



Rostrevor College

67 – 91 Glen Stuart Road,
Woodforde, 5072 SOUTH AUSTRALIA

Duggan Boarding House.....	08 8364 8204
<i>Office Hours 7.30am to 10.45pm</i>	
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Director of Boarding - Home	08 8364 8202
Housemother (First Aid office)	08 8364 8207
.....	08 8364 8205
Rostrevor College Reception.....	08 8364 8200
Rostrevor College Psychologist	08 8364 8362

Fax

Duggan Boarding House.....	08 8364 8398
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ROSTREVOR COLLEGE MISSION STATEMENT

We seek to provide a liberating education that is founded on the principles of excellence and equity.

We celebrate our Gospel spirituality through opening our hearts to the Jesus story and nurturing the faith journey of each person in our Rostrevor College family.

We strive to be an inclusive community that welcomes each member with deep respect for their individuality and uniqueness.

We reach out to those at the margins in a spirit of solidarity and justice, seeking to form young 'men for others' who will make a positive difference.

All members of the Rostrevor College community commit themselves to the values of the College and the vision of Edmund Rice.

SPIRITUAL GROWTH

The spiritual development of a boarder is a personal matter. This growth is supported by activities within Duggan House and enhanced by various religious and spiritual functions conducted within the day school.

Duggan House has its own Prayer (Quiet) Room. This room takes up a central position on the ground floor and is the most outstanding feature seen as a person enters Duggan House. Boys are free to use this room for prayer and meditation at any time.

As a community we make prayer an important aspect of our daily life. As a community, we have Mass on Sunday nights at 5.00pm in our Chapel or as a part of one of the local parishes. Masses in the Chapel are not held during holidays, or on Exeat weekends.

While recognising that our boarders come from a wide range of religious and spiritual backgrounds all boys are required to respect the religious background and ethos of our Catholic College. *Attendance at Mass is a requirement of being a member of this community.* As a sign of respect for the practice of the Catholic religion, boys are expected to present themselves in good, clean clothes at Mass and not to disturb others who are taking part more fully in the celebration of the Mass.

DUGGAN BOARDING HOUSE STAFF

The boarding staff at Rostrevor College act in the place of the parents when the boarders are in residence in Duggan House. Their task is to care for the physical, academic, emotional, spiritual and social wellbeing of around 80 adolescent males.

Our boarders come from a variety of backgrounds, cultures and family situations. The role of the staff is to establish a sense of community in this richly diverse group and to help them grow into a much larger version of the families that they have come from. For most boys, the transition from the home family to the family of a community of boarders is a relatively painless one. However, there are some boys who have varying levels of difficulty in establishing themselves in their new home. Invariably, they will be successful in the longer term, but there will always be some boys for whom boarding life turns out to be unsuitable.

There is a wide network of carers working for the boarders here at Rostrevor. Below is a short description of some of the roles staff fulfil to care for your son.

The Director of Boarding is responsible to the Principal for the wellbeing of the boarders' and proper functioning of Duggan House. As such, he acts "*in loco parentis*" for the boarders while they are in the care of the College. This means that he assumes the role of parent while the boarder is at the College acting as their guardian on a day-to-day basis, signing consent forms for excursions and other routine permissions. He is the main source of contact between the boarding parent and the College.

All leave and domestic arrangements are determined by the Director of Boarding. In the matter of Leave, which will be discussed in detail later in this booklet, Duggan House uses Boardingware software to manage leave requests. If this is not possible, then a phone call can allow for verbal permission to be given. This is an exception, however, and not the rule. The Director also acts as the first point of contact for the teaching staff and the boarder and his family.

A major focus of the Director of Boarding is to help and encourage the boys in Duggan House to grow into mature young men. Day to day discipline and guidance is the responsibility of the Director of Boarding, but matters of a serious nature will be discussed with the Principal and parents.

The Deputy Director of Boarding is second in charge to the Director of Boarding. As the position suggests, the Deputy Director of Boarding assists the Director of Boarding in all aspects of the role stated above. The Director and his Deputy work throughout the week providing seven-days-a-week senior staff coverage. When the Director is off duty or away from the College, his Deputy assumes authority on his behalf.

Duggan House has two Housemothers who take the role, in absentia, of the 'mother' of the boarders and provide a maternal presence for the boarders. They act as a source of emotional comfort in a way that complements the male staff. The aim is to approximate as closely as possible the role of the mother at home. The Housemother keeps a watching brief on the aspects of a boarder's life that he might otherwise suppress in the male culture of Duggan House. She provides a friendly, caring ear for boarders, parents and staff, seven days a week. Feel free to contact the Housemothers to talk over any issue affecting your son here in Duggan House.

Supervisors assist the Director in looking after the day-to-day operation of Duggan House as well as offering pastoral care when needed. Invariably it is this group who sees the best and the most challenging aspects of the boarder. Tutors are also employed to provide academic, supervisory and pastoral support.

BOARDER LEADERSHIP AND REPRESENTATION

There are several tiers of student leadership within Duggan House. At the beginning of Term 1 and 3, elections are held for the positions of year level representatives. One is elected from each year level and these boys meet with the Director of Boarding and the Year 12 Leadership group as needed. At these meetings, the 'year reps' bring the issues raised at the year level meeting to this group. The reps listen to the ideas from the other boys and then discuss the issues raised. The results of these discussions are considered by the Director of Boarding who may or may not act upon them according to the circumstances in Duggan House at the time.

Towards the end of third term, the whole Duggan House goes through a process of selecting senior leaders for the next year. Head Boarder is chosen from amongst those who nominate for senior student leadership within the College. Following the appointment of the Head Boarder (who is automatically elected a Prefect), the Year 11 student group is consulted and nominations from amongst this group are called for. A short list of candidates is then presented to the entire student body of Duggan House. The boys who pass through this stage of the selection process are then asked to undergo an interview process with the Director of Boarding. On completion of the interviews, the appointments to the positions listed below are announced.

Senior Leaders

Head Boarder

Deputy Head Boarder/s

Social Captain

Any other boarders who are appointed Prefects within the College are appointed 'ex officio' to the Senior Leadership group.

These boys learn valuable skills of leadership and put a great deal of hard work into these jobs. It is because of the high level of input into these roles that the new leaders from Year 11 take over the positions in the last term of each year leaving the Year 12's to concentrate on their studies.

RESPONSIBILITIES AND CONSEQUENCES

All boys are expected to take an active role in the day-to-day upkeep and care of Duggan House.

A good positive approach to life in Duggan House, a co-operative and caring spirit will result in a happy well-adjusted boarder. This is probably the best consequence that any boarder can hope for.

