



St Dominic's Priory College

School Policies

All Students at St Dominic's Priory College are expected to follow the regulations outlined.

The regulations are intended to:

- Promote responsible behaviour
- Maintain harmony within the school
- Encourage pride in one's own person and
- Loyalty to school traditions.

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- 1. College Planner**
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**A copy of these policies are published
in each students' College Planner**



College Planner

Every student at St Dominic's Priory College is expected to have and maintain a College Planner.

The College Planner **is not a private document**; it is the formal means of communication between the College and the family and must be produced at the request of any member of staff who may wish to examine it or write a note therein.

For the Student the College Planner is:

- The place to record homework and important dates
- The place to record all requests and permissions
- A means of organisation of time and work

It is therefore expected that the student will:

- Present the College Planner to the Class Teacher regularly for checking and signing
- Use the College Planner as the normal means of communication with the College for all permissions, explanations and notices
- Maintain the College Planner in a clean and orderly fashion, free of graffiti and stickers.

For the Parent the College Planner is:

- The place to record all your communications with the College
- A means of knowing what is expected of the student in terms of College policies, rules and expectations

It is therefore important that parents will:

- Use the appropriate space in the College Planner for all permissions, requests and explanations
- Sign the College Planner at the end of every week
- Sign any notices which are placed in the College Planner for your information
- Ensure that the College Planner is neat, orderly and free of graffiti.



General Information

Within the College community, we need some rules and guidelines so that standards are maintained, and so as a living Christian community we can assist one another, and respect one another.

BEHAVIOUR

Students are reminded that they are members of a Catholic school and appropriate standards of behaviour are expected. These standards of behaviour should be upheld at all times: at school, travelling to and from school, and at other times when students can be recognised as St Dominic's Priory College students. Students should be continually aware of their own behaviour and the effects of this on others. Politeness and courtesy are expected at all times.

ATTENDANCE

Parents are asked to notify the College (**phone 8267 3818 or SMS 0429 558 017 or email absentees@stdominics.sa.edu.au**) by 9:30am on the day of absence. If calling outside of school hours we ask that you leave a voicemail clearly stating your daughter's full name, class and reason for absence. All SMS and Email communication **MUST** be sent via the verified parent mobile (or email) you have provided.

The College informs parents by SMS of unexplained absences. Following any absence, a parent's note in the Planner should be sent to the teacher. A note in the Planner is also required for permission to leave the school property during school hours. This should be shown to the class teacher and then to the Deputy Principal, and the student should notify any subject teacher from whose lesson she will miss. She must sign out.

VISITS TO THE CITY

Visits to the city before and after school are strongly discouraged. If a student has to visit the city to keep an appointment she must bring a note from a parent and give it (before 9.00am) to her Class Teacher who will forward it to the College Office for official approval.

THE TUCKSHOP

- Courteous behaviour is required
- The Tuckshop is open at recess and lunch time. Primary students may go to the Tuckshop at 12.30pm. Secondary students may go to the Tuckshop at 12.50pm.
- Lunch time pre-orders must be sent to the Tuckshop no later than 9:15am.

LOCKERS

Each Year 6-12 student has a locker for the safe keeping of bags, beret/hat and blazer.

Lockers must be locked at all times with the combination lock which is provided. There is a \$25 charge on each lock.

PROPERTY

Each student is responsible for her own property. Large sums of money and valuables should be locked safely in a locker or left in the care of a teacher, and not left in school bags or within the pockets of clothing.

SCHOOL CROSSING

Every secondary student in Years 9 and 10 is expected to take responsibility for one week per year as a monitor on the Hill Street crossing, either morning or afternoon.

BULLETIN

The College Bulletin is sent home to parents every Wednesday. It contains information about what is happening at the College, and the various activities of the Parent Organisations. Acknowledgment of receipt of the Bulletin is expected via the College Planner or a returned Bulletin Slip.



THE SCHOOL DAY

PRIMARY SCHOOL (Reception - Year 6)

Classrooms are open at 8.30am and classes begin at 8.50am in the Primary School and finish at 3.15pm.

SECONDARY SCHOOL (Years 7-12)

It is expected that all students arrive to school, allowing ample time to unpack belongings before attendance of Class Period (8.40am).

Punctuality is expected for all classes, therefore, all students must arrive to school early and move quickly from one class to the next.

