

student rights and responsibilities

(extract from the BSSC Student Engagement and Wellbeing Policy)

Purpose and Values

Bendigo Senior Secondary College's ROLE is to empower learners for individual, community and global leadership. Our Philosophy and Objectives are closely aligned to the United Nations Declaration of Human Rights, in particular the rights to freedom, respect, equality and dignity.

Whole School Prevention Statement

Bendigo Senior Secondary College aims to develop fully the talents and capacities of all students and staff in the following areas:

Respect

- The desire to strive for personal best
- Respecting ourselves, others and our relationships
- Respecting ourselves and others in all we think, say and do
- Respecting our learning, community and environment

Optimism

- Being enthusiastic in our living, learning and contributing
- Embracing opportunities to make a difference
- Being resilient and persistent in adversity

Learning

- Embracing learning opportunities
- Being a life long learner
- Being a continuously improving individual and community member
- Being a leader of self and of others
- Being innovative and open to possibilities

Environment

- The culture we make through our beliefs and actions
- The community we make through our relationships with others
- Sustainability through wisdom, balance and action

Shared Expectations

The Student Engagement and Wellbeing Policy is framed within the guidelines set by Government policy and legal obligations, and reflects the goals of the college Strategic Plan.

1. All students and staff are to be valued and treated with respect.
2. Students and staff have a right to expect that the environment of the college will be one in which they can feel safe and secure.

3. Students have the right to learn, and staff have the right to teach, in an atmosphere of order and cooperation.
4. Students and parents have a right to expect that the Principal and staff will fairly, reasonably and consistently implement the Student Engagement and Wellbeing Policy.
5. On enrolment in the college students and parents will be given a copy of the Student Rights and Responsibilities document that is taken from the Student Engagement and Wellbeing Policy.

Rules

These rules apply within the college buildings and grounds, in Rosalind Park, during public or Department of Education and Early Childhood Development transport to and from the college, and at all college functions/excursions.

Actions and Consequences

1. Students are expected to behave in a courteous way respecting the rights, educational opportunities and property of others. This includes consideration of others when moving around the college and maintaining a quiet working environment.
2. Students are expected to take advantage of the educational opportunities offered by the college.
3. Students are expected to comply with any reasonable and clearly communicated instruction of a staff member or the Principal.
4. Proper use and care of college equipment, furniture, buildings and grounds is a responsibility of all students.
5. Students are not permitted to use Rosalind Park except during lunchtimes and recess times. Students are expected to use timetabled non-class time for private study within the college grounds. No ball games are permitted in Rosalind Park.
6. The college is a smoke-free environment. This policy applies to any areas where staff supervise including all college buildings and grounds, Gaol Road, Park Road, School Road, Barracks Walk, all of Rosalind Park, Conservatory Gardens and connecting bridges.
7. The use or supply of any drugs, including alcohol, at the college or at any college function, excursion or activity is not permitted. Students must not attend the college or any college function, excursion or activity under the influence of drugs

or alcohol. It is a clear breach of policy for any student, regardless of their age, to consume or have alcohol in their possession, or to enter licensed premises during school hours. This includes lunch times and non scheduled class time.

