



Wagin District High School

Our vision: to provide an empowering environment for life-long learning

Student Name: _____

PERMISSIONS AND AGREEMENTS

This booklet includes the following information and documentation for your reference and completion:

1. ICT User Charter
2. Permission for students to have an online services account
3. Uniform Expectations
4. Student Behaviour Expectations –
5. EMUS Matrix

Please complete all pages within and return the entire booklet to Administration.



ICT USER CHARTER

Students 4-10

ICT Usage

I agree to follow the rules set out below when using ICT at school:

- I will ask the teacher before I use ICT
- I will follow all of the teacher's instructions when using ICT
- I will not give out my password to other people
- I will not let other people log on to my account
- I will tell the teacher if I think someone is using my account
- I am responsible for anything that happens when my account is used
- I will tell the teacher if I see something that makes me feel uncomfortable
- I will only use work from the Internet if I have asked the teacher
- I will not access sites that I have been told not to access (eg YouTube, Facebook, Snapchat, Instagram, MySpace etc) unless the teacher gives permission
- If I download pictures or work I will state the source
- I will not give out my name, phone number, address, name of the school or photographs without checking with my teacher
- I will take care with all of the equipment
- I will not change the iPad, Laptop or Computer settings
- I will not use ICT to be mean, rude or unkind to other people
- I will ensure any email I send or work that I publish is polite, carefully written and well presented
- I will only use earphones/earbuds when directed by a teacher in class
- I will listen to Music only at recess/lunch time (earphones/earbuds should be used) and will put my earphones/ear buds out of sight at all other times
- I will not contact other students or family and friends during class time unless I have permission from a teacher
- I will hand my mobile phone to the teacher at the beginning of each lesson

I understand if I break the rules:

- I will be held responsible for any breaches caused by myself or another person using my account
- I may not be allowed to use ICT
- My personal device may be confiscated
- The police may be contacted and I may be held legally liable for any offences committed

Student/Parent/Guardian Agreement

I understand that if I break any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's Policy.

Student Name: _____

Student Signature: _____

I agree for my child to abide by the ICT User Charter.

Parent Signature: _____

Date: _____

PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

(Please write the name using one capital letter per box).

Student's first name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Student's last name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Student's preferred name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

School

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Class/Room

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Parent/Guardian Permission

Do you give permission for your child to have an online services account? **Yes / No (circle one)**

I agree to and understand the responsibilities my child has when using the online services provided at school for educational purposes, in accordance with the Acceptable Usage Agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action in accordance with the Department's *Behaviour Management in Schools* policy.

Name of parent or Guardian: _____

Signature of parent or Guardian: _____

Date: _____

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: / /
permission slip should be filed by the teacher.

Processed by (initials):

Note: *This*

SCHOOL DRESS CODE

Parents are requested to send their children to school in uniform. Our dress code has been developed with input from parents, students and staff.

The wearing of a uniform assists in the development of children's pride in their school, gives them a sense of belonging and adds to the tone of the school. It should be worn at all times.

The school would appreciate parental encouragement of our dress code and asks that parents closely supervise their children's standard of appearance.

School uniforms are available for purchase through the school Uniform Coordinator. To assist with ordering school uniforms a sizing range will be available at school for parents who are unsure what size their children are. Students will be able to try on different sizes to ensure the correct size is ordered. This service will be available on Friday from 8.30am – 10.30am. Orders can be given to the front office in a clearly labelled sealed envelope containing the order and correct money.

OTHER INFORMATION ABOUT DRESS CODE

Hair: Hairstyles which inhibit the full and safe participation of a student in the curriculum will not be allowed.

Hats: Hats are to be worn at all times in the school yard. Primary Students (K-6) wear a navy wide brimmed hat and Secondary (Yr 7-10) wear a cap free from advertising and/or slogans.

Footwear: Must be appropriate to the safety needs of the school. No thongs or open backed shoes. Closed in shoes are recommended.

Jewellery: Whilst each child has the right to express their own uniqueness, it is the role of the teachers and parents to help students to reflect on how their identity is shaped by concepts such as culture and fashion. In order to assist this, teachers and parents should encourage students to refrain from wearing jewellery at school. Jewellery and adornments which are dangerous or in any way inhibit the student's full participation in the curriculum will not be allowed.

Logo: Uniform items are pre-printed with the school logo.

UNACCEPTABLE DRESS

Tank tops, low necklines, advertising logos, denim, jeans (all types), chequered jackets, midriff tops, shearing singlets, nail polish, overalls, excessively baggy trousers, excessively tight trousers or leggings, very short shorts or skirts/dresses, very long three quarter shorts.