Years 7-10

Classes begin at 8.40am in the Secondary School and finish at 3.25pm (Students who have paid employment after school may only leave at 3.25pm, not before).

Years 11-12

Most students attend classes at times listed for Years 7-10. Some classes can be scheduled for 8.00am and some may continue after 3.25pm. This is subject to timetabling from one year to the next.

SICKNESS

Secondary students must seek permission from her Subject Teacher before going to the Sick Room. After obtaining permission they will proceed to the College Reception Desk and then the Sick Room. Should a student be too ill to remain at school, Parents will be contacted. A student may call Parents for permission to go home, only after speaking with staff. If the parent gives permission for their daughter to go home, the Deputy Principal or the Principal will be informed. Any student leaving the College with permission, through sickness must do so from the College Office.

EXTENDED ABSENCES FROM SCHOOL

The College strongly discourages Parents from taking their children with them on holidays during Term time. Educational programs are designed to be delivered over 41 weeks of the year, broken up with 13 weeks of holidays.

Students who miss time from their education are disadvantaged academically and sometimes socially as well. In both the IB MYP and the SACE curriculum, continuity is the key to success. It is important that Parents understand also that staff are not able to set learning programs for students who are going on holiday.

The procedure to be followed when applying for exemption from school during Term time for all students 17 years and under includes:

1. A letter addressed to the Principal explaining the reasons for seeking exemption
 2. Completion of the Government form ED 175
- Advance notice of at least 3 weeks is required.



General Information

DRIVING TO SCHOOL (YEAR 11 & 12 ONLY)

St Dominic's Priory College is located in the heart of North Adelaide and is very well served by public transport. The College has limited street parking available to students. Where possible, students are discouraged from driving a motor vehicle to and from school and/or school events.

If a Parent grants permission for their daughter to drive a motor vehicle to and from school and/or a school event, the student must not transport any other person in the motor vehicle other than siblings and Parents. Any exception to this policy would be through direct communication between Parents and the College authorities.

The College takes no responsibility for damage to any motor vehicles and no student is permitted to use a motor vehicle during the school day, unless the Principal or a Deputy Principal and the student's Parent have given permission.

Any student wishing to drive a motor vehicle, must see their Year Level Coordinator and seek and return a signed consent form, prior to driving.

HOMEWORK

Homework is given each night to help students to take personal responsibility for their own learning and to build on work begun during the school day.

To promote good study habits as a guideline the following appropriate times are suggested:

- Year 6: 1 hour
- Year 7: 1 - 1 1/2 hours
- Year 8: 1 1/2 - 2 hours
- Year 9: 2 - 2 1/2 hours
- Year 10: 2 1/2 - 3 hours
- Year 11: 3 - 3 1/2 hours
- Year 12: 3 1/2 - 4 hrs

Homework time should be spent:

- Doing any set work
- Completing assignments
- Revising work completed previously
- Reading a novel
- Preparing for assessments



Student Wellbeing

PASTORAL CARE

The "Pastoral Care" program constitutes the students' formal pastoral care instruction, and consists of one lesson per week. "Pastoral Care" offers a comprehensive approach to improving the health and wellbeing of young adolescents through a multi-faceted school-based program and extensive parent and community involvement.

Essentially the program has three main goals:

- To help young people develop positive social behaviours, such as self-discipline, responsibility, good judgement, and the ability to get along with others.
- To help young people develop strong commitments to their families, school, peers and community, including a commitment to lead healthy, drug-free lives.
- To help young people identify strategies to keep themselves safe and healthy.

These goals are achieved through a wide variety of classroom and extra-curricular activities.

STUDENT COUNSELLOR

At times students may experience problems of a social, academic or emotional nature with which they require help. Class Teachers are always available for students and parents to discuss problems. Mrs Georgia Meyer, the student counsellor, is also available to help in these areas.

Students may make appointments for themselves for counselling or may be referred by a teacher. As a parent, you may have some concerns about your child that you wish to discuss with the student counsellor.

This can be done by telephone (8267 3818) or should you wish to make an appointment, email Georgia directly at:

gmeyer@stdominics.sa.edu.au

Mobile Phone Policy

In this section the term 'mobile phone' includes all devices capable of making a voice call, a video call or connecting to the internet.

