

# student policies and procedures

## ASSESSMENT POLICY

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The assessment processes for curricula at BSSC are controlled by the following authorities:

- Victorian Certificate of Education (VCE)
- Victorian Certificate of Applied Learning (VCAL)
- Victorian Curriculum and Assessment Authority (VCAA)
- Victorian Education and Training (VET) in the VCE - Victorian Registration and Qualifications Authority.

This policy should be read in conjunction with:

- Reporting Policy
- Attendance Policy
- Special Provision

## SECTION 1 - VCE

### 1.1 Gaining an S in VCE Units

1.1.1 To satisfactorily complete a VCE Unit (assessed S- Satisfactory or N- Not Satisfactory); students must satisfactorily achieve each of the outcomes listed for the unit of the study design.

1.1.2 Teachers will provide feedback on any preparatory tasks deemed necessary to assist students to complete all the learning outcomes.

1.1.3 Graded assessments in Units 3 and 4 are completed through School Assessed Coursework (SACs), School Assessed Tasks (SATs) and VCAA Examinations in June and/or November. These assessments are used by the VCAA to determine students' study scores for the subject. Graded assessment in Units 1 and 2 are completed through School Assessed Coursework (SACs) and an end of Semester examination.

1.1.4 To satisfactorily complete an outcome the student must ensure the following:

- The work outlined in the Unit Guideline is submitted and meets the required standard
- The work is clearly the student's own (refer to Authentication and Breaches of Rules, Section 1.6),
- The work was completed in the current year,
- The work has not been assessed previously against another VCE outcome.
- There has been no substantive breach of rules (refer to Authentication and Breach of rules, Section 1.6.8 and college Attendance Policy)

1.1.5 If a SAC or Assessment Task does not reach a satisfactory standard to meet a learning outcome, teachers will consider student performance on a range of Learning Activities undertaken and if necessary a supplementary task may be administered to allow a student the opportunity to demonstrate meeting the outcome. Failing to complete a supplementary task may result in an "N" being awarded for the Outcome and for the Unit.

### 1.2 Unit Guidelines

1.2.1 At the beginning of each VCE unit, students will receive a Unit Guideline which lists the requirements for successful unit completion and:

- Outcomes for the Unit
- Assessment for the unit (SACs, SATs, Examinations)
- Levels of achievement
- Dates for SACs and SATs,
- Homework guidelines.

1.2.2 Unit Guidelines must be signed by the students.

The classroom teacher must discuss the Unit Guideline with the student. Students must retain Unit Guidelines for future reference.

### 1.3 Collection and Submission of Work

1.3.1 Students must submit their SAC/SAT by the college deadline in order to be eligible for assessment. All SACs/SATs submitted after the college due date will not be assessed and will be reported as N/A (Not Assessed).

1.3.2 Students who cannot meet a deadline for medical or other serious personal/environmental cause should apply for special provision through the relevant Student Coordinator.

1.3.3 It is expected that the SAC/SAT will be handed to the classroom teacher in person. Students will be responsible for the loss of any work if a breach of this rule occurs.

1.3.4 The class teacher will keep an accurate record of SAC/ SAT collection.

1.3.5 In the event of medical or adverse personal/ environmental circumstances documentation must be obtained from the appropriate professional person to be eligible for special provision and submitted to the relevant Student Coordinator.

1.3.6 Failure to submit a SAC/SAT may result in an N being awarded in the Unit. Parents/guardians will be informed via:

- Progress report or
  - Letter or
  - Telephone call from the teacher
- The class teacher will document evidence of the parent/ guardian contact made.

1.3.7 Extension of time cannot be granted due to computer failure or loss of computer files.

### 1.4 Attendance

1.4.1 In order to receive an "S" for a Unit, students must satisfy the college Attendance Policy.

1.4.2 There is no appeal to the VCAA against an "N" awarded for breach of the college Attendance Policy.

### 1.5 Absence from School Assessed Coursework (SAC)

Students must complete all SACs/SATs prescribed in the Unit Guidelines to receive an "S".

As student achievement for a unit is partly determined by a student's results in School Assessed Coursework (SACs) it is important that students are at school for scheduled SACs. In circumstances where a student misses a SAC the following process applies:

1.5.1 Students absent from School Assessed Coursework for legitimate reasons must complete a rescheduled SAC under supervision at the earliest available session time.

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1.5.2 Students absent from a SAC must complete a rescheduled SAC under supervision at the earliest session time available.

It is the responsibility of students who have missed the SAC to contact their classroom teacher personally to reschedule the SAC.

Students will receive a rescheduled SAC details form which includes the day, date, session time, room, specific instructions and materials allowed for the rescheduled SAC.

## 1.6 Scoring of a Rescheduled SAC Unit 3 and 4

1.6.1 A rescheduled SAC will not be scored unless current and appropriate documentation is provided; which includes:

- Medical certificate or medical report,
- Reports from social workers, youth workers or other professionals,
- School approved absence e.g. Excursion, Outdoor and Environmental Studies trip, VET Outdoor Recreation trip, sport excursion,
- Phone call received from a parent/guardian by the Student Coordinator on the day the original SAC is missed.

1.6.2 If students wish to lodge an appeal against the unscored grading of a rescheduled SAC, the following process applies:

- Within 2 days of returning to school, it is the responsibility of students to see their relevant Student Coordinator to collect a form which is to be used to lodge an appeal against an unscored SAC,
- The completed form must be returned to the Student Coordinator within 3 school days of collecting the form,
- All appeals will be referred by the relevant Student Coordinator to the VCE and Special Programs Manager. The VCE and Special Programs Manager will make a recommendation to the Assistant Principal; Teaching and Learning about whether or not the work will be scored. The outcome of the appeal will be provided to students in writing,
- A final appeal can be made to the college Principal. Such an appeal must be made in writing within three days of a student receiving advice of the outcome of the original appeal.

## 1.7 Scoring Of A Rescheduled SAC Unit 1 and 2

- A rescheduled SAC will only receive a grade if the absence has been approved on the absence system by the Student Coordinator,

## 1.8 Absence from a Rescheduled SAC

1.8.1 If a student is unable to sit a rescheduled SAC that has been booked into a session, the above process must be repeated.

1.8.2 Where it has not been possible to complete a rescheduled SAC the student should lodge an application for special provision through the Student Coordinator.

1.8.3 Failure to complete SACs/SATs and rescheduled tasks without legitimate reasons may result in an N for the unit. Parents/guardians must be informed.

## 1.9 Authentication of Work/Breach of Rules

1.9.1 Students must only submit work for coursework SACs/SATs that is clearly their own work and completed in the current year. All references and additional assistance must be appropriately acknowledged.

1.9.2 Teachers must monitor the development of the SAC/SAT by sighting progress plans and drafts of the student's work.

The teacher will keep appropriate records indicating when and how often work has been sighted.

Students may be asked to demonstrate their understanding of the work at or around the time of submission.

1.9.3 Students must not accept undue assistance from any other person in the preparation and submission of work. This includes providing actual adjustments or improvements to a student's work, or dictating or directing a student to insert particular text. Students may, however, be given general advice about the nature of adjustment or improvements to their work.

1.9.4 Students must regularly produce the documentation of the development of work to enable the teacher to monitor its development, to keep a record of the process and to attest that the work is the student's own.

1.9.5 Students who knowingly assist another student in the completion of a SAC or SAT are in breach of rules.

1.9.6 Work which cannot be authenticated will be dealt with as a breach of rules relating to assessment. Any breach of rules relating to assessment at the college will be investigated by a panel in accordance with VCAA guidelines.

1.9.7 A student awarded an N for an outcome as a penalty for a substantive breach of rules will not be awarded satisfactory completion of that unit.

1.9.8 Students have the right of appeal to the VCAA against a decision not to authenticate work, but only if work has been sighted during the period when the SAC or SAT was being undertaken.

## 1.10 Appeals Against the Award of N (Not Satisfactory)

1.10.1 Students have the right of appeal to the college on decisions about receiving an N and or being granted Special Provision (refer college Special Provision Policy).

1.10.2 Students have the right of appeal to the VCAA on decisions about breaches of authentication (refer Authentication of Work/Breach of Rules, section 1.9.8).

1.10.3 Any appeal against the award of N must be made by the student through the appropriate Student Coordinator immediately following the awarding of an "N". At this time, the student will be informed of the college internal appeals process and given a copy of the VCAA rules regarding appeals against the awarding of an "N".

## 1.11 Unit 1 and 2 Examinations

1.11.1 VCE students undertaking Units 1 and 2 are expected to complete the mid-year and end of year examinations. If a student misses an exam, parents will be contacted via the SMS system and students will be required to reschedule this exam.

1.11.2 Year 11 students undertaking a VCAA Unit 3 or 4 subject for which the exam clashes with their Unit 1 or 2 exam, MUST attend their VCAA exam. The Unit 1 or 2 exam will be rescheduled.

1.11.3 Year 11 student undertaking a VCAA end of year examination can reschedule any Unit 2 exams occurring on the same day as their VCAA exam.

1.11.4 Year 11 students undertaking a VCAA end of year examination while their Unit 2 classes are still operating, are not required to attend Year 11 classes prior to the VCAA exam on that day.

1.11.5 Year 11 students undertaking a VCAA Unit 3 June exam can reschedule a Unit 1 exam to attend timetabled classes for which they will be undertaking the VCAA exam.

## **SECTION 2- VOCATIONAL EDUCATION AND TRAINING CERTIFICATE (VCE VET)**

### **2.1 Completing a Vocational Education and Training (VET) Certificate**

2.1.1 Satisfactory completion of a VET in the VCE Certificate is based on demonstrated competence in core and elective modules, or units of competence.

2.1.2 The requirements for satisfactory completion of each VCE VET program are outlined in the relevant VCAA program booklet.

2.1.3 Students receive a “C” (Competent) for elements of competence and modules when the RTO (Registered Training Organisation) assesses that the element of competence has been demonstrated.

2.1.4 Where graded assessments are available in VCE VET courses, students are assessed on course work in accordance with current assessment guides and undertake a VCAA examination in November.

### **2.2 Credit Transfer (CT)/Recognition of Prior Learning (RPL)**

2.2.1 Bendigo Senior Secondary College recognises Australian Qualifications Framework (AQF) Certificates and Statements of Attainment issued by other Registered Training Organisations (RTOs). To claim credit transfer a verified copy of qualification must be provided to the Vocational Learning Manager.

2.2.2 Bendigo Senior Secondary College also recognises that students undertaking VET programs may have prior learning/life experiences, informal or formal training, or other qualifications which may provide exemption for part(s) of their course. The process for claiming RPL will be explained by teachers during Transition classes.

### **2.3 Grievance Policy for VCAL/VET students**

2.3.1 Students who wish to appeal against an assessment outcome, or discuss problems with the delivery of training, should follow the steps below until the matter is resolved.

2.3.2 Discuss the grievance with their teacher or trainer,

2.3.3 Refer the problem to the Vocational Learning Manager or in the case of a VCAL student the Applied Learning Coordinator.

2.3.4 The Principal, Assistant Principal and the Vocational Learning Manager will consider the grievance,

2.3.5 The Principal will arrange for an independent conciliator if the college is unable to resolve the issue internally.

## **SECTION 3- VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)**

### **3.1 Gaining an S in Victorian Certificate of Applied Learning (VCAL) Units.**

3.1.1 VCAL specific units pertain only to Work Related Skills, Personal Development Skills, Literacy and Numeracy Skills.

3.1.2 The decision to award an ‘S’ must be consistent with the requirements and guidelines outlined in the appropriate VCAL Strand Course Guides. There are specific requirements for the number of learning outcomes that must be met for each of the individual VCAL Strands.

3.1.3 Each VCAL unit learning outcome has a set of assessment criteria. They provide guidance to the teacher in determining if the learning outcome has been met and for the design of assessment activities. Students do not need to provide evidence for satisfactory completion of each individual assessment criteria for each learning outcome.

3.1.4 Students need to develop a portfolio that contains evidence of successful completion of the learning outcomes required for each VCAL unit they are enrolled in. The assessment process should not unduly disadvantage any student and must provide flexibility in the range of methodologies used in order to cater for the needs of individual students.

3.1.5 Successful demonstration of the learning outcomes for a VCAL unit may be demonstrated during one integrated assessment activity or may be spread over a number of different activities.

3.1.6 Teachers must develop learning programs that provide students with opportunities to demonstrate achievement of the learning outcomes for a VCAL unit. Students should be observed to demonstrate competence on more than one occasion and wherever possible in different contexts to make sure that the assessment is as consistent, fair and equitable as possible.

3.1.7 Students will receive clear, explicit instructions about what is expected and the criteria by which satisfactory completion will be established. Students should have the opportunity to demonstrate achievement at their own pace, with negotiation and opportunities for reflection.

3.1.8 The decision to award an ‘S’ will be made by classroom teachers by informed judgements based on the student portfolio of evidence. The on-balance judgement of formal and informal assessment tasks and learning experiences will be supported by a high level of familiarity with the VCAA guidelines for VCAL, a high level of shared understandings within specific VCAL subject teaching teams and the annual VCAA VCAL Quality Assurance process.

### **3.2 Completing a Victorian Certificate of Applied Learning (VCAL) Level**

3.2.1 Satisfactory completion of a VCAL level requires a student to gain 10 credits across specific curriculum strands. These strands are Literacy and Numeracy Skills, Industry Specific Skills, Work Related Skills and Personal Development Skills. Six Credits must be at the level being attempted, one of which must be Literacy (Reading and Writing) and one of which must be Personal Development Skills. Within the 10 credits there must be at least two VCAL units and at least one credit for Numeracy.

3.2.2 At the Intermediate and Senior levels, the program must include at least one unit (100 nominal hours) of accredited Vocational Education and Training (VET) curriculum components.

### **3.3 Attendance**

3.3.1 Within a school setting, a VCAL learning program is based on scheduled and unscheduled learning. Each unit is a total of 100 nominal hours.

3.3.2 In order to receive an S for a unit, students must satisfy the college Attendance Policy.

### **3.4 VCAL Recognition of Prior Learning (RPL)**

RPL can only be applied to VCAL Work Related Skills and VCAL Personal Development Skills at the Foundation, Intermediate or Senior levels. To be assessed for RPL students must make an application to the Vocational Learning Manager. An evidence plan will be required. Evidence can only be drawn from the previous 12 months or the current year.

### **3.5 VCE and VCE VET Unit Assessment**

3.5.1 Satisfactorily completed VCE or VCE VET units can constitute credit towards the VCAL in either the Literacy and Numeracy Skills Strand, Industry Specific Skills or Work Related Skill Strand. VCE and VCE VET unit assessment is governed by the VCAA.

3.5.2 Unit examinations undertaken at the end of VCE or VCE VET units are optional forms of assessment for students enrolled in the VCAL.

3.5.3 VCAL students are required to attend the VCE or VCE VET classes until the cessation of timetabled classes for the semester.

3.5.4 When assessing students with particular needs the validity and reliability of assessment must be maintained. Flexibility in assessment methods should be used to ensure alternative methods are utilised to allow the demonstration of completion of outcomes without disadvantaging the students.

## **SPECIAL PROVISION**

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Students are eligible for Special Provision if they are adversely affected by illness or other personal factors or if they have a disability or impairment.

Students may also be eligible for Special Arrangements eg extra time for school based assessments or exams.

Students who suffer disadvantage up to 14 days prior to a VCAA exam may be able to apply for a Derived Examination Score.

In all cases, documentation from a relevant professional is required and Special Provision needs to be arranged through a student's Student Coordinator.

## **COURSE FEE REFUNDS POLICY**

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### **Early Withdrawal from Course**

If a student withdraws from a VCAL, VET or VCE subject at any time within 4 weeks after the scheduled commencement date of semester classes, students may request a refund of fees paid by completing a refund authority form. Upon presentation of the refund authority form to the Finance Office, BSSC will refund the course fee paid in respect of that subject, less any fees and charges paid by or on behalf of the student for consumables and materials students have already received.

### **Withdrawal from a Unit or Change Of a Unit**

If a student wants to withdraw from a unit/program he/she should arrange a meeting with the relevant Student Coordinator. Consultation will occur with the student, parents and class teacher(s). All cases will be judged on their merits. Where possible students will be allowed to change units within two weeks of the start of the semester. Students must keep attending classes until a decision is made by the college to permit withdrawal. Failure to submit a completed unit withdrawal form by VCAA deadlines will result in the award of 'N' for the unit concerned.

### **Late Withdrawal from Course**

A student who withdraws from a subject after four weeks from the scheduled commencement date of classes for the semester, will not be eligible for any refund. However, any student who has paid up front for external venue fees or a camp that they won't be participating in can apply for a pro-rata refund. In other cases a student who can demonstrate hardship may be eligible to receive a pro-rata refund of the college course fee. Students pursuing a hardship application should contact the Student Counsellor or MIPs Coordinator for support with their application.

### **Withdrawal to Transfer to Another School**

A student who withdraws from a program within four weeks after the scheduled commencement date of classes in order to take a place at another school will be entitled to a full refund of fees paid, minus the cost of any materials already used, upon presentation of documentation confirming the transfer and by completion of the refund authority form.

### **Payment Options**

Students have a variety of options from which to choose when paying their fees and charges - these include cash, cheque or credit card.

## **ELIMINATING DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT POLICY**

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All people at this college have a right to learn and work in an environment where they can realise their full educational potential and contribute their best to the life of the college. In this college individual differences are not just tolerated, but respected and valued.

Students, Parents and Staff expect Bendigo Senior Secondary College to provide a safe, satisfying and fair environment free from discrimination and harassment. Discrimination in any form, including harassment and sexual harassment, is contrary to the college's values expressed in the college Strategic Plan where diversity is respected and valued. Any such behaviour is prohibited and will not be tolerated.

Bendigo Senior Secondary College expects all students and staff to exhibit the highest standards of behaviour at all times. It is very important that each of us appreciates our responsibility in eliminating discrimination and harassment from the college.

# *student policies and procedures* (continued)

Any reports of discrimination, harassment and sexual harassment will be taken seriously. They will be investigated thoroughly and confidentially. Appropriate action will be taken against any student or staff member found to be exhibiting behaviours constituting discrimination, harassment or sexual harassment.

## **Discrimination Defined**

Discrimination is any action which specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it because a personal characteristic irrelevant to the situation is applied as a barrier.

Discrimination can be by gender, race, age, disability, marital status, family responsibilities, sexual preference, ethnic background, political or religious beliefs, trade union activity, pregnancy, medical condition or any other factor unrelated to a person's ability to learn or work in this college. Discrimination of students or staff is contrary to the college's values and is expressly banned under the college's Student Rights and Responsibilities document.

Potential examples include:

- A group of students refuse to work with another student in class because of the student's race.
- A student is refused a place on a sports team because of his/her sexual preference.

## **Harassment Defined**

Harassment is a range of unwelcome, uninvited and unreturned behaviour directed to another person or group of people. It is intimidating, demeaning and humiliating to the person it is directed at and creates a hostile environment in which to work and learn.

Harassment can include deliberate or unintentional verbal, written, visual or physical conduct; it can be situational. It is not behaviour which occurs in the context of friendship or consent.

Harassment of students or staff is contrary to the college's values and expressly banned under the college's Student Code of Conduct.

Potential examples include:

- Verbal, Written, Visual
  - A student is called names in class or on the college campus by other students or staff.
  - Comments are made to a student regarding his/her looks or character.
  - Spreading rumours about a student's or staff member's actions.
  - Giving a student or staff member unwelcome gifts.
  - Displaying derogatory posters or written comments about another student or staff member.
- Physical
  - Unwelcome physical contact of any kind including violence.
  - Making unwelcome gestures toward another person.
  - Staring at another person.
  - Intentionally blocking another person's path.

## • Situations

- A group of students make unwelcome remarks about a student or staff member in that person's hearing.
- A student is asked to do more work than other members of the class because he/she has a poor relationship with the teacher.
- Making derogatory or unwelcome comments about or to a student or staff member through college computer programs including e-mail.

## **Sexual Harassment Defined**

Sexual harassment is a range of unwelcome, uninvited and unreturned behaviour which constitutes deliberate or unintentional verbal, written, visual or physical conduct of a sexual nature. It can include unwelcome actions such as gestures, displays of offensive material and explicit demands for sexual activity. Sexual harassment is intimidating and humiliating; it does not take place in the context of friendship or mutual attraction based on consent.

Some examples of sexual harassment which may be considered trivial can be personally offensive and disruptive.

The guiding principle is whether the incident or behaviour affects the complainant to the point where learning or working is difficult. Sexual harassment is contrary to the college's values and expressly forbidden under the college's Rights and Responsibilities.

Potential Examples Include:

- Verbal, Written, Visual
  - Calling a person a 'hunk', 'babe', 'doll', 'honey', etc.
  - Asking unwelcome questions about social or sexual life.
  - Making sexual comments about a person's clothing, body or looks.
  - Making kissing sounds, howling, smacking lips.
  - Telling lies, spreading rumours about a person's sex life.
  - Displays of sexual material or written comments of a sexual nature.
  - Unwelcome letters or gifts of a sexual or derogatory nature.
- Physical
  - Unwelcome hugging or touching of clothing, hair or body.
  - Making facial expressions such as winking, throwing kisses, licking lips.
  - Brushing against a person; invading a person's body space; standing closer than appropriate or necessary.
  - Staring at or looking a person slowly up or down.
  - Blocking a person's path or intentionally hindering another person's movement.
- Situations
  - A teacher or student makes unwelcome sexual remarks to another teacher or student.
  - Teachers or students use sexually explicit software or material on college computers.
  - A teacher or a student staring at another teacher or student's body as he or she walks past.
  - Teachers or students speculating about another teacher's or student's virginity.

### **Dealing with Discrimination, Harassment and Sexual Harassment**

If you believe that you are the subject of discrimination or harassment of any kind, you should:

- Make the person/s aware immediately that their actions are unwelcome. If the behaviour continues, go to the next step below:
  - Discuss your concerns or issues with your Pathway Advisor, even if you feel the issue is relatively minor.
  - Take your complaint directly to any of: Student Coordinator, Student Support Program Leader, Student Manager or Principal Group
- All complaints will be taken seriously and handled confidentially. Concerns which are addressed early are more likely to be resolved satisfactorily.
- Problems aim to be resolved through discussion and conciliation, but may need to be referred to appropriate external independent agents to mediate between the parties.
- Sanctions outlined in the Student Code of Conduct will be applied where discrimination or harassment is proven.

### **INFORMATION COMMUNICATION TECHNOLOGY USAGE POLICY**

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This policy applies to access and use made of ICT (Information Communication Technology) resources associated with the college and DEECD. The college endeavours to support the notion of anytime anywhere education and as such this policy relates to the use of these ICT resources wherever or whenever it occurs.

The term "ICT resources" includes, but is not limited to, the following: computers (whether they be desktop computers, mobile computers such as Notebooks or PDAs), digital cameras and scanners, data storage facilities or network communication facilities and services. This policy should be read in conjunction with the ICT resources section of the Student Rights and Responsibilities document.