The happiness or otherwise of the life of a boarder is largely in the hands of the boarder himself. All the conditions of a safe, comfortable, enriching environment is provided, it is up to the individual to make the most of the opportunities that are presented to them. This is the essence of the notion of responsibility and subsequent consequences.

DUGGAN BOARDING HOUSE

Duggan House is a fully equipped and purpose-built boarding facility. It can accommodate 90 boarders and a number of on-site staff. The facilities are excellent, with a dining room and industrial kitchen, recreation areas, foyer and a mix of dormitory cubicles and individual bedrooms on two floors. The building is fully air-conditioned in summer and heated in winter. Duggan House shares the excellent College facilities such as the swimming pool, sports pavilion and hall.

Out of Bounds

Within the Boarding House, boys are not permitted in the following areas unless directed by supervisors:

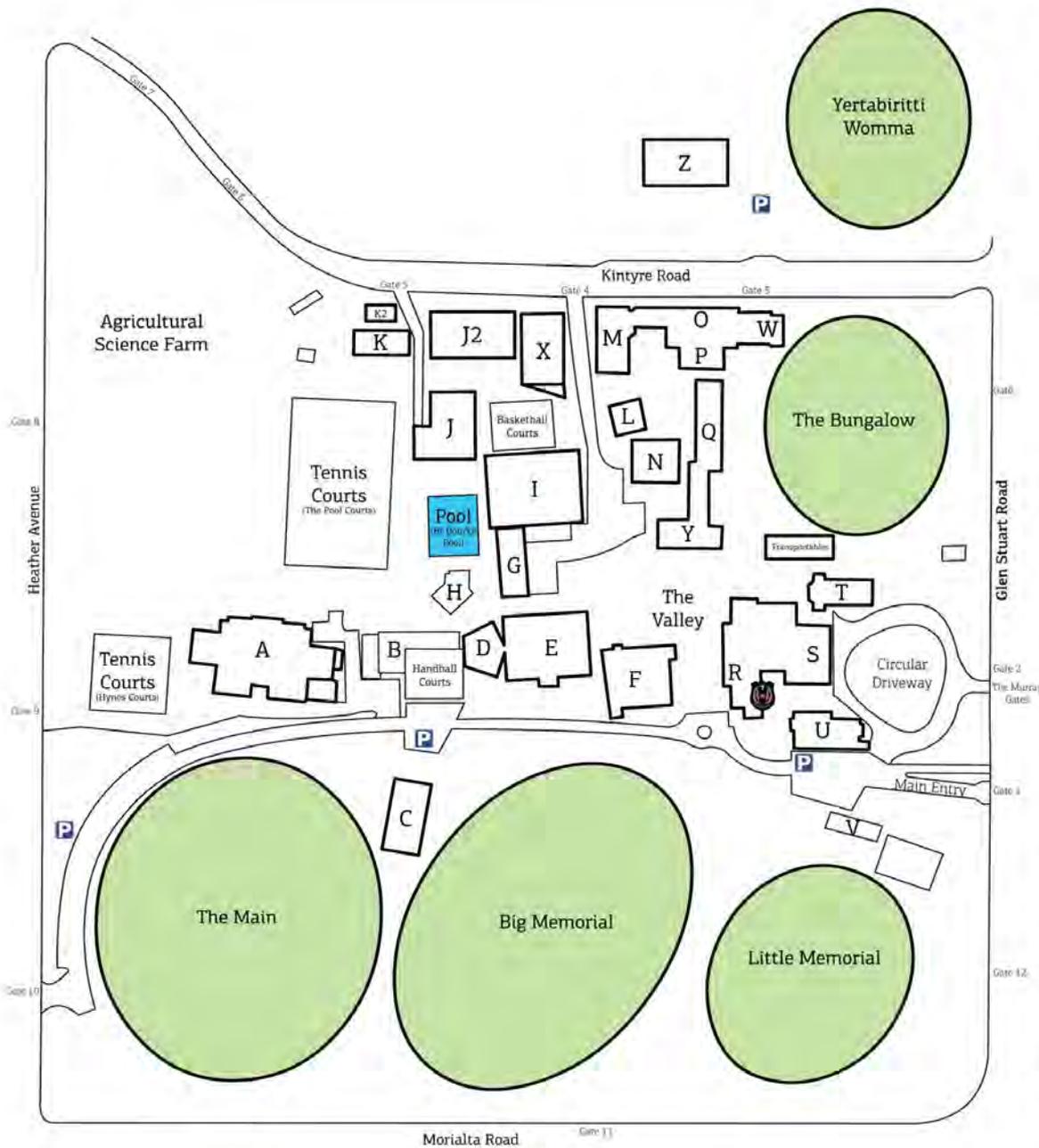
Staff office, kitchen, Housemothers office/sick room, laundry area, cleaning storerooms, staff flats and courtyards.

Also note that outdoor recreation is confined to the ovals in front of the Duggan House, the cricket nets, handball courts, tennis courts adjacent to Duggan House and the Purton Hall undercover basketball courts. All other areas on the College grounds are off limits unless under direct supervision.

**ALL VISITORS
MUST REPORT
TO RECEPTION**
Business Hours:
Monday to Friday
8:15am to 4:30pm

Reception..... 

- Agriculture K / K2
- Brickfield House L
- Callan Hall X
- Canteen Y
- Chapel T
- Clery Building G
- Duggan House A
- ELC Z
- Equity Hub F
- Ideas Centre Q
- Grounds Shed V
- Gurr Building M
- Junior / Primary P / O
- Junior Years Admin W
- Kelty Theatre D
- Mackey Mall E
- Maintenance Shed B
- Mogg Building N
- Mary Fountain Music U
- Pavilion C
- Pool Change Rooms H
- Purton Hall I
- Rice Building Q
- Rostrevor House S
- Science Discovery Ctr J2
- Student Services R
- Technology Centre J
- Uniform Shop Y



BOARDERS ACCOMMODATION

Boarders are required to keep their rooms clean to a standard as determined by the Director of Boarding. Consideration of communal living will be the determinant of whether or not a room is 'up-to-scratch'. Rooms are to be kept in a tidy state at all times. Damage to rooms is the responsibility of the boy occupying the room at the time the damage is incurred.

Bedroom clutter will be monitored so it is important that boys do not bring too many personal belongings. Keep things to a minimum, as holiday times are a good time to top-up if needed.

Boys need to consider that they are living in a communal setting and must respect other boys' privacy and need for quiet during prep times and sleeping times. Year 12s will be provided with a separate, doored room, where possible, dependant on Year 12 numbers for that year.

Posters are not to be attached to walls with 'blue tac'. The Director of Boarding will decide on the appropriateness of posters. They should not be placed on any wall without his permission.

Food is not to be eaten anywhere other than in the dining room or outside. Boys may store food in their rooms in sealed plastic containers, but it must be eaten in the designated areas and not in their rooms.

Damage and Maintenance

If a student damages any item in Duggan House through foolish behaviour or on purpose, he will have to pay the full cost of replacement or repair. If a student damages an item and it is deemed due to genuine wear and tear, then no cost will be incurred. Damage should be reported to a supervisor as soon as it occurs.

Maintenance staff are on hand for any repairs needed to Duggan House. These maintenance requests are prioritised and completed as soon as possible. Boys should report any items which need attention to a supervisor so that the Maintenance department may be notified, and the necessary repairs be carried out.

Health and Medical Care

All boys will be attended by the supervisor and, if possible, the Housemother, at any time, if and when a student is feeling ill, injured, needing advice or needing additional medical treatment. Duggan House has a medical room that can cater to most initial First Aid and medication dispensing needs. Students who are ill will be isolated in the Sick Bay that enables the Housemother to monitor their illness and take better care of each boarder.

Contact will be made as soon as possible with home in the case of accident, prolonged illness or any other more serious medical matter. On the advice of a medical practitioner, the Director of Boarding or his appointed representative, will act as the parent and give assent for medical or surgical procedure, including administration of anaesthetics, which the medical practitioner deems necessary for the wellbeing of any boarder. In such cases, contact with parents will be attempted before this takes place, but treatment will not be delayed to make parental contact first. All accidents and any treatment of any kind performed by boarding staff, through first aid, will be recorded.

Outside Appointments

Normally the Housemother will make all medical, dental and other appointments for the boarders. If parents make the appointments, it is important that the Housemother is notified so that she can keep medical records as up-to-date as possible. Where possible the Housemother will assist the boarder to attend his appointment but, in some cases, boys may need to find their own way. In these cases, the transport to these appointments will be at the parents' expense.

Medication

All prescribed medication is to be handed to the Housemother who will oversee it being dispensed to the boarder. Duggan House will provide 'over-the-counter' medication such as 'Panadol' and cough mixture if needed, so students need not bring their own. Permission will be sought from parents at the beginning of the year for the dispensing of such medication.

It is highly recommended that all boys be fully covered by medical insurance. Considerable out-of-pocket expenses may be incurred where private medical insurance arrangements are not in place. While Duggan House has ambulance cover for boarders while they are at the College, costs associated with injuries sustained whilst playing sport may not be fully recovered through the College's Accident Insurance Policy

Medication Policy

- Boys are not to have medication or drugs of any type in their own keeping in their rooms.
- Over-the-counter' pain relief items such as 'Panadol' must be handed to the Housemother or supervisors for storage.
- Students may use their own pain relief medication via the Housemother for monitoring purposes.
- Students who have prescriptions must provide them to the Housemother.

Asthmatic / Diabetic Students

- Students who have been prescribed inhalers, insulin and related medications may retain this medication and self-administer. However, spare Ventolin canisters or other items related to these conditions must be kept secure. Parents will be consulted in all instances.
- Inappropriate use of such medications and/or dispensing devices, by any student, will not be tolerated.
- Similarly, any student with a history of an anaphylactic reaction will need to provide the First Aid centre with an Epi-pen for use in an emergency.

MEALS

Meal times are social occasions as well as times for sustenance. Manners and social graces are to be expected at these times. The College provides 3 wholesome meals with morning and afternoon tea and optional supper in the evening. Tea and coffee is available as with cold water coolers in the dining room and on the ground and first floor.

Meal times

Breakfast

7.00am to 8.00am Monday to Friday (Casual / all students must attend)

7.30am to 10.00am Saturday (Casual)

8.00am to 10.00am Sunday (Casual)

Lunch

Monday to Friday – depending on school timetable (a takeaway hot lunch is provided): 3 times a week in Terms 2 and 3; 2 times a week in Terms 1 and 4. On other days students will make their own sandwich.

12.30pm Saturday and Sunday (Casual)

Dinner

Is held at 5.45 each night

All boarders are expected to be on time for meals and Year 7, 8, 9s are to have showered before the evening meal. Boarders need the permission of the Director of Boarding to be absent from the evening meal. The wearing of torn or dirty clothes, singlets or sleepwear to meals is unacceptable. At no time is any boy to enter the Dining Room in bare feet. Hats must be removed from the head. All boarders must also attend breakfast.

Each boarder is to provide his own drinking mug or water bottle for use outside of meal times. The Dining Room will only be accessible during meals times. Everybody is responsible for cleaning up their own area and placing used items or food in the proper receptacles.

Unless specifically directed, the Kitchen is out of bounds.

HOMEWORK AND STUDY

One of the main reasons for many boarders coming to Rostrevor is for the purpose of achieving well enough at school to follow their chosen career or study path. Exactly what this path is will vary greatly amongst the boarders. To help all boys achieve their goals, the study routine is prescribed and non-negotiable.

A boarder may never have the excuse that he did not have the time or opportunity to complete set work. The completion of such work comes before ALL other activities. This is especially important at weekends when a boy needs to be organised so that work is not left to the last minute. Bed times need to be strictly kept.

Study and bed times

Sunday to Thursday

All students	7.00pm to 8.00pm (6:55pm bell for all students to prepare for study)
Years 7 - 9	8.45pm - Hand in iPads & prepare for bed 9.00pm - Own rooms & quiet time (lights out by 9.30pm)
Year 10 -12	9.00pm to 10.30pm - Second study period / quiet time (lights out by 10:30pm)

Additional study can be undertaken outside of these compulsory blocks including through the weekend. Often boys will utilise the help of tutors in this time. Students are expected to take advantage of spare time to prepare themselves for the week ahead and meet impending deadlines. Please review the Rostrevor Homework Guidelines for further study recommendations.

There is to be no movement at all during study. If a student needs to work collaboratively with another student, this must take place in a common room. Group study sessions must be limited in duration and have a very specific purpose. Year 7-9 study is conducted in the Junior common room, with quiet reading the only appropriate alternative to study. Year 12's study routines are more flexible to accommodate their additional demands.

Study must be prepared for and this means that all necessary books, pencils etc are ready before study. It is expected that boys will study at their desks and not on their beds. Headphones may be used during study. Music that is too loud may result in this privilege being withdrawn, a common-sense approach to their use is needed.