8. Physical violence, intimidation or provocation to violence by students or staff is not permitted.
9. Any form of harassment or discrimination by students or staff as specified under current Equal Opportunity Legislation and the United Nations Declaration of Human Rights is not permitted. This includes harassment or discrimination on the basis of sex, race, marital status, age, parental status, religious beliefs, political beliefs, medical status, physical or mental disability or impairment. (Refer to College Eliminating Discrimination, Harassment and Sexual Harassment Policy.)
10. Students must not copy and/or use copied materials, both print and electronic, in violation of Federal Copyright Laws. Students must familiarise themselves with the copyright regulations displayed around the college.
11. Students are not permitted to invite onto the college campus or to any college related function or activity any person (with the exception of a parent/guardian) without the express permission of the Principal or Assistant Principal.
12. College and Department of Education and Early Childhood Development policy expressly prohibits a student from transporting other students in their motor vehicle to or from the college, or any college related function. Students are not permitted to drive onto or park motor vehicles within the college grounds.
13. Mobile telephones must be switched off during all timetabled classes, assemblies, meetings, interviews, excursions and activities. They are not to be used for incoming or outgoing calls or messages during these times.
14. Students are not permitted to display advertising material on the college campus without the permission of an Assistant Principal or the Principal.
15. Students have a responsibility to read the weekly student news on the college email and to listen and respond to public address system announcements.
16. All students are required to use a locker for school bags and possessions. School bags are not permitted in class rooms. The locker remains the property of the college and may be searched at the discretion of the Principal.

DRESS CODE

1. Although there is no college uniform, dress must always be neat and appropriate and must not be offensive to others.
2. Student clothing should reflect the adult learning environment and not be inappropriately brief.
3. Clothing must not display inappropriate or offensive messages, images or advertising (including references to alcohol, illegal drugs and violence).
4. Students will be required to remove or cover offensive or unsuitable items of dress.
5. Appropriate and safe footwear must be worn at all times; covered footwear is required in practical classes.
6. Staff may request students to remove caps during classes.

ATTENDANCE

1. Students are expected to maintain a satisfactory commitment to all units in which they are enrolled this includes VCE Support, Literacy Support programs, Student Skills programs, VET classes, VCAL classes, work placements and Pathway Advisor Group Meetings and interviews.
2. Full attendance and punctuality is required at all timetabled classes, assemblies, Pathways Advisor group meetings and compulsory activities.
3. When a student is absent the parent/guardian is required to phone the absence line (ph 5442 7416) on the day of the absence or provide the student with a written explanation the day of return to the college. A medical certificate is required for absences in excess of three school days, or for excessive absences due to illness.
4. It is the responsibility of the student and parent/guardian to provide evidence of legitimate absences. It is the college's prerogative to determine the legitimacy of any explanation. Students wishing to participate in a family holiday during the school term need to discuss the circumstances with their Student Coordinator.
A 'Request for Extended Absence' form needs to be completed well in advance of the planned absence.
5. When a student has one unapproved absence for a particular unit, parents/guardians will be notified. If the student continues to have unapproved absences further consultation between the college, parent/guardian and student will occur.
At this point an attendance agreement will be entered into. If this agreement is broken, the student

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may attain an 'N' for the subject. Where attendance in a number of units continues to be unsatisfactory in spite of the above steps being undertaken, the student's enrolment in the college may be withdrawn. The student may be able to re-enrol in the college at the beginning of the next semester or the next year.

6. Lateness to timetabled classes, assemblies and Pathway Advisor meetings is unacceptable. Any student arriving more than five minutes late for timetabled classes or activities without acceptable reasons will be recorded late.
7. Students are not required at the college until their first class, advisor group meeting or assembly. They may leave after their last class, advisor group meeting or assembly. During lunch students are allowed to leave the college grounds for personal business.
8. Any student leaving a class for the purposes of research must gain the permission of a teacher.
9. Students who must leave the college during any class (other than for research), assembly or group meeting, must sign the 'Leavers Book' in the Student Coordinators' Office before leaving the college grounds.
10. Any student who is ill or injured at school must report to the sick bay through any staff member or the Student Coordinators' office. Ill or injured students must not leave the college grounds without reporting to a staff member or Student Coordinator.