#### **Filtering and Monitoring**

College staff members will monitor digital content (both data and communications) which students create or transmit on BSSC or DEECD ICT Resources. Students should be aware that neither data stored on school ICT Resources nor electronic communications via school ICT Resources will be treated as private. Network administrators and teaching staff may review all files and communications to maintain system integrity and ensure that users are using the system in accordance with the rules stipulated in the Student Rights and Responsibilities and other related DEECD requirements.

Methods of filtering, monitoring and analysis used by the school may include:

- the filtering and monitoring of various words and language used in electronic communication;
- the monitoring of access to websites and reviews of student stored content.

### **Saving and Storing Work**

Students should be aware that it is their responsibility to properly submit, save and back up work completed on computers. Saving and back up procedures may vary from one subject to another, from one application program to another and from one task to another. For each task being completed students should discuss an appropriate method of saving electronic work securely. Some of the storage options available are listed in the Student Handbook (under ICT Resources).

In general students should not rely on a single electronic copy of a file as being an adequate back up and especially so for important assessable work. Preferably, several copies of electronically stored work should be maintained and/or backed up in separate locations (i.e. a copy could be stored on the network and a backup on a USB memory device).

### **Accounts and Passwords**

Every student enrolled at BSSC will require two network accounts. One account will be required to access BSSC's network resources (including logging onto computers at BSSC) and the other account will be required to access DEECD's Ultranet. Students are responsible for the security of their BSSC and Ultranet accounts and associated passwords. Assistance with either of these accounts and passwords can be obtained via the ICT Helpdesk in the Multimedia Centre.

### **Choosing a Password and Keeping it Secure**

Passwords for BSSC's network and DEECD's network require a 7 character password referred to as 'complex 7'. The password should include a mixture of three of the following character types: uppercase, lowercase, numbers and/or special characters. An example of a good password could be "nNy93\$k". Obviously this password is no longer secret, so this particular password should not be used as your password. Students should not use passwords that are based on simple word combinations. For example, "Tiffany1" would be a poor password especially if your name or your best friend's name is Tiffany. Such a password could be easily guessed by others. One suggestion for making up a good password is to create a memorable secret phrase and take the first character and any special characters that occur in the phrase. For example take the following phrase: "I always forget 7 character! Passwords daily", and then take the first character of each word and the other digits and special characters to derive a password of "Iaf7c!Pd". There are other systems for creating secure passwords which can also be used.

Techniques for keeping passwords secure are much the same as those recommended by banks in keeping PINs secure.

Hence students should treat their network password in the same manner they treat their bank account PIN. It is a user's responsibility to keep the password secure. More information about password security can be found online, one site containing helpful information is: <http://www.microsoft.com/protect/fraud/password/create.aspx>.

### **Accounts and Responsibility**

Students will be held responsible for all activity that takes place under their account. This includes responsibility for Internet access, printing access, storage access and hacking attempts. Students run the risk of losing their web access rights or print credits if another user gains access to their account.

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## **Hacking and Inappropriate Access to ICT Resources**

The college's network is made up of many resources which include servers, computers, notebooks, routers, switches, phones, cables and access points. Numerous ICT services are made available across this network for different groups of users including students, staff and the public. Only parts of this network and the associated services are available for student use. Students should access only the resources on the network that their teachers have instructed them to access. Attempts to access other parts of the network may be regarded as inappropriate, be otherwise against college rules or be deemed as hacking. The college logs access to these resources and users will be held accountable for all forms of inappropriate access.

## **PRIVACY POLICY**

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### **Information Regarding the Use of Personal information Provided When Enrolling**

On enrolment all parents and students are required to complete a confidential enrolment form which asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that the college can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is asked for so staff at the college can properly care for the student.

This includes information about any medical condition or disability, medication the student may rely on while at school, any known allergies and contact details of the student's doctor. The college depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

The college requires information about all parents, guardians or carers so that account can be taken of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to the college. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, if you would like to discuss any matters relating to family arrangements.

### **Emergency Contacts**

These are people that the college may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the college.

### **Student Background Information**

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that the college receives appropriate resource allocations for its students. It is also used by the Department of Education to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, reporting, planning and resource allocation. All this information is kept strictly confidential and the Department of Education will not disclose the information to others without your consent or as required by law.

## **VISA Status**

This information is required to enable the college to process the student's enrolment.

## **Updating School Records**

Please let the college know if any information needs to be changed by sending updated information to the general office.

## **Access to Student Records Held by the College**

In most circumstances the student can access records about them that are held by the college. Please contact the college to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. You will be advised if this is required and informed how you can do this. If you have any concerns about the confidentiality of this information please contact the Principal. The Department of Education can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on the enrolment form. Please call the Department of Education if you would like this information.

