

CODE OF CONDUCT: Student Behaviour Management

Mitcham Girls High School's Behaviour Management Procedures are designed to promote behaviours that support active engagement in the learning process. We believe that our school must be a place where:

- Every person feels safe and valued.
- All girls can develop into responsible and successful citizens.
- The individual's needs for belonging and empowerment are met.
- All girls can enjoy success and strive for excellence.
- Difference is acknowledged, accepted and celebrated.
- Girls participate in the learning process.
- All members of the school community demonstrate respect for each other, others' property and the name of Mitcham Girls High School.
- All students accept responsibility for their own behaviour.

These behaviours are defined by each class through a negotiated Classroom Management Plan. Teachers and students work together to develop the plan to ensure transparency of all behaviour management procedures that operate within the classroom. The Classroom Management Plan is published on Daymap for each class.

Consequences

The implementation of consistent Behaviour Management procedures is crucial to help staff, students and parents/caregivers to effectively work together as a community. All teachers will follow these steps in the implementation of behaviour management practices in the classroom.

- Step 1:** Teachers negotiate clear classroom expectations with each of their classes.
Step 2: Students will be informed when they are not meeting the expectations.
Step 3: Preliminary consequences, outlined in the negotiated Classroom Management Plan, may be implemented.
Step 4: Withdrawal from class.

Withdrawal Procedures

Students withdrawn from a class are required to reflect on their behaviour.

- A Withdrawal from Class Record will be completed by the teacher in Daymap outlining the reason for the student's withdrawal from the class.
- The student will be asked to go to a predetermined alternate location to continue with work for that subject.
- The student will be asked to complete a Class Re-Entry form outlining the reasons for the withdrawal.
- In order to complete the re-entry process, the student is required to discuss the withdrawal with the teacher before or immediately after the next lesson in that subject.
- Students are encouraged to discuss any issues with the appropriate staff member in order to deal with any issues that may be preventing their learning.
- An alert will be sent to parent/caregivers via Daymap, when a classroom withdrawal is recorded in Daymap.

Suspension

The school will suspend and/or exclude students for:

- Threatening the good order of the school
- Threatening the safety or wellbeing of others
- Acting illegally
- Persistent and wilful inattention

Examples of behaviours which incur a suspension and/or exclusion include:

- Violence or threatened violence
- Possession/use of drugs and/or associated implements
- Possession/use of alcohol or cigarettes
- Extreme or overt harassment
- Extreme or overt bullying
- Discrimination
- Swearing at a teacher
- Refusal to follow instructions as part of the withdrawal process
- Repeated breach of school rules
- Acting illegally
- Breaches of the Code of Conduct

CODE OF CONDUCT: Harassment, Bullying (including Cyberbullying) and Discrimination

Every member of our school community, including students, parents, staff and visitors, has the right to live, work and learn in a safe environment. We all have a responsibility to treat each other and each other's property with respect. It is a serious offence to discriminate against another person and/or harass or bully another person. Students engaging in these behaviours will be dealt with under the Behaviour Management Policy and Procedures.

Please note: Students may be suspended or excluded by the school for behaviour that threatens the safety or wellbeing of a student, member of staff or another person associated with the school, even if this behaviour occurs outside of school hours, off site or is via social media, cyber or electronic means.

Definitions

The following definitions of terms were agreed by the Safe and Supportive Schools Communities Management Group, which is a national committee, supported by the Ministerial Council of Education, Early Childhood Development and Youth Affairs (MCEEDYA) with representatives from all Australian education jurisdictions.

Discrimination

Discrimination occurs when people are treated less favourably than others because of their race; culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; and/or ability or disability. Discrimination is often ongoing and commonly involves exclusion or rejection.

Violence

Violence is the intentional use of physical force or power, threatened or actual, against another person/s that results in psychological harm, injury or in some cases death. Violence may involve provoked acts and can be a single incident, a random act or can occur over time.

Bullying

Bullying is repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies. Conflict or fights between equals and single incidents are not regarded as bullying. Bullying in any form or for any reason can have long term effects on those involved, including bystanders.

Cyberbullying

Cyberbullying is bullying which uses technology as a means of victimising others. It is the use of an Internet service or mobile technologies such as e-mail, social networking sites, chat rooms, discussion groups, instant messaging, web sites or SMS (text messages) with the intention of harming another person. Examples include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Examples of Bullying

- **Physical:** hitting, pushing, touching, grabbing, looks, stares, facial expressions, gestures, spitting, taking or damaging property.
- **Verbal or Written:** insults, threats, suggestive comments, name calling, unfair criticism, spreading rumours.
- **Cyber:** using e-mail, voice and text messaging, social networking sites, photographic and video images.
- **Graffiti:** using pictures, tags or words.
- **Social:** forming groups to leave out, ignore and disrespect, influencing, encouraging or organising someone else to be involved in any type of bullying or harassment.