Assessment and Satisfactory Progress

1. If a student wishes to vary his/her program he/she should consult with his/her Student Coordinator. Parents/Guardians will be involved in these decisions. A student must continue to attend all classes until informed by his/her Student Coordinator that permission for withdrawal has been granted.
2. At the start of each unit, students will receive a Unit Guideline which generally specifies the nature of all course work and assessment, completion dates and homework guidelines. Parents will receive progress reports during the semester providing information regarding students' progress in the classes in which they are enrolled.
3. All work submitted by students for Course Work, School Assessed Tasks and School Assessed Course Work (SATs and SACs) must be the students' own work, completed in the designated time. Where the

college determines, on the basis of evidence, that a student has submitted work that is not his/her own, the Principal will determine the action to be taken in accordance with the Victorian Curriculum and Assessment Authority (VCAA) guidelines. Penalties will be applied to students who assist others to obtain non-original work and students who submit non-original work. Penalties include: awarding 'N' in the unit or downgrading of the SAT/SAC result.

4. School Assessed Tasks and School Assessed Course work for Units 3 and 4 have deadlines which cannot be varied unless Special Provision is applied for and approved by the college. (See college Special Provision Policy)
5. Students who are absent for School Assessed Coursework (SACs) will need a medical certificate, unless the absence is due to a school organised activity, if they wish the re-scheduled School Assessed Coursework to be scored. Students should see their Student Coordinator to obtain a form.
6. There is no right of appeal to the Victorian Curriculum and Assessment Authority over college decisions for breaches of rules as outlined above. A student may appeal to the Principal where an 'N' or 'J' has been awarded for a unit on the basis of a breach of rules.

ICT Resources

Students must maintain security over their own network account (see ICT usage policy in the Student Handbook for a more complete description of Accounts and Passwords.)

Students must agree to comply with the ICT usage policy and accept all terms described in that policy. (see ICT usage policy in the Student Handbook)

All ICT Resources are used at the discretion of supervising teachers and staff. ICT Resources are provided for students to use primarily for the purpose of working on curriculum tasks. BSSC staff members have the right to inspect any ICT device a student possesses which has the capacity to be either directly or indirectly connected to the BSSC School Network.

The following actions are not permitted

- Hacking – a criminal offence and potentially a police matter (see ICT usage policy in the Student Handbook for a more complete description of Hacking).

- Cyberbullying is a form of bullying using Internet services including email, chat, social networking or web pages. It includes the use of mobile phone technologies or use of obscene, harassing or threatening language in electronic communications.
- Damage to equipment.
- Using the account of another user for network access.
- Informing others of your logon password.
- The possession, use or transmission, within school or on school ICT resources, of files or programs, which are either illegal or inappropriate for use within a school environment. The list of inappropriate files or programs includes, but is not limited to: pirated software, obscene, pornographic, offensive, dangerous, illegal or discriminatory (sexist, racist, etc) material. Copyright materials, which students have no legal right to possess are also not allowed to be stored on the college's ICT resources.
- The use of encryption or the placing of passwords on individual files stored on the school network. All files stored by students on the school network must be available for school staff to open and inspect where necessary, without the need to decrypt or know a password.
- Unauthorised use of computer facilities for commercial purposes.

The use of computer games is not allowed except in the following circumstances:

- Where the game is being developed by students as part of their course.
- Where the game is of an educational nature and has been specifically included as part of their course.
- Use of any other type of computer game must meet with all of the following criteria:
 - Is being accessed before or after the school day, at lunch time, or recess.
 - Is not being stored on storage owned or managed by BSSC (i.e. students would need store such games on their own disk, CD, DVD, memory stick, or access from an external web site, and not distribute via school email)
 - The student has a legal right to use the game and as such has met with copyright requirements.
 - Is neither obscene, pornographic, violent, illegal, discriminatory or in any way inappropriate for use within a school.

