



# **WEIR STATE SCHOOL STUDENT POLICIES & PROCEDURES**

**STRONG - SMART - CONNECTED**



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# Student Dress Code

Weir State School is a uniform school. Parents are advised of the dress code requirements when committing to the school's Enrolment Agreement. Students are expected to wear correct school uniform at all times. A child in uniform readily identifies with his/her school and establishes a school identity in the local community.

The dress code involves maintaining appropriate dress standards and wearing the school uniform with pride. This includes when:

- Attending or representing the school
- Travelling to and from school
- Engaging in school activities out of school hours

## Uniform requirements

- Navy blue polo knit shirt with school logo.
- Navy blue skirt/shorts or skorts.
- Enclosed footwear with white socks.
- Weir State School and/or Weir Strong Bucket Hat.
- Navy blue jumper.

Accepted **additional polos** can be worn on the following days:

- Wakakirri (Tuesday)
- Weir Strong (Wednesday)
- Little Deadlies (Wednesday)
- WIDDA (Friday)



Weir State School has a "NO HAT, NO PLAY IN THE SUN" policy. A bucket hat or wide brim hat is required if children are going to be outside playing or working. **Caps and visors are not permitted at school.**

All items should be clearly marked with the student's name for ease of identification.

## Jewellery, Make up & Nails

The only jewellery permitted to be worn with the uniform is a watch and simple sleeper/stud type earrings. Make up is not permitted. This includes eye makeup, blusher, foundation, mascara, eyeliner and temporary tattoos. Nails must be natural (no fake nails) and free from polish.

## Free Dress Days/Sports Day

Students are required to wear school appropriate and sun safe clothing on free dress days. Thongs, T-shirts or hats with inappropriate slogans or images, singlets and tank tops are not appropriate clothing for school.

## Sports House Colours

Students may wear school appropriate and sun safe clothing in their house colours on sports days. School hats will also display the colour of each house.



## Infringement of School Dress Code

Parents are responsible for ensuring that their children comply with the dress code before they leave for school each day. Parents who send their children to school wearing clothes contrary to the dress code may be contacted and requested to collect their child or bring a change of clothes. Students may be given the opportunity to change into the appropriate items from a bank of clothing held at school. Students not complying with other aspects of the dress code will be asked to rectify this by removing inappropriate items. Students will not be permitted to represent the school in any official capacity if they are not in the appropriate school uniform.

# Attendance Procedures

Attendance at school is compulsory by law if students are under 16 years of age. If students are absent from school you will be required to provide an explanation, if not beforehand then within 2 days of the student's return to school.

## **This may take the form of:**

- a medical certificate (required if more than two days)
- SMS response to an unexplained absence
- a written explanation note containing the student's name, dates absent and reason for absence (note to be sent to the classroom teacher or the office)
- a verbal explanation to the office through either a phone call or a visit to the school
- through QParents absences
- Skoolbag absences eform

## **Parents are responsible for:**

- Ensuring their student follows the school's processes and procedures for **late arrival** and **early departure**.
- Notifying the school if their student will be late using the school's recommended communication processes.

### **This may take the form of:**

- accompanying the student to school
  - phoning the school
  - sending a note with the student explaining the reason for being late
- 
- Initiating or attending meetings to discuss your student's attendance or participation in their educational program. Negotiate with the school, where appropriate, alterations to their student's educational program or flexible arrangements to best meet the needs of the student.
  - Applying for an exemption for your student for non-attendance at school for a stated or indefinite period where your student's attendance at school is impossible.

All absences are recorded on the students' school report. Electronic rolls will be marked twice a day, every morning at 9.00am and afternoon at 1.45pm. **A SMS message will be sent out daily notifying parents/carers of an unexplained full day absence. You are requested to reply to this text or contact the school immediately to explain your student's absence.**

# Homework Policy

## Rationale

At Weir State School, we believe homework provides students with opportunities to consolidate and practice their classroom learning. We encourage the active involvement of family members and caregivers in student learning. As a school we recognise homework allows students opportunities to pattern behaviour for lifelong learning beyond the classroom. We acknowledge and consider the need for students to have a balanced lifestyle. This includes sufficient time for family, recreational and cultural pursuits.

## Purpose

Homework that enhances student learning:

- is purposeful and relevant to student needs
- appropriate to their phase of learning
- is appropriate to the **capability** of the student
- develops independence as a learner
- is varied, challenging and **clearly** relates to **current** class work
- allows for student commitment to recreational, cultural and family activities.