Harassment

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin; religion; physical characteristics gender; sexual orientation; marital, parenting or economic status; age; and/or ability or disability, and that offends, humiliates, intimidates or creates a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act.

Sexual Harassment

DECD defines sexual harassment as unwelcome sexual conduct which makes a person (male or female, of the same or opposite gender, same-sex attracted, bisexual or transgender) feel offended, humiliated and/or intimidated, where that reaction to the conduct is reasonable in the circumstances. Sexual harassment can be a single incident, repeated or continuous, direct or indirect, and take various forms. Sexual harassment is a legally recognised form of sex discrimination. Behaviour of a sexual nature based on mutual attraction, friendship and respect, which is welcome or invited, consensual and reciprocal, does not constitute sexual harassment.

CODE OF CONDUCT: Harassment, Bullying (including Cyberbullying) and Discrimination (cont.)

Examples of sexual harassment

- Unwelcome touching, hugging, kissing, brushing up against a person, staring or leering.
- Suggestive comments or jokes; sexually explicit pictures, posters, graffiti, letters, messages, magazines or any other visual or written medium.
- Unwelcome invitations to go out on dates.
- Requests for sex.
- Inappropriate and intrusive personal questions about a person's private life or his/her body.
- Insults, taunts, teasing or name calling of a sexual nature; or sexually explicit conversation.
- Accessing sexually explicit Internet sites.
- Offensive telephone calls, letters, e-mails or mobile phone text messages.
- Posting filmed or photographed images or comments on social networking sites.
- Behaviour that may constitute a criminal offence under criminal law and reportable to the police, such as physical or indecent assault, stalking, obscene communications, and sexual assault.

Advice to students

- Do not ignore comments or actions that upset you or make you feel uncomfortable
- When another person says or does something which constitutes harassment or bullying, please say one of these sentences to the person: "I do not like you saying that to me." Or "I do not like you doing that to me".
- Save/print any written evidence, e.g. notes, e-mails, SMS messages, social networking dialogue, etc.
- If the behaviour continues please report it using the following guidelines "Reporting Bullying and Harassment".

Reporting Bullying and Harassment

Out of Class Event

- | | |
|-----------------|---|
| Student | . Reports to any member of staff |
| Member of staff | . Documents incident and tries to resolve issue with assistance from Year Level Manager
. Submits report |

In Class Event

- | | |
|-----------------|---|
| Student | . Reports to subject teacher |
| Subject Teacher | . Addresses situation (with assistance if needed)
. Documents incident
. Submits report |

Extreme Bullying/Harassment in class, e.g. extreme threat, violent act, etc.

- | | |
|-----------------|---|
| Teacher | . Sends student to Student Services and informs member of Admin |
| Member of Admin | . Addresses situation
. Documents incident
. Submits report |

CODE OF CONDUCT: Attendance and Absence

The school has an expectation that every student will attend every school day and, while at school, attend each timetabled lesson including study lessons.

When a student is absent from school parents/caregivers are asked to contact the school by phone before 9:30am on the day of absence. If an explanation has not been received by 12:00pm a message will be sent, via SMS, to those parents/caregivers who have registered their mobile phone number with the school. The absence will also require a written note of explanation on the next day of attendance, especially where deadlines for assessment tasks occur.

Any planned extended absence, e.g. overseas travel, must be discussed with the school and an Exemption form completed and approved at least two weeks before departure. Parent/Caregivers are encouraged to restrict travel to the school holiday periods.

Exams are scheduled at the end of each semester. It is an expectation that all students will attend all required examinations. If a student cannot attend an examination, then a medical certificate will need to be provided as evidence of absence. If this is not provided, the student will receive a zero mark for their examination.

If students arrive late to school on any day, they must go to their scheduled lesson and inform their teacher they have arrived late. Where the student has no scheduled supervised lesson, they must sign in at the Student Services Office. They will need to provide a reason for their lateness to the Care Group Teacher.

Students are not permitted to leave the school grounds during the school day unless they are ill, in which case they must report to the Student Services Office so that parents/caregivers can be notified, or they have unavoidable medical or dental appointments in which case, parents/caregivers are asked to notify the school by diary note prior to the appointment. Students must sign out from the Student Services Office and, upon their return, must go to their scheduled lesson and inform their teacher they have arrived. Where the student has no scheduled supervised lesson, they must sign back in at the Student Services Office.

CODE OF CONDUCT: Dress Code

All students are expected to adhere to the school Dress Code. The School Governing Council, Principal and staff affirm this decision and seek parent and student support for the Dress Code. The Dress Code consists of the following items:

- Mitcham check cotton dress (to be no shorter than one palm width in length above the crease in the back of the knee)
- Pleated MacKenzie Tartan skirt (to be no shorter than one palm width in length above the crease in the back of the knee)
- Navy trousers (not track pants)
- Mitcham navy dress shorts (to be no shorter than one palm width in length above the crease in the back of the knee)
- White long or short sleeve shirt with MGHS logo
- White or navy polo shirt with MGHS logo
- Mitcham navy woollen jumper with MGHS logo
- Mitcham navy fleece jacket with MGHS logo
- Mitcham rugby top
- Navy jacket (not denim)
- Plain white, black or navy socks (socks to be below the knee and have no logos or text)
- Navy or black pantihose/tights (no socks)
- Black fully enclosed school shoes as shown below (shoes should be done up at all times)
- Plain navy or white headband or ribbon (optional)
- Plain navy tie (optional) (worn neatly with white shirt, top button done up)
- Plain navy or white head or neck scarf (optional)
- Hat (optional, available at Uniform Shop)
- School Blazer (for official functions only)
- Year 12 Jumper (for Year 12 students only)
- Year 12 "Seniors" Polo Shirt (for Year 12 students only)

PE and Sport Dress Code

- Mitcham rugby top
- Mitcham navy sports shirt with MGHS logo
- Navy sport shorts
- Netball skirt, navy
- Track pants, navy
- Track shoes or sneakers
- Hats are recommended

Makeup and Jewellery

- Jewellery, make-up, nail polish, brightly coloured hair and coloured artificial nails are not part of the school Dress Code.

Consequences

Students who do not adhere to the school Dress Code will have the option of going home to change or to borrow an item of clothing from Student Services. Students will not be sent home without parental consent. Repeat incidents of non-compliance will be dealt with through the Behaviour Management process.

Students will be asked to remove excessive/noticeable make up, nail polish and jewellery.



CODE OF CONDUCT: Deadlines

Deadlines are set to ensure that all students submitting work will be treated consistently and equitably. Deadlines ensure that all students have equivalent time in which to complete an assessment task.

Extended Assessment Tasks

- All tasks must be submitted by the stated deadline via Daymap wherever possible.
- Teachers are asked to ensure that all deadlines occur on a day when they have that class and the deadline time occurs during that lesson.
- When a deadline occurs in the subject teacher's absence, the relieving teacher will be advised and will collect all assessment tasks during that lesson and place them in the absent teacher's pigeonhole. This is only in cases where work cannot be submitted via Daymap.
- Students who are absent for an assessment task deadline should submit the task via Daymap. Where this is not possible students should arrange for the assessment task to be delivered by a third person, or e-mail it to the teacher with a screen print showing the date and time sent.
- If a student does not submit the work a zero (0) mark will be recorded.
- Parents/Caregivers are advised in writing when a zero (0) mark is recorded.

In-Class Assessment Task

- If a student in Year 8, 9 or 10 is absent for a summative in-class assessment task, she will require a note from home indicating she was "unfit to take the task".
- If a student undertaking a SACE subject is absent for a summative in-class assessment task, she will require a doctor's certificate indicating she was "unfit to take the task".
- If a student is absent from an examination, a zero result will be recorded unless a medical certificate is supplied in a timely manner.

Extensions

Extensions are granted **ONLY** in exceptional circumstances (such as extended illness or accident). Students who need to negotiate an extension must:

- Do so with the teacher at least 24 hours prior to the due date.
- Provide evidence of reasonable progress with the work set.
- Support the request with a written explanation from a parent/caregiver or a medical certificate for the extension to be considered.