## **STUDENT COMMUNITY SUPPORT SERVICES**

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The college has a significant number of staff who can provide support to students and parents around student well-being concerns. These staff include: Student Coordinators, Student Wellbeing Coordinator, college Chaplain, Pathways Advisors, Youth Health Nurse, Student Support Program Leader and Managed Individual Pathway team members.

You can seek assistance from these staff at any time. Bendigo also has a significant range of community support services through which students may also seek assistance.

### **Doctors and Medicare Cards**

It can be difficult to see a doctor when you want to. Try to contact your family doctor first. Remember that what you talk about with your doctor is private and confidential.

There are also free clinics where you can see a doctor or a nurse for health issues and many offer after-hours appointments.

- Bendigo Community Health Services (5448 1600)
- Primary Care Clinic opposite the hospital in Arnold St Bendigo (5441 8622) - doctors are available after hours and weekends
- Women's Health Loddon Mallee (5443 0233 or 1800 350 233) - nurses are available and can assist you to get a doctor's appointment

All those 16 years or over can apply for a Medicare card which allows them to see a doctor. Cards are free, and all you need to do is take a personal photo I.D. and fill out a form at the Medicare Office (Queen Street, Bendigo). You will be given a number and a card will be mailed to you. You will need to tell your family as they will get a new card posted to them with your name removed. If you don't have your own Medicare card or don't know the number of the card that lists you with your parents, medical receptionists can ring a hotline to get your number.

# student policies and procedures (continued)

Bulk billing (providing your Medicare card or number for a free appointment) is available from all doctors, but it's best to check and possibly negotiate this before your appointment starts - it's up to the doctor to decide how much to charge for the appointment. If you have a bulk billing appointment you won't have to pay money up front and mail won't be posted to the address on your Medicare card.

## Alcohol and Drug Services

The use of substances such as alcohol, marijuana, ecstasy, amphetamines, inhalants, and hallucinogens, can often come at a significant cost to an individual's physical, psychological, and social wellbeing. If you'd like accurate information on various substances or have noticed problems associated with your own use or someone you know, there are a number of services you can contact. These include, but are not limited to:

- Australian Drug Foundation (1300 85 85 84 and on-line at [www.adf.org.au](http://www.adf.org.au))
- Bendigo Community Health Services (5430 0500)
- Directline (1800 888 236)
- St Lukes (5440 1100)
- Youth Substance Abuse Service (YSAS) (5444 2969)

## Family Support Services

At some point in our lives we may experience differences with family members, which can result in tension. If tension arises and you are finding it difficult to deal with or are unable to resolve it yourself, there are a number of services available to access for information and support. Some of these are:

- St Lukes (5440 1100)
- Bendigo Community Health Services (Family Support/ BigIdeas, youth counselling, adult counselling 5430 0500)
- Centacare 5443 9577)

Visit the following websites for tip sheets and additional information:

- [www.reachout.com.au](http://www.reachout.com.au)
- [www.beyondblue.org.au](http://www.beyondblue.org.au)
- [www.kidshelp.com.au](http://www.kidshelp.com.au)
- [www.cyh.com/cyh/parenttopics](http://www.cyh.com/cyh/parenttopics)
- [www.ysp.org.au](http://www.ysp.org.au)
- [www.parentlink.act.gov.au](http://www.parentlink.act.gov.au)

## Food and Eating

To help us have the energy to study, work, exercise and go about our daily lives it's important to have a balanced diet of three healthy meals plus snacks each day. Unfortunately, some young people experience difficulties with food, body image and eating. We know that fad diets don't work. For Dr Rick Kausman's tips on food, eating and healthy weight management see [www.ifnotdieting.com.au](http://www.ifnotdieting.com.au).

Information and support can be found at:

- Bendigo Community Health Services (5448 1600)
- Loddon Campaspe Southern Mallee Eating Disorder Service (through Psychiatric Services 1300 363 788)
- Women's Health Loddon Mallee (5443 0233 or 1800 350 233)

[www.eatingdisorders.org.au](http://www.eatingdisorders.org.au) has lots of great information about eating disorders and how to support someone you're concerned about.

## Housing Services

If you're having trouble with your housing situation, the following services can assist you to arrange emergency accommodation and/or help you to work out longer term stable housing. Agencies in Bendigo that provide accommodation and support include:

- St Lukes Youth Accommodation (5440 1100)
- EASE Women's Housing (5443 4945)
- Loddon Mallee Housing Services (5442 4288)
- Bendigo Community Health Services (5448 1600)

## Mental Health Services

One in four young people experiences a mental health issue. Mental illnesses include non-psychotic illnesses (eg. depression, anxiety and eating disorders) and psychotic illnesses (schizophrenia and psychosis). Mental illnesses are manageable and treatable and there are a range of people and services available to help including: college Wellbeing Team, doctors, Bendigo Community Health Services (54 481 600), Psychiatric Services (1300 363 788) and other youth and health organisations.