MOBILE PHONES

It is our preference that students do not bring a mobile phone to school. If for any reason, Parents deem it necessary that their daughter carry a phone (such as after school safety), then we require that the phone be turned off during the day and kept in a locked locker. The school does not take responsibility for lost phones. Students may not use a phone during the school day for any purpose, unless consent is obtained and use is under the supervision of a teacher for educational purposes.

PHONE CALLS BETWEEN STUDENTS AND PARENTS

The mobile phone is not a means of bypassing College procedures. Should a student feel unwell, need to leave school early, or be out of school for part of the day, a Parent needs to phone the College Office.

Students are permitted to make a call to Parents when necessary from the phone at the Reception Desk, after authorisation from a Teacher or Office Staff. Similarly, any messages from Parents who phone the College Office, will be passed on to the student.

HEADPHONES

Headphones may only be worn in lesson time if the teacher has given permission. Social manners require the student to remove the headphones from the ears when talking with someone, even if the headphones have a passthrough feature.





Uniform Policy

Students are reminded that the correct wearing of the uniform as outlined in the College Planner is a pre-requisite for attendance. Non-compliance with uniform regulations may result in the student being sent home for the matter to be rectified.

Any student who is unable to wear the correct uniform should have a note of explanation from the Parent in her College Planner, and this is to be shown to her Class Teacher. All clothing and effects should be clearly labelled with the student's name.

SUMMER UNIFORM (Terms 1 and 4)

- Grey check dress
- Blazer
- Woollen jumper
- Straw hat (*metal badge available at School*)
- Pinafore (*Junior Primary only*)
- Brown roman sandals worn without stockings or socks when the forecast temperature is 24 degrees or over
- Brown shoes (*laces and buckles must be done up at all time*)
- Grey tights
- Fawn socks

WINTER UNIFORM (Terms 2 and 3)

- Pleated skirt – Years 6-12
- Tunic – Years R-5
- Blazer
- Woollen jumper
- Tie
- Beret
- Brown winter lace-up shoes (*roman sandals not worn with winter uniform*)
- The school blazer must be worn to and from school and on any excursions out of the school grounds. Seniors jumpers may not be worn to and from school
- Fawn socks, or grey tights. Note that knee

high stockings are not to be worn

- White blouse

GENERAL REMINDERS

- School jumpers may not be worn in the street unless the blazer is worn as well
- Hair styles should be simple and neat. If hair is long it should be tied back with black or navy ribbons. Girls are asked not to wear coloured hair or coloured hair extensions that are not of natural colour
- One small stud earring may be worn in each ear lobe. No other body piercings are permitted
- A simple watch and one signet ring may be worn
- Make-up, acrylic nails, coloured nail polish, fake eyelashes/lash extensions and jewellery are not to be worn with the school uniform
- Chewing gum is not to be brought to school

SPORTSWEAR

(All items are available from the Uniform Shop)

The regulation Sports/Physical Education Uniform for students (R-12) must be worn for all Physical Education and internal sporting activities.

The regulation Sports/Physical Education Uniform consists of:

- House coloured polo shirt
- Black sports skirt
- House hat
- White sport socks
- Sandshoes suitable for physical activity (*not fashion or skate shoes*)
- Hair tied back
- No jewellery
- Students are encouraged to purchase the SDPC tracksuit or rugby top (*The school woollen jumper is not to be worn as part of the sports uniform*)



Other items include:

- Black and white school polo shirt
- SDPC shorts
- SDPC tracksuit

SPORTS DAY UNIFORM

Marching: Black skirt, house coloured polo shirt, house hat, long white socks, and predominately white sandshoes.

Athletic Events: Black skirt may be replaced by black shorts.

SATURDAY SPORT UNIFORM

Uniforms vary depending on the sport [see table below]. All shirts or tops are to be combined with the SDPC black shorts or skirt.

THE UNIFORM SHOP

The Uniform Shop is open twice a week during term (Mondays + Thursdays) and one Saturday per month (by appointment). For opening hours (including School Holiday trading) please see the front page of the Bulletin.