Submitting Tasks Outside of Lesson Time

Students should submit work via Daymap wherever possible. If an extension is granted or exceptional circumstances occur, students may submit assessment tasks through the Student Services Office. When handing in assessment tasks at Student Services:

- The student will get their diary stamped with the Submission Stamp
- The student will get the assessment task stamped with the Submission Stamp
- The student will complete the details from the stamp including:
 - Student Name
 - Teacher Name
 - Date Submitted
 - Time Submitted
- Work can only be submitted at Student Services between the hours of 8:30am and 3:15pm.
- The contents of the Submission Box will be transferred to teachers' pigeon holes at 9:30am and 3:30pm each day.
- The student can submit work electronically via email or Daymap. It is advisable that students take a screen shot showing proof of electronic submission for evidence. Submission through Daymap cannot occur if the deadline has passed.

CODE OF CONDUCT: Cybersafety

SECTION A: INTRODUCTION

The measures to ensure the cybersafety of Mitcham Girls High School are based on our Vision, Principles and Goals.

The school's computer network, Internet access, computers, privately owned devices, SRDs and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Mitcham Girls High School and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety agreements for all school staff, students and parents/caregivers.

The goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the Vision, Principles and Goals of the school, and legislative and professional obligations. This section of the Code of Conduct includes information about the obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of students, staff and the school community.

Once the Code of Conduct (including the Cybersafety Agreement) and the ICT Device Use Agreement are signed and returned to school they will be processed, and students will be able to use ICT equipment/devices in the school and access the school's network including the Internet.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on *or off* the school site. It also applies to ICT equipment/devices owned or leased either partially or wholly by parent/caregivers or students and used on the school site.

While every reasonable effort is made by schools and DECD administrators to prevent students' exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices or Internet connections owned by and/or used by your child. DECD recommends the use of appropriate Internet filtering software.

Important Terms

Parent/Caregiver Refers to the student's legal guardian.

ICT Information and Communication Technologies.

Cybersafety Refers to the safe use of the Internet and ICT devices including mobile technologies.

Cyberbullying **Is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another using the Internet, interactive and digital technologies or mobile phones.**

School ICTs Refers to the school's computer networks, Internet access facilities, computers and any other school ICT equipment and devices.

SRDs Refers to School Recommended Devices which can be purchased through a Portal (link to an outside provider) via the MGHHS Website

ICT Equipment and Devices Refers to but is not limited to desktop computers, laptop computers, notebook computers, storage devices such as USB Flash memory devices, CDs, DVDs, iPods and MP3 Players, video cameras, still digital cameras and webcams, all types of mobile phones, gaming consoles, video and audio players/receivers, wearable technologies and any other similar technologies that come into use.

Objectionable Refers to material that deals with matters such as sex, cruelty or violence in such a manner that is likely to be injurious to the good of students or incompatible with a school environment.

SECTION B: RULES TO HELP KEEP STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I cannot use school ICT devices or privately owned devices until my parent/caregiver and I have read and signed the Code of Conduct Agreement and the ICT Device Use Agreement and returned it to school for processing.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name and will not tell anyone else my passwords.

CODE OF CONDUCT: Cybersafety (cont.)

3. While at school or a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk, e.g. bullying or harassing.
4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that the rules in this Agreement also apply to mobile phones, tablets and wearable technologies. I will only use these devices at the times that I am permitted to during the school day or through negotiation with the supervising teacher during lessons.
6. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Search for, download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
 - d. Distribute spam messages or general bulk e-mails
7. If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimise the window; and
 - c. Report the incident to a teacher immediately
8. I understand that downloading any files including, but not restricted to files such as music, videos, games or programs must comply with the Copyright Act 1968. I also understand that anyone who infringes copyright may be personally liable under this law.
9. I understand that this agreement applies to any privately owned ICT equipment/device (see definition in SECTION A) I bring to school or a school related activity. Any files, images, information, data or material on such equipment/devices must be appropriate to the school environment. Any privately owned ICT equipment/devices connected to the school's networks (including wireless) must be free of any malicious software.
10. I will not connect any ICT equipment/device (see definitions) to run, or attempt to run, any software on school ICT equipment/devices without a teacher's permission. This includes all wireless technologies.
11. I will ask a teacher's permission before giving out any personal information for educational reasons (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, e-mail address, phone numbers and photos, etc.
12. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any school ICT systems
 - b. Not attempting to hack or gain unauthorised access to any system
 - c. Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - d. Reporting any breakages/damage to a staff member.
13. I understand that the school may monitor traffic and material sent and received using the school's ICT network and that the school uses filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
14. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
15. I understand that I cannot capture or disseminate images (including video) of any member of the school community without their explicit permission.
16. I understand that if I do not comply with any part of this agreement, the school may inform my parent/caregiver. In serious cases the school will take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal materials or activities are involved, the school will inform the police.