bullying at school, either as a target or as an aggressor, 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.

## 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 (expose the bullying), whether it affects you personally or not
* Step in early 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)

Students also mentioned that teachers needed to take appropriate action. Bullying is serious, and therefore consequences should not be detentions or “just a level card”. Further actions need to be taken for continual bullying.

## MONITORING AND EVALUATING

An anti-bullying plan 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?**

**Making yourself a smaller target**

1. ***IGNORE***

* Make yourself a smaller target for the bully by ignoring their silly comments.
* Don’t over react.

1. ***SELF TALK***

* Talk to yourself in a positive way. If they insult your mother, tell yourself how silly their comments are.
* Talk sense to yourself.
* Don’t become a bully yourself.

1. ***BE ASSERTVIVE 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.

1. ***TELL SOMEONE***

* Report continued bullying to your Year Adviser or a Teacher.
* Keep reporting any bullying to the same teacher. Don’t tell 10 teachers the same story.
* If you are still being seriously bullied the Deputy Principal or Head Teacher Wellbeing will use the bullying register to help you.

1. ***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 BY-STANDER**

# Mobile Phone and Social Media

# Acceptable Use Policy

**1. Purpose**

* 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.

* 1. 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

1. **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.

1. **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.

1. **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.

1. **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.