



MITCHAM GIRLS HIGH SCHOOL

Code of Conduct

OUR VISION

Mitcham Girls High School is a professional, progressive learning community dedicated to providing outstanding educational opportunities for girls.

Mitcham Girls High School tries to meet the needs of all students and to help them attain their potential so that they may make a positive contribution to the world.

OUR PRINCIPLES

At Mitcham Girls High School we value and promote:

- Respect
- Positive Working Relationships
- Diversity
- Individuality
- Fairness
- Excellence
- World Citizenship

CODE OF CONDUCT – STUDENT BEHAVIOUR MANAGEMENT

Mitcham Girls High School's Behaviour Management Procedures are designed to promote behaviours that support active engagement in the learning process. We believe that our school must be a place where:

- Every person feels safe and valued.
- All girls can develop into responsible and successful citizens.
- The individual's needs for belonging and empowerment are met.
- All girls can enjoy success and strive for excellence.
- Difference is acknowledged, accepted and celebrated.
- Girls participate in the learning process.
- All members of the school community demonstrate respect for each other, others' property and the name of Mitcham Girls High School.
- All students accept responsibility for their own behaviour.

The implementation of consistent Behaviour Management procedures is crucial to help staff, students and parent/caregivers work effectively together as a community. All teachers will follow these steps in the implementation of behaviour management practices in the classroom.

Step 1: Teachers negotiate clear classroom expectations with their classes.

Step 2: Students will be informed when they are not meeting the expectations.

Step 3: A preliminary step, outlined in the classroom management plan, may be implemented.

Step 4: Withdrawal to the Focus Room.

Students sent to the Focus Room are required to reflect on their behaviour. No work is to be done during this time.

- A contract is completed and signed by parents/caregivers.
- The contract is returned to the subject teacher, prior to the next lesson and re-entry to class is negotiated.
- This negotiation is to occur at the teacher's convenience. If this does not happen before the next lesson of that subject, the student returns to the Focus Room.
- On the 3rd recorded visit to the Focus Room, a letter will be sent home informing the parent/caregiver that all subsequent visits will incur Suspension.

The following behaviours will result in Suspension from the school.

- Violence or threatened violence.
- Possession of drugs, associated implements or alcohol.
- Extreme harassment, including cyber bullying.
- Swearing at a teacher.
- Refusal to report to the Focus Room.

Students are expected to abide by the behaviour management policy inclusive of the harassment, bullying and cyber bullying code of conduct. Parents/caregivers are required to agree to the school's behaviour management policy inclusive of the harassment, bullying and cyber bullying code of conduct. To access a copy of the school's Behaviour Management Policy please go to www.mitchamgirlshs.sa.edu.au/policies

CODE OF CONDUCT – HARASSMENT AND BULLYING (INCLUDING CYBERBULLYING)

Bullying (the misuse of power) and Harassment will not be tolerated at Mitcham Girls High School.

If you do nothing you are giving the bully permission to continue the unwanted behaviour.

If you are aware of other girls being bullied or harassed please encourage them to report it.

Every member of our School community, including students, parents, staff and friends, has the right to live, work and learn in a safe environment. We all have a responsibility to treat each other and each other's property with respect. No one has the right to harass or bully another person.

Harassment may come from an individual or a group and is any unwelcome behaviour, which is often repeated and threatening. If someone else's actions or comments leave others feeling hurt, uncomfortable, upset, embarrassed or intimidated it is called harassment.

Cyberbullying is the use of technology to bully or harass someone.

Harassment may involve:

- Threats.
- Put downs.
- Writing notes or using any technology to make unwanted or unpleasant comments.
- Comments about physical appearance or abilities.
- Getting a group together to intimidate.
- Being a bystander to others' unpleasantness.
- Commenting on beliefs or values.
- Writing graffiti.
- Deliberately excluding people.

Intellectual harassment includes:

- Discriminating against those with outstanding talents and abilities.
- Discriminating against those who may find some work difficult.

Racial harassment includes:

- Deliberate or repeated racist comments.
- Any behaviour against others that is based on their nationality, background, colour of skin, or related cultural practices.

Sexual Harassment includes someone:

- Touching or brushing against you, often deliberately, when you do not want them to.
- Repeatedly calling you rude names or making suggestive comments.
- Commenting on the size or shape of your body.
- Spreading rumours about your sex life.
- Commenting about your sexuality.
- Leaving sexual comments and drawings where you will see them.

Students are encouraged and supported to report all incidents of harassment to any member of the school staff. Students should:

- Discuss it with an adult to help identify what is happening.
- Report it to a member of the school staff.
- Negotiate a process to resolve the conflict with the support of a staff member.

Harassment doesn't include:

- Having arguments or disagreements with someone.
- Disliking someone.
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation.
- Teachers enforcing school expectations.

All parents/caregivers and students will be asked to read and sign the student Cybersafety Agreement Form in the school diary to be able to access technological resources available in the school. To access a copy of the school's Cybersafety Policy please go to www.mitchamgirlshs.sa.edu.au/cybersafety

CODE OF CONDUCT – ATTENDANCE AND ABSENCE

The school has an expectation that every student will attend every school day and while at school, attend each timetabled lesson and supervised study.

When a student is absent from school parents/caregivers are asked to contact the school by phone before 9.30am on the day of absence. If an explanation has not been received by 11:30am a message will be sent, via SMS, to those parents/caregivers who have registered their mobile phone number with the school. The absence will also require a written note of explanation on the next day of attendance, especially where deadlines for assessment tasks occur.

Any planned extended absence, e.g. overseas travel, must be discussed with the school and an Exemption form completed and approved.

If students arrive late to school on any day, they must sign in at the Student Services Office where the lateness is recorded. They will need to provide a reason for their lateness. Late slips need to be signed by a parent/caregiver. Persistent late arrivals will incur a penalty.