Computers and iPads

iPads issued by the College to all students have replaced laptops as the preferred instrument of study. However, as with other forms of technology, these are expected to be used in a responsible manner and not for playing games or social networking during study time. While they are allocated to individual boys, the iPads remain the property of the College. It is expected that their primary use is for educational purposes. Inappropriate use may result in an iPad being confiscated for a period of time and returned after discussion with the student and his parents. The expectation of staff is that boarding students will use all computers and iPads, whether privately owned or the property of Rostrevor College, in a responsible manner.

Students in the senior years require the use of devices which better support the planning and preparation of larger assignments, including research as well as devices which can run software packages such as CAD, Adobe Suite, etc. Feedback from students and research into the pedagogical potential of devices for learning also supports the use of laptops in the senior years.

The POD Program in the Senior Years allows students to bring to school their preferred device, provided it meets minimum battery requirements, or purchase a College-supported laptop through Learning with Technologies (LWT). This will be the case for current Year 9 students, undertaking Year 10 in 2019. The LWT purchase portal is now available from the Rostrevor Parent Portal (portal.rostrevor.sa.edu.au) or by typing the following into your web browser; <http://rostrevorsa.orderportal.com.au>. Information and specifications of the three College-supported laptops are available from this Portal.

Our network can accommodate Mac OSX devices which can be purchased from OzMac Solutions. The OzMac Solutions Purchase Portal can also be accessed from the Rostrevor Parent Portal.

There are also desktop computers available to all year groups for academic purposes during study and general use out of these times. These facilities are provided to assist students in study. As with iPads, appropriate use is expected at all times and the privilege of computer use will be revoked if boys are using them irresponsibly.

LEAVE

All leave is a PRIVILEGE and based on TRUST. All leave is to have the approval of the Director of Boarding. This approval is delegated only for local leave, depending on the year level.

It is an important aspect of the philosophy of Duggan House that all boys take part in leave as is appropriate to their age, year level and circumstances. The responsibilities involved in the taking of leave are extremely valuable experiences. The experience of boarding involves an education that goes well beyond the classroom. Arranging leave and taking that leave in a responsible manner can teach boarders a great many lessons about life. There are some strict guidelines and rules regarding the taking of leave. A boarder may not leave the College grounds for any reason unless his leave is approved by the Director of Boarding or his delegate.

Please Note: In all circumstances regarding student leave the Director of Boarding's decision is final.

Leave Form

Leave requests are lodged online in the management platform "Boardingware". All students are set up with their own account once enrolled into Duggan House. A leave form must be completed by all year groups for all leave except for Local Leave (see Leave Categories). The leave form is a permanent legal document and provides staff with vital information in regards to all aspects of who, when, what and where of your son's leave arrangements. Hence, it must be completed thoroughly.

Very important

The details stated on the LEAVE FORM must reflect the actual leave requested by the Boarder and the parent. In addition to this, when a student takes leave with the adult stated on the LEAVE FORM, this adult assumes responsibility for your son. Supervisors will not be responsible once your son leaves campus with this person. Explicit terms & conditions must be agreed to when applying for leave. Staff appreciate advanced notice & ask that weekend leave is finalised by Thursday.

Transport to school sporting games – Boarders will be required to arrange their own transport to school sporting games (if school transport has not already been organised by school staff). This can be done by either public transport, by the parents of day students or by people authorised by the Boarders parents.

Leave Categories

A) Campus Leave

All Boarders are signed out on "Campus Leave" for the School day for the school day. Upon return to Duggan House, each student is required to sign in using their own unique student pin at our iPad station. Campus leave encompasses any activity on College grounds including the school day and Co-Curricular.

B) Local leave

Local leave is granted at the discretion of the supervisor on duty and does not require specific parental permission. It is for all years to take leave to Firlie shopping centre, Morialta Conservation Park, local shops or in situations where a boy has to travel to school activities such as sport, VET or the Language Centre. It also includes Leave to the Norwood Parade on Saturdays for boarders in Years 11 and 12 no later than 5.00pm. Year 12's are also granted leave to the City on weekends.

Local leave is not anywhere else or anywhere in between these points. It ends at 5:00pm Monday to Saturday and 4.30pm Sundays and is available seven (7) days a week. It is critical that the boy notify the Supervisor on duty when he is leaving Duggan House and when he has returned. Local leave must not exceed two hours to nearby shops or 5 hours to the Norwood Parade.

- Years 7, 8 and 9 must take local leave in threes as a minimum number
- Years 10 and 11 must take local leave in twos, as a minimum number.
- Year 12s can go as individuals.

C) Recurrent Leave

For recurrent leave a student must complete all leave details on the office template. From there on, staff will sign the students out without the need for parental approval on each occasion. In situations where a boarder is requires Leave to go to the same place on a continuous basis, Recurrent Leave may be granted. For example, it could be going to an

external sport commitment, relative or other family member or family friend where initial approval is granted via the normal Leave process.

D) Day Leave - NO HOST (i.e. no adult supervision)

This is for all years with restrictions applied depending on their year level. Day Leave enables boarders to take approved leave off campus without adult supervision. This leave will need to be applied for via Boardingware submitted by students, parents or guardians, no later than the Thursday 9pm before the weekend in which Leave is sought. In cases where parents and guardians do not have access to the technology to approve their son's request, verbal approval via a phone call may be allowed.

Day Leave can only be taken after school Friday, Saturday and Sunday. In exceptional circumstances boarders may be given approval for Day Leave on a week night. This is up to the discretion of the Director of Boarding and must be negotiated by the boarder and his parent or guardian. Day Leave allows students to go further afield than Local Leave

to destinations such as the CBD, Norwood Parade, Adelaide Oval and other metropolitan grounds within the following guidelines:

LOCAL & DAY LEAVE GUIDELINES

LOCAL LEAVE

7 DAYS							WEEKEND - DAY TIME ONLY		
Firle / Newton Shops / Deli / Morialta				Jett's Gym			Norwood Parade, CBD (12s only)		
Year	Group Size	Duration	Return Time	Group Size	Duration	Return Time			
7-9	3+	1.5 hrs	5pm	N/A	2 hrs	5.30pm	N/A	N/A	N/A
10	2+		4pm Sunday	2+		4pm Sunday	2+	5hrs	5pm Sat, 4pm Sun
11				1+			1+	No limit	5pm Sat, 4pm Sun
12	1+								

DAY LEAVE

FRIDAY - SUNDAY						
Norwood Parade / CBD				Adelaide Oval		
Year	Group Size	Duration	Return Time	Group Size	Duration	Return Time
7-9	4+	5hrs	8:30pm	4+	5hrs	45mins after game finish time
10	2+			2+		
11			9:30pm			
12	1+		10:30pm	1+		

- * Boys must travel and stay together
- * Duration and return time defaults to the youngest member of the group
- * All day or overnight leave requests are to be submitted by 9pm Thursday & approved by 5pm Friday
- * All weekend leave must return by 4pm Sunday

Please note:

Please check public transport timetables to ensure you are returning within these times.

Students are not to travel outside of these parts e.g. Glenelg and other foreshore locations without staff presence.

E) Host Leave: (With adult supervision):

This category includes all Overnight Leave and must be approved by the Director of Boarding; for leave with an adult, authorised by the parent or guardian. Return times for each year level are as for Day Leave (above) unless staying overnight. This leave must be submitted by students, parents or guardians and must be received by Thursday, 9.00pm before the weekend the Leave is required. Host Leave is not normally granted from Sunday to Thursday night but will be granted to allow boys to accompany parents/caregivers should they be visiting Adelaide at any time. Advance warning would be appreciated. If a student applies for leave, parent approval must be sought prior to departure.

Notes on leave

Midweek leave: Rarely given and then only in situations where there is an urgency that cannot be met by other types of leave. This leave is at the sole discretion of the Director of Boarding. The same processes apply to this category of Leave as applies to Day and Host Leave.

Appointment leave: See Page 10 (under Health and Medical Care)

Leave Protocols: ALL LEAVE ENDS at 4.00pm on Sunday: This is to allow boys to prepare properly for weekly Mass which will be celebrated at 5.00pm on non-Exeat Sundays. Where a Boarder's return travel from Leave is to be later than 4.00pm then this will require the parent to seek approval from the Director of Boarding. Boys are responsible for signing themselves out and in with the Supervisor on duty at the beginning and end of each Leave. Failure to do so may result in a loss of Leave privileges.

EXEAT/SCHOOL HOLIDAYS

It is up to all parents/caregivers to make arrangements for their son's accommodation over EXEAT and SCHOOL HOLIDAYS. Interstate Indigenous students will have until Wednesday the week of exeat to notify the indigenous homestay coordinator of weekend host leave, otherwise the student will be allocated Homestay.

Exeat

During these weekends boarders must stay with their parents or guardians who are responsible for their safety and wellbeing. Exeat weekends give the students an opportunity to relax and refresh away from the Boarding House environment. Generally, these take place twice a term and all boarders must leave Duggan House on these weekends. We must receive a leave application no later than 9.00pm the Wednesday before each Exeat.

All boarders must be picked up (depart) by 5.00pm on the evening of the commencement of the Exeat and may return between 4.00pm (not before) and 9.00pm on the last day of the Exeat or by 8.15am the next day.

Any early departures or late returns prior to or after holidays can only be approved by the Principal in writing please email: pa@rostrevor.sa.edu.au.

Student rooms are to be left tidy and clean before departure.

In 2019, the dates for Exeat weekends are as follows:

08-11 March (Adelaide Cup)	09-10 August
11-12 May (Mother's Day)	30-01 August/September (Father's Day)
8-10 June (Queen's Birthday)	02-03 November

Important - Please note meals are not provided on the Friday night before the Exeat. However, dinner will be served at 6pm on the return night. Should you require a late meal on the return night please indicate this on the leave form.

School Holidays

These take place at the end of Term 1, 2 and 3 and the end of the school year. All boarders must leave Duggan House for these holidays. Please ensure the details are submitted through Boardingware to confirm the details of his travel and his destination. This should be received no later than 9.00pm the Wednesday before the end of term.

Term Dates for **2019**:

Term 1 Wednesday 30 January - Friday 12 April

Term 2 Tuesday 30 April - Friday 28 June

Term 3 Monday 22 July - Friday 27 September

Term 4 Monday 14 October – Friday 06 December

*Different year levels will have different finishing dates. Please consult the College Calendar

** Boys always return the evening before the start of term between 4.00pm and 9.00pm.

All boarders must be picked up (depart) by 5pm and should not return to the College until after 4.00pm on the day preceding the start of term as staff may not be present before that time.

Student rooms must be "spring cleaned" with all bedding removed, all personal belongings stored or taken home. This ensures that a fresh start is made each term knowing that all areas of the cubicle are cleaned.

Absences

As a caregiver it is your responsibility to ensure that your children (of any age) attend school every day unless there are acceptable reasons for absences. For students under the age of compulsion (under 15) this is a legal requirement. For students over the age of compulsion (over 15) this is a legal requirement for Youth Allowance and Abstudy as well as SACE Board and Rostrevor College course requirements. Requests for early departures (greater than 3 days) for Exeat travel or school holidays will generally not be granted in line with the College policy. Applications for variation to this rule must be made to the Principal in writing well in advance. When travel is by air, generous discounts often apply when bookings are made well ahead of time.

CO-CURRICULAR/SPORT

All boarders are encouraged to take part in as many co-curricular activities (e.g. Sport, Duke of Edinburgh Award, Drama, etc.) as their academic and personal timetable can support.

Once nominated for a team, a boarder will fulfil all the training and playing requirements of that team. All leave (except Exeats) will only be approved after obligations have been met. Boarders are to arrange transport to and from co-curricular activities as it is impossible for staff to fairly cater to individual demands.

Outside Co-curricular Commitments

As the College provides a comprehensive co-curricular program there is little need for boarders to be involved in sports (and non-sporting) commitments outside of the College. Any desire to take part in outside school sport must be negotiated through the Director of Boarding. Leave rules will apply with outside co-curricular activities. School will always take precedence over outside co-curricular commitments.

Outside Jobs

Unfortunately, boarding life and students taking on outside jobs are incompatible. Students who have outside jobs will generally clash with study times, affect social interaction with fellow boarders, clash with leave rules, cause issues with transport and a number of other issues. It is difficult for supervisors to monitor, which can have an impact on duty of care.

RECREATION

All recreation is to be taken within the bounds of Duggan House or the College depending on time of day and other activities within the College.

Tennis courts, basketball courts, ovals, handball courts and hard wicket cricket nets are available for use at any time as dictated by common sense. Play in these areas may, at times, not be directly supervised, so the onus is on those involved to play safely and in a manner that will not disrupt the conduct of any other activities within the College. The gym and pool are only available for use under direct supervision of a supervisor. Boys must not go beyond the boarding house boundaries – refer to Duggan Boarding House for map of College Grounds (Page 8).

Duggan House has a number of games tables such as pool, table tennis and soccer. They are in place for all students but must be played as intended. There are three Common Rooms in Duggan House, all with televisions. FOXTEL channels are currently available on the TV in the Middle Common Room and Senior Common Room.