For more information see:

- [www.ybblue.com.au](http://www.ybblue.com.au)
- [www.headroom.net.au](http://www.headroom.net.au)
- [www.crufad.com.au](http://www.crufad.com.au)
- [www.sane.org.au](http://www.sane.org.au)

## Safer Partying

Most of us enjoy parties and the social benefits associated, however without careful planning these events can go horribly wrong. Most of us have witnessed social events where people drink too much, and/or use drugs excessively, resulting in partygoers vomiting and/or passing out, fights breaking out, property damage, gatecrashers, police involvement and so on. Coming up with a plan for your party is important to ensure you and your mates can enjoy a fun, friendly and most importantly safe environment.

A few tips on saying no if you're offered alcohol and other drugs:

- It is okay to say 'No' to alcohol and drugs
- Give a simple explanation about why you're refusing,
- Be honest about what you think and feel
- Be polite, but firm, when saying 'no'
- Show you are in control of your own actions and decisions and are committed to your decision
- Be prepared to say that you don't like being pressured into doing things you know aren't right or that you're not comfortable with

If friends consume alcohol and drugs remember it's really important to look after your mates. If a friend passes out:

- Don't leave them alone
- Place them in recovery position on their side (in case they vomit)
- Call an ambulance. 000 or 12455 from a mobile phone.
- Stay with them until the ambulance arrives

For information on safe partying contact:

- Australian Drug Foundation (1300 85 85 84)

- Bendigo Community Health Services (5430 0500)
- St Lukes (5440 1100)
- Websites include [www.adf.org.au](http://www.adf.org.au), or Directline (1800 888 236)
- Youth Substance Abuse Service (YSAS) (5444 2969)
- You can also register your party with your local police station (54481300)

### **Sexual Identity**

Some people identify as gay or lesbian or as bisexual. Some are unsure of their sexual identity, confused about who they are, or may be reluctant to pigeonhole themselves with a particular identity. Wherever you're at, if you want to chat to someone or find information, there are a number of websites, telephone services and agencies you can access:

- Bendigo Community Health Services (5448 1600) can provide a safe, supportive environment to discuss a range of issues in a comfortable, confidential and relaxed environment
- Gay and Lesbian Switchboard (1800 631 493) and Kids Help Line (1800 55 1800) are both free and confidential telephone counselling services
- Women's Health Loddon Mallee has a lesbian health worker (5443 0233 or 1800 350 233)
- You can check out these websites for more information: [www.rainbow.net.au](http://www.rainbow.net.au) and [www.minus18.org](http://www.minus18.org)

### **Sexual Assault Services**

Sexual assault is a confusing and confronting experience for both males and females, which is sometimes experienced in an isolated way. You do not have to experience the impacts of sexual assault alone. You may want to talk about what has happened or you may just want some information.

There are numerous support services to assist you through this, including:

- College Wellbeing Coordinator
  - Centre Against Sexual Assault (CASA, 54 410 430, 1800 806 292)
  - Bendigo Community Health Services (victim's assistance program and counselling 5448 1600)
  - Police (54 481300)
- Websites for information and support groups:
- [www.rwh.org.au/casa](http://www.rwh.org.au/casa), [www.reachout.com.au](http://www.reachout.com.au), and
  - [www.kidshelp.com.au](http://www.kidshelp.com.au).

### **Sexual Health Services**

Embarrassment and fear associated with people finding out about sexual health concerns are real barriers for young people seeking information and professional support. That is why there are specialist services that only work with these issues - they are easy to get to, free and confidential. There are many myths out there about sexual health issues and talking to a health professional can help clarify them.

Bendigo Community Health Services has five services and clinics that you can access. These clinics are run by female nurses and doctors and deal with sexual health, contraception, pregnancy and counselling issues.

- Youth Health Nurse (5448 1600)
- Family Planning Clinic and the STI and BBV (Sexually Transmitted Infection and Blood Borne Virus) Clinic (5434 4300)

- Options Clinic (5448 1600)
- Men's Health Clinic run by a male doctor and male nurse is held every Tuesday (5434 4300)

To find out more for yourself using the Internet check out these websites:

- [www.fpv.org.au](http://www.fpv.org.au)
- [www.mshc.org.au](http://www.mshc.org.au)
- [www.cyh.com](http://www.cyh.com)
- [www.girl.com.au/contraception](http://www.girl.com.au/contraception)
- [www.fpahealth.org.au](http://www.fpahealth.org.au)

*Information sourced from Bendigo Community Health Services.*