The ICT Manager maintains these details about ICT resource rules and any feedback or comments with regards to these rules should be emailed to: ictmanager@bssc.edu.au

SANCTIONS FOR RULE BREACHES

1. Sanctions will be imposed according to the following principles:
 - Sanctions will be designed to reflect the adult ethos of the college and emphasise the development of self discipline, consultation and problem solving.
 - Sanctions which adversely affect a student's studies will not be used.
 - Sanctions will be graded and will be connected to the breach of rule where appropriate.
 - Sanctions will only be imposed after discussion and counselling.
 - Sanctions for serious breaches of rules will only be decided after discussion with the student and a parent/guardian.
2. Sanctions may include the following
 - Withdrawal of privileges including online access for breaches of online policy.
 - Banning from college excursions, camps, or social functions.
 - Yard duty.
 - Community work for the college outside school hours.
 - Withdrawal from class.
3. For serious breaches of rules:
 - Suspension.
 - Expulsion.
 - Law enforcement agencies may be involved.
4. Suspension or expulsion will only take place after consultation among the student, parent/guardian and the Principal. Such action is in accordance with the ministerial order number 184 from the Education and Reform Act 2006.
5. Suspension Conference

At any time during a suspension a parent/guardian can request a suspension conference for the purpose of considering educational welfare and disciplinary issues relating to the student.

 - A suspension conference may include relevant staff members, support staff, parents/guardians, students.
 - Requests for a suspension conference should be directed to the Principal.

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6. Expulsion Review

A parent/guardian of a student expelled from the college may, within ten school days of the receipt of the notice of expulsion, seek a review of the Principal's expulsion decision.

The request for review must be made in writing, directed to the Principal, state the grounds on which the review is sought and whether the student and parent wish to be heard in person at the review. At this point full details of expulsion review processes will be provided in writing by the Principal. A full description of this process is available in the Student Engagement and Wellbeing Policy on the college Website.

Monitoring and Evaluation

It is the responsibility of the Principal and all staff to implement the Student Engagement and Wellbeing Policy and to monitor its effectiveness.

It is the responsibility of the College Council to evaluate the effectiveness of the Student Engagement and Wellbeing Policy within the framework of the regular review of the Strategic Plan.

VCAA PRIVACY INFORMATION

The VCAA is committed to protecting student information and all personal information collected is handled in accordance with the Information Privacy Act 2000.

COLLECTION AND USE OF STUDENT DATA

The student data collected by the VCAA, including personal details, unit results, Graded Assessments, VET certificate results and data on Special Provision, together with Study Scores and GAT scores, is used by the VCAA to provide individual students' final VCE, VCAL and GAT results. The assessment data which is provided to the student directly is also provided to his/her home school and, if it is not the home school, to the school where the study was undertaken. The purpose of disclosing the student VCE/VCAL and GAT assessment data to the schools is to enable schools to analyse the effectiveness of their school assessment programs. In this way the VCAA ensures quality assurance of the VCE/VCAL assessment program across the State of Victoria. Personal details of all VCE students are forwarded to the Victorian Tertiary Admissions Centre (VTAC) for inclusion in CourseLink, a password protected interactive, web-based program, which enables individual students to access career and course options tailored to take into account their place of residence, interests, existing studies and future plans.

The VCAA also forwards individual student's personal information, VCE and GAT results, and, if applicable, data for Special Provision, to VTAC for the calculation of the Australian Tertiary Admission Rank (ATAR) and, if necessary, for the submission of student applications for tertiary course selection.

The information on Aboriginal and Torres Strait Islander origins is used by the VCAA to report to the Commonwealth and State Governments to assist in the planning of support for students who fall within these categories. No individual students are identified in such reports.

DISCLOSURE

The VCAA will not provide identifiable student data to any other person or organisation without the consent of the individual student, unless required by law or other regulation to do so.

NOTIFICATION, ACCESS AND SECURITY

Data collected from students and the results awarded to them are retained permanently by the VCAA. These records are held in the database and backed up on microfiche. All records are held securely.

Correspondence concerning access to student records held at the VCAA, including individual assessment and contact details, should be addressed to the Manager, Student Records and Results Unit, VCAA, 41 St Andrews Place, East Melbourne 3002.

This privacy statement is available on

www.vcaa.vic.edu.au