Skateboards and Bikes

Boys may bring their bikes, skate boards, scooters or inline skates if they wish. The following conditions apply;

- Helmets and protective gear must be worn at all times on bikes, boards, scooters and skates. No exceptions.
- Boys must stay in designated areas of use.
- Students need to store bikes in the storage area provided.
- Dangerous or inappropriate use of the above items may result in confiscation.
- Parents must be aware that the boys are not directly supervised when using the above items and their use can involve minor to more serious injuries. If they are unwilling to accept this, then they should not allow their son to bring them.
- Off-campus use of these items will not be allowed unless special permission is granted by the Director of Boarding or his delegate.

Swimming Pool

In warmer weather all boarders will have access to the College swimming pool, which will be opened from time to time. The pool will be opened and supervised by boarding staff with the appropriate lifeguard certifications. A list of pool rules are available at the Pool.

VISITORS

Visitors are welcome in Duggan House. Boys are expected to introduce all visitors to the supervisor on duty and they are not to be taken into the dormitory areas. All visitors are to be entertained either in the foyer area or the dining room or outside of Duggan House. Due to the nature of communal living, only residents and supervisors in Duggan House have open access to the dormitory areas. ALL others, including family members, must check with the duty supervisor before going into these areas. Visitors are asked to visit at appropriate times and not during study times, meal times and lights out times.

COMMUNICATIONS

The office phone, 08 8364 8204, can be called if there is an urgent message to relay to your son. We encourage student and parent contact and for your son to be responsible for his own mobile phone. Most phones have internet capability and parents should be careful to regulate and monitor their usage. Mobile phones with FaceTime and Skype make communication between boarders and their families easier than it has ever been in the past.

We ask that you do not make calls to your son during study times, however urgent messages can be relayed from the office phone.

Fax

Boys also have access to faxed material through Duggan House office.

Email

Facilities are available through the Ideas Hub, or via Duggan House internet computers. All boys are issued with a user name and password for use of the College network. This gives them access to the internet and to internal and external e-mail. Boarders receive an internet usage allowance double that of a day student.

Postal Mail

Boys can receive mail at the boarding house on a daily basis. Mail can be posted to the boarding house via the address below:

(Boarder's Name)

c/- Rostrevor College Duggan House

67 – 91 Glen Stuart Rd

WOODFORDE SA 5072

Mobile Phones & Electronic Devices

These days boys have many technological/electronic devices which provide a myriad of functions from phone access, playing games, storage of information, music, video & DVD to internet access. The potential for these devices to be misused is significant and the ability of staff to monitor and control their use is becoming more difficult each day. Duggan House policy has moved towards empowering boys to use these devices in a responsible and considerable manner. Where the device is used in a manner which is deemed to be inappropriate the most likely consequence will be either confiscation or loss of the use of that device for a period of time. If the offence is considered serious, parents will be notified immediately.

The definition of "Inappropriate use" includes using such devices after Lights Out, during study or at another time when the use of the device might be a distraction. It also includes using the device for purposes such as viewing of pornography or playing violent or unacceptable video games. Note that, phones or Bluetooth speakers are not to be used in Toilet/shower areas. Boys are also asked to be conscious of others when using speakers. Offensive music or material projected through Bluetooth speakers will likely result in confiscation.

Boys must realise that they bring these electronic devices to Duggan House at their own risk.

VALUABLES AND MONEY

It is recommended that all boys have a metal lock-up tool box which can be purchased from hardware and variety stores. A spare key should be given to the staff to be kept in the student's file. The boys must be responsible for their own possessions. Money, in particular, should be kept under lock and key at all times. All rooms have a lockable safe installed which can be used for smaller valuable items. If boys choose not to use these safes nor to use lockable wardrobes when they are provided, they make it easier for unprincipled persons to steal from their rooms. Money and other valuables are encouraged to be stored in a file in the Duggan House office. Possession of another boy's goods without their permission is stealing and will be dealt with as such.

Boarders using Debit card accounts will have access to their money at ATM's during shop visits. There are ATMs at the Firle shopping centre. Recommended amounts of pocket money for middle year boys is around \$20 per week. Please ensure that your son does not have an excessive amount of cash in the Boarding House.

Supervisors will do all they can if a student reports an item stolen, however, to assist staff, the following measures can be taken;

- Have all items engraved or marked with a permanent marker.
- Minimise the amount of valuables bought to the College.
- Bring a mid-sized tool box and pad locks.
- Have more expensive items i.e. computers insured and listed on your Home and Contents insurance policy.
- Have your son be aware of common-sense strategies for not leaving items around and keeping things out of sight.

The golden rule is to respect each other's property and privacy and stay out of other boys' rooms unless invited.

PERSONAL RESPONSIBILITY, MISBEHAVIOUR & CONSEQUENCES

All Boarders have the right to feel safe in Duggan House. They also have other rights such as to hold personal property and to live in a secure and responsible environment. There is, therefore, an obligation for Staff and fellow boarders to ensure that these rights are protected and respected by all. Consequently, certain behaviours are not acceptable in Duggan House and will attract appropriate consequences.

The following behaviours will not be tolerated in Duggan House:

- stealing
- bullying
- alcohol or other illicit drug use
- breaking bounds and trust
- continued disobedience or disrespect

This list is not exhaustive, but those points above seem to be the ones that generate most problems for all concerned. Misdemeanours mentioned above may lead to a range of consequences ranging from a simple warning and having to do jobs to suspension from Duggan House and ultimately, expulsion from boarding.

Licit and Illicit Drugs (including alcohol)

Any incidents involving the use of or involvement with illicit drugs / alcohol will mean the student is suspended immediately and sent home. His re-entry to Duggan House becomes a matter for an interview with the Principal, Director of Boarding, the student and his parents. The introduction of alcohol or illegal drugs onto College property may result in the immediate cancellation of the boarder's enrolment at Rostrevor College.

Bullying

Bullying, be it physical, psychological, technological or verbal will not be tolerated. Any boarder instigating or involved in bullying behaviour will receive appropriate reprimand and consequences. Serious incidents of intimidation or bullying may result in a suspension or expulsion. Parents & Students can refer to the College's Antbullying & Harassment Policy.

Rituals / Initiations and Pranks

Any form of negative and inappropriate traditions or initiations will not be tolerated with severe consequences for any student involved with or carrying out such actions. Any student being involved in pranks or any form of "muck up" will be required to

pay for any damage caused to the boarding house or to any private belongings. Serious incidents may result in a suspension or expulsion.

Smoking

Students caught smoking for the first time will have a number of consequences applied and parents called with the severity of the consequence rising if this becomes a repeated problem. Consequences may include cancellation of leave, additional jobs and if the problem persists, suspension. Boys will also be counselled on the impact of smoking to their health with assistance given to any boy who may have developed a habit.