## Scope

The following is a guide to determine the types of tasks appropriate for students to complete for homework:-

### Prep to Year 3 homework tasks may include:

- Daily reading
- Sight Words
- Writing
- Spelling
- Number facts
- Preparation for oral presentations
- Activities from other appropriate key learning areas

### Year 4 to 6 homework tasks may include:

- Daily reading
- Writing
- Spelling
- Number facts/revision and practice of mathematical concepts
- Preparation for oral presentations
- Activities from other appropriate key learning areas
- Extension of class work, projects and research

It is strongly recommended **daily reading** is a requirement for all year levels.

Following is a guide to the amount of set homework students maybe expected to undertake:

Prep, Year 1 & Year 2	Up to but no more than 1 hour per week
Year 3, Year 4 & Year 5	Up to but no more than 2 hours per week
Year 6	Up to but no more than 3 hours per week

In determining homework, it is also important to acknowledge students who engage in physical, sporting, recreational and cultural pursuits and extra-curricular activities outside of school. Consequences are not to be applied when the above activities take priority. Homework is to be set no more than four nights per week, encompassing Monday - Thursday nights.

## **Roles and Responsibilities**

### **Administration**

- In consultation with school community, specifically the P&C develop school homework policy.
- Distribute school homework policy to staff, students, parents and carers at time of staff induction and student enrolment.
- Ensure the policy is effectively implemented throughout the school.
- Include up-to-date policy as part of the annual school reporting.

### **Teachers**

- At the beginning of each school year, send a letter home for parents and carers outlining the purpose, benefits and expectations of all homework.
- Organise distribution and marking of weekly homework.
- Check homework weekly and provide timely and useful feedback.
- Ensure homework is varied, challenging and directly relates to class work and is appropriate to students' learning needs.
- Explicitly teach strategies which develop organisational and time management skills and provide opportunities to practice these strategies through homework.
- Give consideration to other activities (school based or other) that students could be engaged in when setting homework.
- Discuss with parents and carers any developing problems or issues concerning student's homework and suggest strategies to assist with their homework.

### **Students**

- At the beginning of each school year, information provided to students outlining the purpose, benefits and expectations of all homework.
- Discuss with their parents or carers homework expectations.
- Accept responsibility for completion of homework tasks weekly.
- Follow-up on comments made by teachers.
- Seek assistance when difficulties arise.
- Manage home obligations, participation in physical activity and sports, recreational and cultural activities.

### **Parents and Carers**

- At the beginning of each school year, information provided to Parents and Carers outlining the purpose, benefits and expectations of all homework.
- Assist by reading to their student, talking with them and involving them in tasks at home including shopping, playing games and physical activities.
- Helping students to complete tasks by discussing and directing them to resources.
- Encourage students to organise their time and take responsibility for their learning.
- Helping students balance the amount of time spent completing homework, watching TV, playing computer games, playing sport and engaging in recreational activities.
- Contacting the class teacher to discuss any concerns about the nature of homework and their student's approach to homework.

# Internet Access Agreement

## **Student responsibilities:**

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/carers.

When using email or the internet I will not:

reveal names, home addresses or phone numbers – mine or that of any other person

use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours. I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time. I agree to abide by the above rules.

## **Parent/carer responsibilities:**

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe my student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time. I agree to abide by the above rules.



# Student Mobile Electronic Devices Policy

Mobile phones (with cameras, internet connection and recording mechanisms) and other electronic devices are an integral part of modern living. They have become a convenient and useful mode of communication and entertainment. They serve an important role in enhancing contact with the world, providing immediate access to information, giving families a sense of security and providing individuals with hours of entertainment. Acknowledging the above, the number of mobile phones and other electronic devices in society has increased in recent years. If students bring a mobile phone or electronic device to school then they **must** comply with the school policy.

## These rules exist because:

- Undisciplined mobile phone and electronic device use during lessons disturbs the process of teaching, learning and assessment;
- Visibility of new mobile phone technology and electronic devices encourages theft from school bags, causing stress, conflict and financial hardship when items go missing.

Mobile phones are not necessary for school as students have access to a telephone in the Administration Office and in classrooms in case of an emergency. If family members need to contact their student, they must ring the Administration and staff will ensure that the message is received by the individual in question.

## Policy statement

1. Any mobile phone or electronic device brought to the school must be handed into the office for safe keeping. At no time are students permitted to have mobile devices on their person or in their school bags. No liability will be accepted by the school in the event of loss, theft or damage to any device that is not handed into the office as required.
2. Devices with built-in cameras are not to be used anywhere, unless instructed by teachers for learning activities. It would be considered inappropriate to use any device in change rooms or toilets.
3. Students must not take photographs or images of teachers, ancillary staff, other students or visitors to the school without their consent and knowledge.
4. Students must not make/send harassing or threatening calls/messages.
5. The playing of music, through any device e.g. iPad, phone etc. or via external speakers is not permitted on school grounds.
6. Devices such as Fit Bits and devices that track movement and hearts rates are allowed.
7. Devices such as Smart watches that have multi-functions that include the phone component are permitted as long as they are not used as a phone device. Students who use their smart watches as phones during school hours will be in breach of this mobile phone and device policy. We encourage students with smart watches to disable the phone component during school hours to prevent any misuse of the device.

## Consequences for breaching the school's mobile and electronic device policy

Inappropriate use of mobile phone or electronic device during breaks (e.g. viewing inappropriate imaging, playing violent games, filming other students, cyber bullying or nuisance calling/texting, etc.) will result in consequences outlined in the school's Student Code of Conduct. Victims of abusive, threatening, bullying messaging, or inappropriate video/photo imaging will be advised to make a complaint to the Queensland Police. Any student who places an image/words on the internet which have a negative impact on the good standing of the school, its staff or students will be dealt with according to the school's Student Code of Conduct.

# CCTV Policy and Agreement

## Rationale

The purpose of the CCTV system at Weir State School is to provide staff, students and visitors with a safe environment in which they can work and learn.

The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour and vandalism and will often serve to reassure students, parents, staff and visitors that they are protected whilst within the Weir State School boundaries

The presence of CCTV provides an added layer of security for students and staff and is also plays a vital role in Weir State Schools overall risk minimisation strategy.

This policy details the delivery mechanisms the CCTV system will operate within providing real time security, whilst ensuring that the privacy of individuals is protected in accordance with Education Queensland's - Privacy Policy (available online) and applicable legislation.

## Goals for CCTV Use

This policy aims to:

- ensure an appropriate level of surveillance of staff, students and visitors at Weir State School
- provide a high level of surveillance to maximize a safe learning and supportive learning environment for the Weir State School Community
- provide enhanced capability to protect school assets against vandalism and theft
- provide an added layer of security for student - owned devices
- provide a 'real time' capture of student movement to ensure student safety is paramount (eg. student leaving grounds)
- provide 'real time' capture for individuals not permitted on school grounds or entering school grounds

CCTV will in many circumstances be a legitimate tool that can be used in a school to support the provision of a safe and secure learning environment. Ways that CCTV might achieve this purpose include:

- Acting as a deterrent and to provide evidence to support a safe, secure and supportive learning environment
- Acting as a deterrent to the commission of personal and property crime;
- Capturing footage to assist investigation of criminal offences that are alleged to have occurred at a school; and
- Ensuring the safety and wellbeing of students by monitoring students and staff who are unwell.

## Implementation

### School Approach and Use

CCTV operates through the use of dedicated cameras to record and store video (not audio) image to a specific location. Access to the images shown on these monitors is available to authorized persons from Weir State School staff who may use the material for one of the following security purposes.

Education Queensland policy states the following in relation to the monitoring and safe management of the school:

Personal information can only be collected and used in a school when:

- There is a legitimate purpose which directly relates to the function of the school (i.e. the provision of safe and secure learning environments that support the provision of high quality education for teaching and learning); and
- The personal information is necessary to fulfil that purpose or is directly related to fulfilling that purpose.

### **Where can CCTV be used?**

The location and positioning of CCTV cameras must be carefully considered so as to ensure cameras only collect necessary and relevant personal information in a way that does not give rise to a breach of privacy.

Weir State School has considered the following whilst installing our system:

- Will the location of the camera only view areas that are relevant to the intended purpose?
- Will the proposed location unreasonably intrude on someone's personal affairs? (For example, capturing a neighbour's backyard)
- What camera position or angle is necessary to capture relevant images?
- What image size, resolution and capture rate is necessary to enable identification of individuals?
- Will the proposed location be viewing an area where a reasonable adult would expect privacy?

### **Where should CCTV not be installed?**

CCTV must not be installed within the following areas:

- toilets
- change rooms
- classrooms
- staff rooms and offices

CCTV must not be used to covertly monitor staff under any circumstances. Staff need to be made aware of any areas that are captured by CCTV, through the use of approved signage. This includes areas such as sheds, storage rooms, and safes.

#### CCTV to monitor sick rooms

The use of CCTV cameras to monitor 'sick rooms' in schools is potentially sensitive and requires careful management to ensure privacy is not breached.

A CCTV camera used in this setting can result in the collection of health information if a staff or student's health condition, injury or treatment is recorded. In addition to the collection of sensitive personal information, students who are sick or unwell may need to undress or have their bodies more exposed than usual, in order to be examined or treated for a medical condition.

Because of the higher risk of privacy invasion and the nature of the personal information that is likely to be collected, specific guidelines must be observed where CCTV is used in a 'sick room'. These are found in the CCTV use in school's procedure.

1. To prevent, deter and detect contravention of the Responsible Behaviour Plan for Students or Anti-Bullying Policy.
2. To collect information on any incident that breaches the Responsible Behaviour Plan for Students or Anti-Bullying Policy.
3. To provide visual coverage for the management of emergencies.
4. To identify, track and respond to students leaving school grounds without permission.
5. To identify, track and respond to individuals on school grounds without permission.

Access to the CCTV recorded footage is limited to staff authorised by the Principal and to members of the Queensland Police Service with a legitimate reason to view and/or otherwise use the captured footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour

Authorisation to review any footage may be given to relevant parties (in the case of unauthorised staff) on a case-by-case basis to be determined at the discretion of the Principal. No recording of footage will be dispersed unless to the Queensland Police or other identified relevant authority.

Any use of this system or material produced which is frivolous, or for private purposes, or is otherwise inconsistent with the purpose and procedures outlined within this Policy will be considered gross misconduct, and disciplinary action will be taken against anyone in breach of this policy.

Appropriate signage will be in place to notify all persons entering Weir State School that CCTV cameras are in use, and accordingly that they may be recorded during their visit within school grounds and / or its boundaries.

In general, installation of CCTV cameras at Weir State School will be limited to places such as the entrances to the school, corridors and locker areas. In accordance with applicable legislation, cameras will not be used to capture or view private activities unless clear and obvious signage is placed within the area in which the activities take place. Cameras will not be installed in private areas such as toilets, change rooms, staffrooms or to monitor student or staff performance. Hidden or covert cameras are also prohibited.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident or movement taking place in the areas of coverage.

### **Management Responsibility**

Weir State School administration has the responsibility for the ongoing management of the CCTV system. The assigned administrator is charged with:

- controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Weir State School Policies;
- providing advice on the location of and utility of cameras and storage mediums;
- supporting the maintenance and upgrade of the cameras where necessary
- notifying the school and wider community of the use and purpose of the CCTV system

A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations and are correctly installed so as to ensure the most effective coverage. This review will also assess the effectiveness of the coverage provided by the network and make recommendations targeted toward appropriate and responsive camera location.

### **Operating Staff Rules**

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material. All administration members are authorised by this Policy to access footage via a request to the Principal. In the case of Pastoral Coordinators, the request must be made via the Deputy Principal – Student Services. All viewing of footage will be sought from the Principal and logged as a request. The request must contain the following information:

- Date of the incident;
- Time of the incident;
- Location of the incident;
- Reason why the viewing has been requested; and
- Possible names of the people involved (if possible).

### **Access to and disclosure of images to third parties**

All employees should be aware of the restrictions set out in this policy in relation to access to, and disclosure of, recorded images.

Access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose(s) of using the CCTV equipment. All access to the medium on which the images are recorded should be documented according to Appendix A. A copy of this document must be retained by the Administrator.

Disclosure of the recorded images to third parties should be limited to the following classes of persons/agencies: law enforcement agencies, where the images recorded would assist in a specific enquiry; law enforcement agencies where the images would assist a specific criminal enquiry; relevant legal representatives.

Recorded images will not be made available to anyone but the authorities or those that have right under a criminal investigation. The CCTV system of Weir State School is based within an Intranet system only and NO internet access from outside sources are able to access.

No recordings will be made available to any parent/carer of Weir State School community that involves children other than their own, unless summoned/subpoenaed.

### **Related Documents**

- Invasion of Privacy Act 1971 (Qld)

# School Communication

Please make sure you advise the Office of any contact detail changes including address, phone number and email address.

At Weir State School we use Audiri to communicate with our community. Please visit [Audiri](#) for installation instructions.

## Install the App in 4 easy steps!



The free Audiri school app offers parents a convenient way to stay up-to-date with the school calendar, last-minute forms, newsletters, all school communications, and even make cashless payments. With Audiri, you can get started in just a few minutes by following these simple steps:

1. Open the Apple App Store or the Google Play Store and search for 'Audiri'. Install the app.
2. Create an account and follow the prompts. Click 'Sign up'. Enter your email address, create a password and click on 'Sign up'. A confirmation email will be sent to confirm your account. Open the confirmation email and confirm your account.
3. Open the app, and click 'Add/Remove'. Type your school's name and press enter.
4. Tap the + icon to add. Now you can see your school, under My Schools & Services.



### Search Audiri in the app store