HOW THE SCHOOL WILL SUPPORT DRESS CODE

- Students will be encouraged and reminded to wear a uniform by Teachers, the Principal and Deputy Principals.
- Students who are frequently out of uniform will be followed up with a home contact by the Deputy Principal.
- The school will support parents as much as possible to keep students in uniform.
- Pre-loved uniforms will be made available for sale through the uniform shop.

Student/Parent/Guardian Agreement

I have read the School Dress Code and understand its contents. My signature below indicates that I agree to follow the School Dress Code.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

STUDENT BEHAVIOUR EXPECTATIONS

Rights and Responsibilities

In keeping with the school vision to provide an empowering environment for life-long learning all students, teachers and parents have the right to an orderly, safe and pleasant school environment where students can exercise the right to learn and teachers the right to teach.

To have these rights, everyone within the school community has the responsibility to support the learning environment. In this way students are provided with the opportunity to aim high and achieve their full potential.

No student has the right to choose behaviour that infringes upon the rights of others.

Expectations	Benefits
<ul style="list-style-type: none">• Be fully engaged with learning• Not cause disruption to others• Be punctual and ready to start• Communicate respectfully by using appropriate language• Accepting to other's differences• Achieve their potential by being life-long learners• Be treated with courtesy and respect• Enjoy a safe, secure and clean environment• Celebrate their achievements	<ul style="list-style-type: none">• Active engagement in learning• Keeping our environment safe, clean and secure• Valuing and accepting others achievements• Demonstrate manners and understanding towards ourselves, others and the environment

See EMUS Matrix for school rules and expectations across all school areas.

Student/Parent/Guardian Agreement

I have read the Student Behaviour Expectations and EMUS Matrix and understand their contents. My signature below indicates that I agree to follow the Student Behaviour Expectations and EMUS Matrix.

Student Name: _____


Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

EMUS Matrix

	Engaged	Manners	Understanding	Strive
Whole School: All the time	<ul style="list-style-type: none"> • Arrive on time ready to start • Remain in appropriate areas 	<ul style="list-style-type: none"> • Use common courtesies when greeting • Keep hands and feet to yourself • Use appropriate language • Keep to the left when walking in corridors and verandas • Walk through the school quietly 	<ul style="list-style-type: none"> • Communicate positively • Accept each other's differences • Care for other people and the environment 	<ul style="list-style-type: none"> • Wear the correct school uniform • Do your best • Attend everyday
Learning Areas	<ul style="list-style-type: none"> • Be organized and on time • Work collaboratively • Be an active learner 	<ul style="list-style-type: none"> • Help others • Listen actively • Raise your hand to speak • Leave your classroom and work areas tidy 	<ul style="list-style-type: none"> • Start your work straight away • Follow instructions • Care for and respect resources 	<ul style="list-style-type: none"> • Complete homework • Stay on task • Aim to improve
Play Areas	<ul style="list-style-type: none"> • Be aware of others • Play safe • Play in appropriate areas 	<ul style="list-style-type: none"> • Listen to the duty teacher • Use appropriate language • Share and take turns • Be a good team member 	<ul style="list-style-type: none"> • Include others • Wear your hat 	<ul style="list-style-type: none"> • Problem solve: Stop, Think, Act • Put rubbish in the bin • Respect the environment
Eating Areas	<ul style="list-style-type: none"> • Sit when eating • Place all rubbish in the bin • Hold all sport equipment still 	<ul style="list-style-type: none"> • Listen to the duty teacher • Eat with your mouth closed • Talk respectfully 	<ul style="list-style-type: none"> • Invite others to sit with you • Wait for duty teacher to release you • Eat your own food 	<ul style="list-style-type: none"> • Stay seated until released • Pick up any rubbish
Information and Communications Technology (ICT)	<ul style="list-style-type: none"> • Use IT equipment appropriately • Shut down and store IT equipment correctly 	<ul style="list-style-type: none"> • Keep food and drinks away from the IT equipment • Respect IT equipment and report breakages • Treat others respectfully while online • Screen down when asked • Wash hands before using IT equipment 	<ul style="list-style-type: none"> • Share equipment • Be patient • Access appropriate websites • Close laptops when walking • Games and music only when allowed 	<ul style="list-style-type: none"> • Increase your ICT skills
Before & After School	<ul style="list-style-type: none"> • Listen to staff • Get organized for the day • Return all equipment to appropriate areas • Move safely when arriving and leaving school 	<ul style="list-style-type: none"> • Say good morning or good afternoon to others • Wait to be released at the end of the day 	<ul style="list-style-type: none"> • Be safe on the school bus • Arrive and leave the school grounds safely • Be on time for breakfast club 	<ul style="list-style-type: none"> • Clean up your area before you go home • Be road aware