Swearing, aggression and poor attitude

Respect is to be given at all times to all fellow students and supervisors. All boarders and staff need to feel safe and free from physical and verbal harm. Any boy that swears or outwardly displays a poor attitude will be warned with consequences for those that fail to manage their outbursts or aggressive behaviour. A suspension may be called upon for more serious incidents such as physical fighting, violent threats and repeated offences.

Any boarder swearing or displaying aggressive behaviour towards a staff member will incur immediate consequences. Parents will be informed. More severe or repeat incidents will automatically result in a suspension. Any physical attack on a staff member or student may result in charges being made and expulsion from Duggan House.

Suspensions

Where a suspension is required it is effective immediately. If a boarder is suspended it is Duggan House policy that they be picked up as soon as possible either by a parent or authorised host.

Search and Confiscation Policy

In line with our duty of care, health and safety the College reserves the right to search for and confiscate items that may be harmful to students and staff or confiscated if it is contributing to poor or non-compliant behaviour. A confiscated item may also be sent home with parents or if an illegal item, be deposited with the appropriate authorities.

Search

- The College Manager must approve any search.
- Staff can only search student dorm areas on a strong suspicion that the student/s has in their possession a stolen item, illegal drugs / alcohol, a weapon, a banned item at the College or inappropriate material.
- The student will be given the opportunity to voluntarily provide the item in question to staff before a search is carried out.
- Students must cooperate with college staff in any search. If they refuse, staff will request parent intervention.
- A search must be conducted with the student concerned being present and a second supervisor, with staff being mindful of the sensitivities of handing students' personal belongings. Where acceptable or possible the student will search through their items with staff observing and direction.
- No student will be physically searched. Students will be expected to comply with staff with demands to cooperate. Parents will be contacted if the student is uncooperative.

Confiscation

Staff have the right to confiscate any item that is;

- Being used inappropriately as per College rules (e.g. mobile phones used after lights out etc)
- Is a banned item at the college (e.g. R rated material, laser pointers etc.)
- For the safety of students and staff
- An illegal item or substance (e.g. illegal drugs / items will see police being notified)

Staff will set a period of time an item will be confiscated and when and how it will be returned, either to the student or parent.

BOARDERS' CARS

Boarders are not usually permitted to have a car at Duggan House. This also extends to having a car kept nearby for their use whilst in the care of Duggan House. If exceptional circumstances exist where parents believe that their son needs to have a car at Duggan House, permission must be sought, in writing, from the Principal. It will then be, up to the discretion of the Principal who, after consulting with the Director of Boarding, will make the final decision.

P-Plate vehicles – New laws around this topic have been introduced in South Australia in 2014 but, in any case, as a general rule, no boarder is to be a passenger in a P-PLATE or Learner vehicle. Rare exceptions can be negotiated through the Director of Boarding.

SAMPLE BOARDERS' ROUTINES (THIS MAY VARY DURING THE YEAR)

Weekdays

	Indoor Bell
	Outdoor Bell
7:15	All lights on
7:20	Wake Up
8:00	Brekky and water bottle duties
8:25	5 minute call
8:30	House should be clear
3:15	Boys return / arvo tea
4:00	Arvo tea clean up
5:00	Juniors in for showers
5:30	All boys inside
5:35	Dinner
6:55	Inside for study
6:55	Prepare for study
7:00	Study Commences
8:00	End of Study / Supper
8:30	Lights out / Supper Clean up
8:40	All boys inside
9:00	Juniors in bed / second study
9:30	Juniors lights out
9:45	10-12s own spaces
10:30	Lights out

On Friday and Saturday, bed time is extended to lights out by 10:30 for juniors and 11pm for older boys. Weekends are more relaxed, with sample routines outlined below:

Weekends

SATURDAY	
7:15 – 10am	Breakfast
	Co-curricular / recreation
12:30	Lunch
	Co-curricular / recreation
5:30pm	Dinner
6:00pm	Free time
8:00pm	Supper
8:45pm	Outside activity ends (Bell)
9:00pm	Evening jobs start
10:30pm	All leave ends, juniors lights out
11:00pm	Lights out / silence

SUNDAY	
8:00 – 10am	Breakfast
	Free time
12:30	Lunch
4:00pm	Prep for Mass & washing out before dinner
4:50pm	Bell for mass / walk to chapel
5:00pm	Mass
5:45pm	Dinner
7:00pm	Study
8:00pm	Recreation and Supper (Bell)
8:40pm	Outside activity ends (Bell)
9:00pm	Years 7,8,9 to bed / 2 nd Study Yr 10 - 12
10:30pm	Lights out - no more activity

SOCIAL CONDUCT

There will be times where the boys will be amongst the general public or at a public venue. It is important that each boy remembers that they are representing Duggan House and the College and therefore must act and present themselves appropriately. This will require appropriate dress standards and grooming and good conduct.

Whenever Rostrevor boys are in public in uniform, they invite the public to make judgement, by association, of the College. It is important that boys keep this in mind. This is especially true when travelling in any of the Rostrevor buses which are clearly badged with the College name and logo. Unruly or uncouth behaviour in public or while on the bus is unacceptable and will attract strong consequences.

HOUSE KEEPING

House jobs

All students will have to participate, at some time, in the routine cleaning schedule according to the Duties Roster posted at the beginning of the Term. On average, they will be allocated a job once every other fortnight. Jobs include Dining Room clean up, vacuuming general areas, emptying rubbish bins, locking gates etc

Cleaners attend to all the more serious cleaning needs of Duggan House such as the bathrooms, carpets and surfaces.

The Housemother will assist with any minor sewing repairs.

Laundry

Dirty clothes are to be taken to the laundry before the Chapel service on Sunday and prior to dinner on Wednesday night for washing. The washing, ironing and folding of clothes is carried out on Monday and Thursday and are available for collection when the student returns from school. Bed linen is laundered on Tuesdays and is also available for collection when the student returns from school. This procedure may vary from time to time.

Laundry marking

Every item of clothing and bedding in Duggan House is to be clearly named. The quantity of unmarked clothing after each washing can be enormous. Attempts will be made to have items claimed by their owner. However, if it remains unclaimed at the end of term, it is donated to charity.

Dry Cleaning

A local Dry-Cleaning service is available with students needing to provide supervisors with cash to provide to the Dry-Cleaning service provider who will pick up, dry clean and deliver each item for a very reasonable price. Please see staff for this service. College blazers will be sent out for dry cleaning in Term 2 and Term 3 and the fee debited against the Boarding House Resource Fee.