Students are not permitted to leave the school grounds during the school day unless they are ill, in which case they must report to the Student Services Office so that parents/caregivers can be notified, or they have unavoidable medical or dental appointments in which case, parents/caregivers are asked to notify the school by diary note prior to the appointment. Students must sign out from the Student Services Office and sign back in on their return to school.

CODE OF CONDUCT – SCHOOL UNIFORM

All students are expected to adhere to the school dress code. The School Governing Council, Principal and Staff affirm this decision and seek parent and student support for the Dress Code Policy. The dress code consists of the following acceptable items:-

- Mitcham check cotton dress (to be no shorter than one palm width in length above the back of the knee)
- Pleated MacKenzie Tartan skirt (to be no shorter than one palm width in length above the back of the knee)
- Navy trousers (not track pants)
- Mitcham navy dress shorts (to be no shorter than one palm width in length above the back of the knee)
- White long or short sleeve shirt with MGHS logo
- White or navy polo shirt with MGHS logo
- Mitcham navy woollen jumper with MGHS logo
- Mitcham navy fleece jacket with MGHS logo
- Mitcham rugby top
- Navy jacket (no denim)
- White, black or navy short socks

- Navy or black pantihose (no socks)
- Black fully enclosed school shoes (refer to posters around the school and in the Uniform Shop)
- Plain navy or white headband (optional)
- Mitcham tie, plain navy (optional)
- Plain navy / white head or neck scarf (optional)
- Hat (optional, available at Uniform Shop)
- School Blazer (provided by school for official functions)

PE and Sport Dress Code

- Mitcham rugby top
- Mitcham navy sports shirt with MGHS logo
- Navy sport shorts
- Netball skirt, navy
- Track pants, navy
- Track shoes or sneakers
- Hats are recommended

Makeup and Jewellery

- Jewellery, make-up, nail polish, brightly coloured hair and coloured artificial nails are not part of the school Dress Code.

Consequences:

Students who do not adhere to the school dress code will have the option of going home to change or to borrow an item of clothing from Student Services. Students will not be sent home without parental consent. Repeat incidents of non-compliance will be dealt with through the Behaviour Management process.

CODE OF CONDUCT – DEADLINES

Deadlines are set to ensure that all students submitting work will be treated consistently and equitably. Deadlines ensure that all students have equal time in which to complete an assessment task.

Extended Assessment Tasks

- All tasks must be submitted by the stated deadline.
- Teachers are asked to ensure that all deadlines occur on day when they have that class and the deadline time occurs during that lesson.
- When a deadline occurs in the subject teacher's absence, the relieving teacher will be advised and will collect all assessment tasks during that lesson and place them in the absent teachers pigeonhole.
- Students who are absent for an assessment task deadline should arrange for the assessment task to be delivered by a third person, or post it to the teacher at the school (postmarked with the due date) or email it to the teacher with a screen print showing the date and time sent.
- If a student does not submit the work a zero (0) mark will be recorded.
- Parents/Caregivers are advised in writing when a zero (0) mark is recorded.

In-Class Assessment Task

- If a student in Year 8, 9 or 10 is absent for a summative in-class assessment task, she will require a note from home indicating she was "unfit to take the task".
- If a student undertaking a SACE subject is absent for a summative in-class assessment task, she will require a doctor's certificate indicating she was "unfit to take the task".

Extensions

Extensions are granted **ONLY** in exceptional circumstances (such as extended illness or accident). Students who need to negotiate an extension must:

- Do so with the teacher at least 24 hours prior to the due date.
- Provide evidence of reasonable progress with the work set.
- Support the request with a written explanation from a parent/caregiver or a doctor's certificate for the extension to be considered.

Submitting Tasks Outside of Lesson Time

When an extension is granted or exceptional circumstances occur, students may submit assessment tasks through Student Services. When handing in assessment tasks at Student Services:

- The student will get their diary stamped with the Submission Stamp
- The student will get the assessment task stamped with the Submission Stamp
- The student will complete the details from the stamp including:
 - Student Name
 - Teacher Name
 - Date Submitted
 - Time Submitted
- Work can only be submitted at Student Services between the hours of 8:30am and 3:30pm.
- The contents of the Submission Box will be transferred to teachers' pigeon holes at 9:30am and 3:30pm each day.

CODE OF CONDUCT – CYBERSAFETY

SECTION A: INTRODUCTION

The measures to ensure the cybersafety of Mitcham Girls High School are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Mitcham Girls High School and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school and processed, students will be able to use ICT equipment/devices in the school.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on or off the school site. It also applies to ICT equipment/devices owned or leased either partially or wholly by parent/caregivers or students, and used on the school site.

While every reasonable effort is made by schools and DECS administrators to prevent student's exposure to inappropriate content when using the department's on line services, it is not possible to completely eliminate the risk of such exposure. In particular, DECS cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices or Internet connections owned by and/or used by your child. DECS recommends the use of appropriate Internet filtering software.

The term "Parent/Caregiver" refers to the student's legal guardian.

Important Terms:

ICT	Information and Communication Technologies.
Cybersafety	Refers to the safe use of the Internet and ICT equipment and devices including mobile phones.
Cyberbullying	Is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another using the Internet, interactive and digital technologies or mobile phones.
School ICTs	Refers to the school's computer networks, internet access facilities, computers and any other school ICT equipment and devices.
ICT Equipment	Refers to but is not limited to desktop computers, laptop computers, notebook

- and Devices** computers, storage devices such as USB Flash memory devices, CDs, DVDs, iPods and MP3 Players, video cameras, still digital cameras and webcams, all types of mobile phones, gaming consoles, video and audio players/receivers and any other similar technologies that come into use.
- Objectionable** