

# Student Rights and Responsibilities

(adapted from the BSSC Student Engagement and Inclusion Policy)

## Purpose and Values

Bendigo Senior Secondary College's ROLE is to empower learners for individual, community and global leadership. Our Purpose, Values 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

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

Respect means:

- Respecting ourselves, others and our relationships
- Respecting ourselves and others in all we think, say and do
- Respecting our learning, community and environment

Optimism means:

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

Learning means:

- 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 means contribution to:

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

## Shared Expectations

The Student Engagement and Inclusion 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 Inclusion Policy.

5. On enrolment in the college students and parents/carers will be given a copy of the Student Rights and Responsibilities document that is taken from the Student Engagement and Inclusion Policy.

## Rules

These rules apply within the college buildings and grounds, in Rosalind Park, during public or Department of Education and Training 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 and staff.
5. Students are not permitted to use Rosalind Park except during recess and lunchtimes. At these times students are only able to use areas of the park adjacent to the college as stated in the college agreement with the City of Greater Bendigo Council. Ball games and the riding of skateboards, bikes and scooters are not permitted in Rosalind Park. Students are expected to use timetabled non-class time for private study within the Study Centre or nominated study space in the college grounds.
6. The college is a smoke-free environment including cigarettes, e-cigarettes and vaporisers. 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 and areas viewable from these areas.
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

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- alcohol in their possession, or to enter licensed premises during school hours. This includes lunch times and non-scheduled class time.
- The riding of skateboards, bikes and scooters is not permitted on college grounds. These items must be appropriately stored for the day once a student arrives at the college. Bike racks are available and there is a limited number of larger lockers available for students to store skateboards and scooters.
  - Physical violence, intimidation or provocation to violence by students or staff is not permitted.
  - 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, gender orientation, medical status, physical or mental disability or impairment.
  - 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.
  - 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/carer) without the express permission of the Principal or an Assistant Principal.
  - Students are not permitted to drive onto or park motor vehicles within BSSC college grounds. College and Department of Education and Training policy prohibits a student from transporting other students in their motor vehicle to or from BSSC or other college sites, or any college related function. The family can apply to the Principal for an exemption to this if siblings are intending to travel together.
  - Consistent with DET policy, mobile phones are not to be used during school hours, except for recess and lunchtime. All students are expected to have their mobile phones secured in their locker during school hours.
  - Students are not permitted to display advertising material on the college campus without the permission of an Assistant Principal or the Principal.
  - Students have a responsibility to regularly check Compass, their college emails and to listen and respond to public address system announcements.
  - School bags are to be placed outside the classroom or in a designated spot within the classroom. A locker will be assigned to all students for the purpose of storing school bags and books. The locker remains the property of the college and may be searched at the discretion of the Principal. Valuables, including mobile phones, should be secured in lockers and not left in bags.
  - The care of valuables brought onto college grounds rests with the student. The college accepts no responsibility for student property which is lost, stolen or damaged while on-site. The DET does not have insurance that covers damage to or theft of student property.

## **DRESS CODE**

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

## **ATTENDANCE**

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- Students are expected to maintain a satisfactory commitment to all units in which they are enrolled. This includes but is not limited to Study Centre, VCE classes, VCAL classes, VET classes, work placements and Advisor meetings and interviews.
- Full attendance and punctuality is required at all timetabled classes, assemblies, Advisor group meetings and compulsory activities.
- When a student is absent the parent/carer is required to phone the absence line (ph 5442 7416) on the day of the absence or approve this absence on Compass. The parent/carer can also provide their child with a written explanation the day of return to the college. A medical certificate is required for absences in excess of three school days. Students who are absent on the day of a SAC are expected to provide a medical certificate or ask a parent/carer to ring the Student Engagement Officer on the day of the SAC.
- It is the responsibility of the student and parent/carer to provide evidence of legitimate absences. It is up to the college to determine the legitimacy of

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any explanation. Students wishing to participate in a family holiday during the school term need to discuss the circumstances with their Student Engagement Coordinator. Family holidays during school time are strongly discouraged.

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 class, parents/carers will be prompted via SMS to login to Compass to view the absence. If the student continues to have unapproved absences contact will be made by the college to discuss support available to address this.