Important

Clothes that are not suitable for washing in a commercial type laundry should not be brought to Duggan House. The machines are of a very good quality but are commercial type equipment as are the dryers, so the clothing must be able to withstand such processing once a week.

CLOTHING AND EQUIPMENT (PLEASE LABEL ALL ITEMS BELOW)

School Uniform

All uniform requirements are available from the College Uniform Shop.

Formal School Uniform	
QTY	ITEM DESCRIPTION
1	College Blazer
2	Pairs College Trousers (winter)
1	College Jumper
6	Short sleeved College shirts (summer)
6	Long sleeve College shirts (winter)
3	Pairs of College shorts (summer)
2	College ties
7	Pairs of grey slouch socks (summer)
7	Pairs short black business socks (winter)
1	Pair of plain black leather school shoes
1	College Hat

PE Uniform (Physical Education)	
QTY	ITEM DESCRIPTION
1	Rostrevor PE Polo Shirt
2	Pairs Black College PE Shorts
1	Pair white soled running shoes
1	College tracksuit
Sports Wear (Co-curricular)	
Summer –Tennis	
1	Rostrevor Tennis Shirt (Drive team only)
2	Pairs of White Shorts (Drive team only)
1	Pair of College Sports Socks
1	Pair of White Sandshoes
Summer - Cricket	
1	Rostrevor Cricket Shirt
2	Pairs of Cricket Whites
1	Pair of College Sports Socks
1	Pair of White Sandshoes
Winter – Rugby/Football/Soccer/Hockey	
1	Pairs Black Shorts
2	Pairs of College Hooped Socks
1	Pair of Sports Boots

Good Casual Wear

Trousers Jeans

Dress shirts Foot wear

Good casual gear is to be suitable for wearing to Mass, socials, outings etc.

Clothing with inappropriate writing or images (alcohol or poor taste images or slogans) will not be permitted in Duggan House.

Bedding

Boys are to provide their own bed linen, pillow and doonas or blankets. Electric blankets are not permitted. All bedding is laundered once a week.

- 2 Sets of single bed sheets
- 1 Pillow
- Blankets or doonas with covers
- 2 Pillow cases

Accessories

- 1 Bath towels
- 1 Large beach towel
- 1 Large laundry bag/basket
- 2 Laundry Washing Machine Net Bags
- 1 Item of wet weather gear
- 1 Hat
- 1 Schoolbag (available from the Uniform Shop)
- 1 PE bag (available from the Uniform Shop)
- 1 Airtight box for storing food in rooms
- 1 Drink bottle

You may also bring (but not compulsory)

- Small speaker system (Bluetooth speakers are acceptable at the students' own risk but will be confiscated if used inconsiderately).
- Lap top Computer

DO NOT bring

- Huge stereo systems and Sub woofers.
- Aerosol products (eg. spray deodorants. These will be confiscated) use pump sprays, roll-ons etc.
- Pocket knives. (these will be confiscated)
- Laser light /pens (these are banned and will be confiscated)
- Anything deemed unnecessary and potentially dangerous or inappropriate
- Electric fans or portable heaters, electric blankets (fire risk) TVs (of any kind this includes computers that receive TV)
- Your own furniture such as sets of draws, chairs, curtains etc
- Hair clippers.
- Inappropriate posters, screen-savers, calendar etc.

Note that all electrical items connected to power must be compliant checked and tagged by a qualified electrician.

GROOMING

The boarding house will enforce the College dress code (uniform) and grooming policy. Any non-conforming hair designs or cuts or colours will not be tolerated. Shaving will be required as no facial hair is allowed. Boarders may be asked to attend to a hairdresser, at their own expense, if their hair does not conform.

SAFETY AND WELFARE ISSUES

Sun safe

All boys are to practice the Sun Safe message. Although staff will encourage and enforce this message, ultimately it is up to all students to ensure that sunscreen, hats and suitable clothing is worn when outdoors. All the boys will have access to sunscreen at all times from the Duggan House entrance.

Non - Student areas

Duggan House has some areas where safety is always an issue whether or not the boys are under direct supervision. These areas are the washing area in the laundry and the kitchen. Only under direct staff supervision may boarders enter these areas. Both sites have concentrated chemicals present. Roof and ceiling areas are also out of bounds at all times.

Fire Drill / Building Evacuation procedure

On arrival at the boarding house all students will be familiarised with the evacuation procedure. Drills are conducted at least once per term. In this day and age Boarding schools also have to allow for "Lock-ins" to protect boarders from external threats from dangerous people. A "Lock-in" alarm has recently been installed in Duggan House.

A SAMFS fire officer checks all the boarding houses sensors and extinguishers every month. The fire alarm panel is connected directly to the Fire Department.

Overnight supervision and student assistance

The Director of Boarding or nominated staff member will be on "overnight duty" 7 days a week for all urgent matters such as in the case of accident, illness, security issue or other emergencies. Students have after-hours access to the staff residences.

Media Classification policy (DVDs, Magazines etc)

In line with the College policy, the following will be enforced. Video and DVD viewing;

G, PG	All students may view these
M	Years 10, 11 and 12s (Year 8s, 9s dependent on movie theme)
MA15+	Year 12s only (Dependant on the supervisor's approval)
R	Not permitted

Magazines, Posters, Music, T-shirts

Material deemed offensive or inappropriate may be confiscated. Students with items that have alcohol advertising, sexual or racial connotations or even in poor taste will be asked to take the item home.

Any explicit pornographic items such as DVDs / video / magazines etc will be disposed of.

Computer Games

This will be at the discretion of staff and the Director of Boarding of what is deemed inappropriate. Although games now come with ratings a degree of common sense will be applied, however, extremely violent games or games in poor taste will be confiscated.

Mobile Broadband Devices

These devices are very common today and may occur as either free standing agents or as part of a phone device such as an iPhone. They allow the owner virtually unlimited access to the internet. While students may seek to justify them by disparaging the available wireless internet service in Duggan House, they do present us with a series of problems.

Student access to inappropriate internet sites has, in the past been monitored and controlled through the use of such things as 'firewalls'. However, this control is useless if the students have unlimited access to the internet through mobile broadband devices and USB's. Current policy is to allow boarders to use these devices with the assumption that they will be responsible. Failure to do so could result in confiscation or restricted use for a period of time.

Students caught viewing inappropriate material on their computer will have their computer confiscated and returned after negotiation. Parents will always be contacted on this issue.

If you have any questions about anything stated in the Handbook please feel free to contact staff.

Notes / Changes to the Handbook

Procedure / policy change / amendment	Date changed	Page

Notes