SPORT	SHOES	TOP	SKIRT/ SHORTS	SOCKS	EXTRA
ATHLETICS	White sandshoes or athletic spikes	SDPC black polo shirt with monogram	SDPC black skirt/ or black bike pants	SDPC sports socks	SDPC singlet supplied
BADMINTON	White sandshoes	SDPC black polo shirt with monogram	SDPC black shorts	SDPC sports socks	Racquet
BASKETBALL	White sandshoes	SDPC basketball singlet	SDPC basketball shorts	SDPC sports socks	
HOCKEY	White sandshoes or turf hockey shoes	SDPC hockey shirt	SDPC black skirt	Long white sports socks	Mouthguard and shin pads
NETBALL	White sandshoes	SDPC netball bodysuit		SDPC sports socks	
SOCCER	White sandshoes or soccer boots	SDPC soccer shirt	SDPC black shorts	Long black sports socks	Mouthguard and shin pads
VOLLEYBALL	White sandshoes	SDPC black polo shirt with monogram	SDPC black shorts	SDPC sports socks	
TENNIS	White sandshoes	SDPC black polo shirt with monogram	SDPC black skirt	SDPC sports socks	Racquet and hat
TOUCH FOOTBALL	White sandshoes or touch sports shoes	SDPC black polo shirt with monogram	SDPC black shorts	SDPC sports socks	
SWIMMING WATER POLO		Black one piece bathers			SDPC swimming cap

Harassment Policy

WE BELIEVE

- That God has made us all equal in human dignity and in our potential for friendship and for good. We believe that Christian beliefs must be put into practice in our relationships with each other and show respect for the dignity of individuals.
- We have the **RIGHT** to feel safe and comfortable at school.
- We have the **RESPONSIBILITY** to keep ourselves and our learning environment safe.
- We have the **RESPONSIBILITY** to show respect for ourselves, for others and for property.

St Dominic's Priory College is a school community which values:

- Every person's self-worth
- Friendship among all of its members
- The dignity of each individual

Any form of harassment is against our values and the College is therefore committed to providing an environment where all members of the community feel safe and valued.

WHAT IS HARASSMENT?

Harassment is behaviour which is unwelcome and often repeated. It can be the result of a person/group acting in an offensive way towards another person or group of people. This can be verbal, physical or emotional, where a person/group could feel offended, intimidated or humiliated.

Harassment can involve sexual harassment, racial discrimination, victimisation/bullying or cyber-victimisation/cyber-bullying.

SEXUAL HARASSMENT

Under the *Commonwealth Sex Discrimination Act (1984)* and under the *SA Equal Opportunity Act*, it is clearly stated that Sexual Harassment is unlawful. Examples include;

- Touching or brushing against you when you've asked a person to stop
- Whistling, unwelcome staring, gesturing or making comments about one's body
- Telling offensive jokes or showing offensive/sexually explicit reading matter
- Making comments about your sexuality

RACIAL DISCRIMINATION

- Making degrading comments or gestures about culture, nationality, country of origin, skin colour, background, or any other related beliefs
- Calling you names because of your race
- Telling offensive jokes or showing offensive material
- Deliberately excluding you because of your race



VICTIMISATION/BULLYING

- Physical – hitting, pushing, threatening, spitting, physical assault
- Hiding, damaging, destroying or stealing work or belongings
- Verbal – name calling, putting you down, teasing
- Offensive gestures, pulling faces, writing unpleasant notes
- Subtle behaviour that targets another, such as exclusion and spreading rumours
- Talking about a person so they can hear
- Pretending to be friendly while undermining the person

CYBER VICTIMISATION / BULLYING

Cyber bullying or victimisation can be a crime under either South Australian or national law. This is when victimisation/bullying is carried out online or through mobile phones. This could include;

- Using SMS, email or social networking sites to harass or abuse someone
- Posting information about people on the Internet without consent
- Sending on information about a third party, without their consent, which could defame their character
- Sending inappropriate or threatening messages
- Constant and unwanted nuisance telephone calls
- Accessing another person's online account without permission
- Encouraging suicide



YOU CAN CONTROL WHAT HAPPENS

- **Do not retaliate by physical or verbal harassment**
- **Simply knowing that you can do something about it makes a difference**

SO WHAT CAN YOU DO?

- **You may choose to ignore it**
- **Tell the person who is harassing you that you do not want them to continue**
- **Confront the harasser**
- **Talk with any teacher with whom you feel comfortable**
- **Talk with your Pastoral Care teacher or Year Level Coordinator**
- **Talk to the Student Counsellor**
- **Talk to an older student whom you know and trust**
- **Talk to your friends**
- **Talk to a parent**

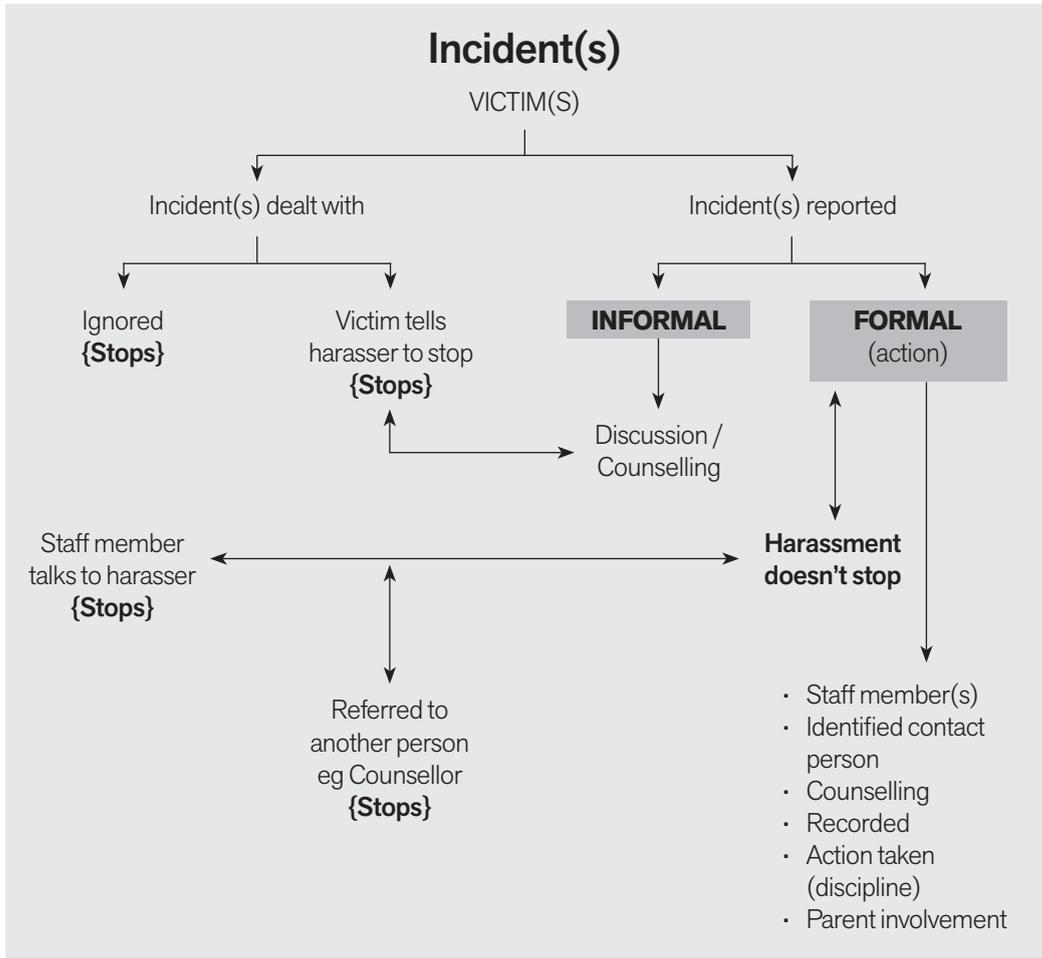
All reported incidents will be dealt with. The College will deal very seriously with those who retaliate against a person for reporting harassment.

Consequences of harassment may include counselling, consultation with families, suspension and even expulsion.

Provide support for a friend by encouraging them to talk to someone they trust.



Harassment Flowchart



HARASSER(S)

- Stops of own accord – no action
- If asked to stop by victim and does so – no action
- Informal Report – may be contacted or interviewed by staff member
 - action {Harassment stops}
- Formal Report
 - contacted/interviewed
 - recorded
 - counselling
 - disciplinary action {Harassment stops}

Harassment continues

- Immediate disciplinary action



**Remember: if ignoring it fails,
then keeping it to yourself only makes it worse!**

DO YOU HARASS TEACHERS OR STUDENTS?

- Do you bully, victimise, tease, abuse, hit others?
- Do you call people names?
- Do you insult, belittle or intimidate?
- Do you repeatedly act disrespectfully to your teacher to disrupt the learning in your class?
- Do you take part with a group in helping to insult, offend or exclude others?
- Do you permit harassment of others by laughing or by failing to intervene?

**YES?
Then you are guilty.**



ABOUT THOSE WHO HARASS

St Dominic's Priory College sees the need to help them change their behaviour.

OTHER STUDENTS

If you are not being harassed, but are aware of others who are...

You can decide to do something about it and help protect others.



Drug Education Policy

INTRODUCTION

St Dominic's Priory College acknowledges that the use and abuse of drugs is an important community concern. Through this Drug Education Policy the College echoes the concerns of the community and identifies that it has a significant role to play in the education and prevention of the misuse of drugs within its community.

All members of the College community are expected to uphold the spirit of this Policy and to implement it for the welfare of all students of St Dominic's Priory College.

PHILOSOPHY AND RATIONALE

The Drug Policy of St Dominic's Priory College has been formulated within the spirit of the school's Vision Statement.

This Policy is for the benefit of all members of the school community - Staff, Students, Parents and Friends and opposes the inappropriate use of legal drugs and the possession and use of prohibited substances.

This Policy addresses those drugs that are classed as:

- LEGAL (eg tobacco, alcohol, paracetamol and other non-prescription medicines, prescription medicines, etc.) and
- ILLEGAL (eg heroin, marijuana, ecstasy, methamphetamine etc.)

This Policy aims to provide supportive guidelines for the well being and development of each individual. In doing so it endeavours to reflect the Christian values of St Dominic's and to encourage students to make wise and healthy decisions about drugs in their lives.

This Policy, as well as having a supportive component, has an intervention aspect so that

all incidents of inappropriate use of drugs may be dealt with in the best interests of all parties concerned.

INTERVENTION

Adult members of the school community will be expected to model health promoting attitudes and appropriate social behaviour. They are expected to promote a preventative health programme and deal with incidents as they arise.

St Dominic's Priory College does not allow students:

- a. The possession or consumption of any illicit drugs.
- b. The inappropriate use of prescriptions and/or over-the-counter medicines
- c. The inappropriate use of solvents and/or other chemical agents.
- d. The consumption of alcoholic beverages.
- e. Smoking tobacco or any other drugs.

This includes the possession, sale, supply, exchange or negotiation in relation to any of the above when at school, at any other function, excursion or camp organised by the school or where they are representing the school, in transit to or from school or while in school uniform.

Where a staff member in authority reasonably suspects that a student has a prohibited substance in their possession, then the Principal or their appointed nominee, with an adult witness, may search that student, her locker and/or her bag.

Where emergency action is required through the misuse of a substance, medical assistance will be sought immediately and parents will be informed as soon as possible.



CONSEQUENCES

Penalties the Principal will consider for breaches of this Policy are:

- Expelling the student
- Suspension or detention of the student to undertake community service for a time that is appropriate relative to the breach detected.

Any student who sells or freely supplies illegal drugs to another student at school, at a school function or in transit to and from school will be expelled.

The Principal when imposing disciplinary action will consider:

1. The welfare of the student
2. The welfare of other students and the general school community
3. The frequency of use
4. Past breaches of school policies
5. The potential for rehabilitation
6. Whether the student brought the drug on to campus or not
7. The willingness of the student to be truthful
8. The circumstances of the detected breach

The parents/guardians of the student will be informed of the breach of rules.

In the case of illegal//prohibited drugs, where the legal obligation exists the Police will be informed. Investigations will be conducted as determined by the law.

Notification to the Police is the responsibility of the Principal.

Throughout this Policy the school is always mindful that it is subordinate to the Statute Laws of Parliament.

In the implementation of this Policy matters related to confidentiality will be respected.

Where a drug related problem exists, a range of support measures may be adopted:

- Compulsory drug counselling
- Family conference
- Referral to outside helping agencies
- Negotiation of continued education at another school within the Catholic system

STORAGE AND USE OF MEDICATIONS:

Parents have a responsibility to work in partnership with the College to ensure open communication in all matters of health. They are expected to provide relevant and updated information and clearly labelled medications and associated information (dosage, action plans) as required and in a timely manner.

All Staff and Volunteers who have regular contact with students are required to hold a current First Aid. The College also has a delegated member of staff to oversee First Aid in the Primary and Secondary School. All visits to the First Aid Room must be authorised by a College Staff Member.

SCHOOL ADMINISTERED NON PRESCRIPTION MEDICATION

In line with Catholic Education Office guidelines, Paracetamol will not be given to students. Students with special needs who require Paracetamol at school should have a small quantity sent with a medical plan, signed by parents and a doctor. This will be kept in the First Aid Room. If a student is in urgent need of pain relief, parents will be contacted.



Child Protection

- **WE ALL HAVE A RIGHT TO BE SAFE**
- **WE CAN HELP OURSELVES TO BE SAFE BY TALKING TO THE PEOPLE WE TRUST**

Seek help immediately if you find yourself or others in a risky situation.

You or others might at some stage experience physical, emotional or sexual abuse or suffer neglect.

- **TRUST – your gut instinct**
- **TALK – to someone you trust**
- **TAKE CONTROL – deciding to take some action**

In class, you will be advised to prepare a list of the names and phone numbers of people you can contact if you need to. These might include:

- **A PARENT**
- **A TEACHER**
- **A FAMILY MEMBER**
- **A FRIEND**

Here are a list of support agencies, telephone numbers and websites for useful information.

Police	131 444
Kids Helpline (24 hour service for 5–18 years)	1800 551 800
Lifeline	13 11 14
Beyond Blue (www.beyondblue.org.au)	1300 224 636
Reach Out (www.reachout.com)	13 11 14
Yarrow Place (Rape and sexual assault Service for 16+ years)	1800 817 421 or 8226 8787
Head Space (www.headspace.org.au) Australian National Youth Mental Health Foundation	1800 650 890



ICT Acceptable Use Policy

While students tend to adopt new technologies quickly, many do not have the experience or knowledge to understand the potential risks. Parents, educators, and community members must encourage students to take advantage of the Internet's benefits while reducing its risks.

For this reason acceptable use policies must regularly be revised to address the major issues regarding appropriate and effective use of the Internet and ICT's – safety, security, and ethics.

Students are encouraged to use the technology at St Dominic's Priory College in a safe and responsible manner to support their learning. It is not provided as a recreational environment or as a means to socialise with others. Regardless of the device used students must exhibit acceptable behaviour when at school, school-related events or accessing the school network from home.

PERSONAL SAFETY

- Students are not to share or publish personal information about themselves or others. This includes names, addresses, phone numbers, school addresses and photos of any student or staff member without express permission from the Principal.
- All forms of on-line communication can hold potential dangers. Students are not to use any social networking sites at school or school-related events unless it relates to a topic of study organised and actively supervised by a teacher.
- Students will promptly disclose to a teacher any message received that is inappropriate or makes the student feel uncomfortable. Cyber-bullying of any form is considered a serious breach of conduct and will be dealt with accordingly.
- The Internet is for study purposes only. All internet use is monitored and the access of inappropriate websites will lead to the loss of this resource.

SECURITY

- Students are responsible for their individual accounts and should take precautions to prevent others from being able to use them. Under no conditions should students provide their password to others.
- Software is available for students to use on computers. No student may install, upload or download software without permission.
- Students are provided with secure storage areas on the network to save and store appropriate work files. This area is to be managed by students and will be subject to regular monitoring.

ETHICS

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students own work.
- Students will use all and handle all technology devices with respect. Report all hardware faults and damage to your teacher immediately.
- Students will be provided with e-mail accounts when required. Students are not to establish or access web-based e-mail accounts (Hotmail, etc). School e-mail accounts must be used appropriately for study purposes.

Infringement of any of the above rules, or other inappropriate behaviour will result in the withdrawal of access and use of ICT privileges.

I have read and agree to abide by the statements in the above acceptable use policy.



Assessment and Reporting Policy

At St Dominic's Priory College, assessment and reporting processes assist students to come to know themselves as learners, being able to identify their strengths, areas for development in knowledge, skills and understanding, and develop action plans to further progress their learning.

- Completing every task to the best of her ability
- Submitting all summative assessment items by the due date
- Managing her time effectively to meet deadlines. If a student has a bona fide reason for not being able to complete a task by the due date, she must complete an *Application for Extension Form* and discuss this with her subject teacher at least one full school day (MYP students) and two full school days (SACE students) before the due date
- Providing a medical certificate, if an extension is required on medical grounds, for summative tasks (SACE students only)
- Providing an explanatory note from a parent, if an extension is required for an extenuating reason, on the day an assessment item is due
- Ensuring that work is saved and backed up in more than one location. Failure to do this may mean an extension will not be granted. In keeping with the ICT Acceptable Use Policy, students must always keep back-ups and hard copies of any drafts. In the event of a computer malfunction, students should hand up the latest draft by the due date and a letter of explanation from the parent/guardian.

- Submitting an assessment item on return to school, if absent on the due date, regardless of whether or not there is a lesson scheduled for the day
- Completing a missed task done under supervision at a time determined by the teacher. However, if too long a time period has elapsed, the teacher may, at his/her discretion, use other evidence for assessment purposes.
- Completing work missed due to absence.

BONA FIDE REASONS FOR EXTENSION ARE:

1. Illness
2. Family/personal trauma
3. Technological failure that prevents the task from being retrieved. This must be verified.
4. Other authorized absences eg commitment to representative teams/exchange visits etc.

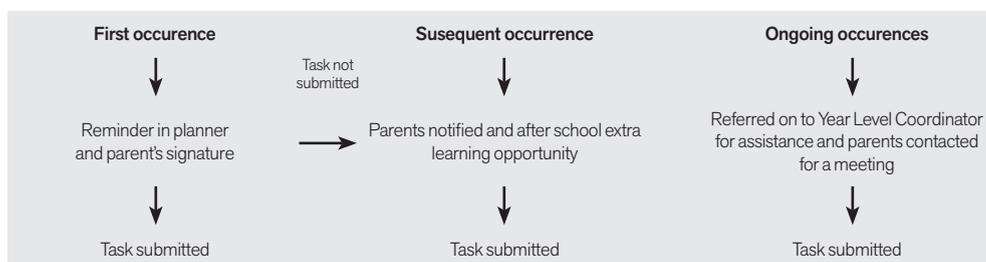
NON SUBMISSION OF WORK

SACE Students:

Failure to submit assessment by the due date will result in a zero or 'not completed' for that task. If the assessment is summative, the zero will be counted and the student will be unable to redeem the mark for this summative assessment task. The SACE Coordinator will be informed of the breach of the assessment policy and parents will be informed.

MYP Students:

The following consequences for non-submission (without an acceptable excuse) will apply (see flowchart below):





Academic Honesty Policy

The vision statement of St Dominic's Priory College highlights:

"The value of inner discipline in the development of character and in the achievement of individual excellence."

To this end students will develop personal integrity through good practice in learning and assessment that develops and promotes a culture of academic honesty.

PRINCIPLES

There are three main areas that influence academic honesty. These can be found and embedded in the Approaches to Learning and the Learner Profile.

- 1. Personal:** Students at St Dominic's Priory College are principled and act with integrity and honesty. Teachers encourage honesty and skills of independence.
- 2. Social:** Collaborative skills are developed through team tasks and the need for students to be aware that contributing is a two-way process.
- 3. Technical:** Awareness of the need to acknowledge the work and contributions of others; use a common referencing standard; and include a comprehensive bibliography using the Harvard Referencing System.

RESPONSIBILITIES OF STUDENTS

Students are responsible for ensuring that all work submitted for assessment is their own original work, and where appropriate the ideas of others are acknowledged. They must accept responsibility for their own actions and the consequences that may result. From Year 6, students may be asked to sign a verification declaration supplied with the task sheet, which declares that all work submitted is the student's own original work. They are expected to:

- Work authentically to develop and present their own work.

- Use in-text referencing and bibliographies (Harvard Referencing System) to acknowledge sources, ideas or information.
- Work in groups with integrity and have a willingness to contribute on an equal basis. They must be able to demonstrate what they contributed.
- Not allow another student to copy their work. This is called collusion.
- Submit all work on time according to the 'due date'.

EXAMPLES OF ACADEMIC DISHONESTY

St Dominic's Priory College defines academic dishonesty as any action that would result in a student gaining an unfair advantage.

- **Plagiarism:** The act of representing as one's own original work the creative work of another, without appropriate acknowledgment of the author or source.
- **Collusion:** The presentation of an assignment by a student as her own, which is in fact the result of unauthorised collaboration with another student or students.
- **Duplication of work:** Presenting the same work for different assessment components without consultation with the teacher.
- **Fabrication of data:** Presenting data that has been invented by the student rather than collected from surveys, interviews, experiments, or other such processes.
- **Misconduct in tests/examinations and other summative assessments:**
 - Taking unauthorised material/devices into tests/examinations;
 - Receiving or disclosing information to another student;
 - Inappropriate behaviours which may distract other students or provide unfair advantage to self or others.