Further absences beyond this contact could result in an attendance agreement being entered into. If this agreement is broken, the student may attain an N (fail) 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 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 should be actively engaged in meaningful study during any non-scheduled class time. Year 11 students will be enrolled in Study Centre as a timetabled class and are expected to attend to receive guidance and support to develop good work habits and independent study skills. The college reserves the right to enrol students in the Study Centre based on their Empowered Learner Indicator (ELI).
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 Advisor group meeting, must sign the 'Leavers Book' at the General Office before leaving the college grounds.
10. During lunch students are allowed to leave the college grounds for personal business.
11. Any student who is ill or injured at school must report to the sick bay through any staff member or the General Office. Ill or injured students must not leave the college grounds without reporting to a staff member or Student Engagement Coordinator.

## ASSESSMENT AND SATISFACTORY PROGRESS

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1. If a student wishes to vary their program they should consult with their Student Engagement Coordinator. Parents/carers will be involved in these decisions. A student must continue to attend all classes until informed by their Student Engagement 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/carers will receive progress reports (Empowered Learner Indicator - ELI) during the semester providing information regarding student's work habits and progress in the classes in which they are enrolled.
3. All work submitted by students for Essential Learning Activities, 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' for the unit or downgrading of the SAT/SAC result.
4. School Assessed Tasks and School Assessed Coursework 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), and wish for the rescheduled SAC to be scored, will be expected to provide a medical certificate or, if this is not possible, ask a parent/carer to call a Student Engagement Coordinator on the day of the SAC to explain the reason for the absence. If the absence is due to a school organised activity, the rescheduled SAC will automatically be scored. If a SAC is deemed to be unscored students can appeal this decision. They should see their Student Engagement Coordinator to obtain the appropriate form.

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## ICT RESOURCES

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ICT Resources include equipment and services owned and managed by the school. ICT Resources includes school desktop computers, notebooks, netbooks, digital cameras, scanners, data storage facilities, network equipment, and communication services (including the Internet and Compass). Student owned equipment such as computers, tablets and mobile phones, when brought to and at school, are considered an ICT Resource covered within the scope of this Acceptable Use Agreement.

### **When I use ICT Resources and I am communicating or transferring data I agree to:**

- be a safe, responsible, considerate, respectful and ethical user whenever and wherever I use these resources;
- be supportive by being respectful in how I communicate with others;
- only take photos, record sound or video when it is part of an approved lesson;
- talk to a staff member if I feel uncomfortable or unsafe online;
- only post or publish content that is part of a positive digital footprint;

### **When I use ICT Resources I will maintain a focus on educational goals and I agree to:**

- use social networking sites, computer games and applications for educational purposes;
- the school monitoring my behaviour in relation to use of ICT Resources;
- the school monitoring my behaviour in relation to my use of ICT Resources and providing access as required by the school, including submission of my mobile phone when requested for inspection.

### **When I use ICT Resources my behaviour will be legal and appropriate and I agree to:**

- abide by copyright procedures when using content on websites;
- not store, access or transmit content, programs or other data which is either illegal or inappropriate;
- not interfere with the data of another user or attempt to log onto the network with a user name or password of another student or staff member;
- not reveal logon passwords to anyone;
- not interfere, or attempt to hack or gain access to resources which I have not been given instructions by a staff member to access.

## SANCTIONS FOR RULE BREACHES

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1. Sanctions will be imposed according to the following principles:

- Sanctions will be designed to reflect the values of the college and emphasise the development of self discipline, consultation and problem solving.
  - Sanctions will be connected to the severity of the breach of rule.
  - 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/carer.
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.
  - Community work for the college outside school hours.
  - Withdrawal from class.
3. For serious breaches of rules the following may apply:
- Suspension.
  - Expulsion.
  - Law enforcement agencies may be involved.
4. Suspension or expulsion will only take place after consultation with the student, parent/carer and the Principal or Principal's delegate. Such action is in accordance with the Ministerial Order number 184 from the Education and Reform Act 2006.
5. At any time during a suspension a parent/carer 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/carers and students.
  - Requests for a suspension conference should be directed to the Principal.
6. Expulsion Review
- A parent/carer 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, stating the grounds on which the review is sought and whether the student and parent/carer 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 Inclusion Policy on the college website.

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## Monitoring and Evaluation

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

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

## VCAA PRIVACY INFORMATION

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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

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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.

- Student results will also be shared between secondary colleges to support individual student learning and for the purpose of future program planning.
- 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, 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

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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

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Data collected from students and the results awarded to them are retained permanently by the VCAA. 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, Level 1, 2 Lonsdale Street, Melbourne VIC 3000.

This privacy statement is available on [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)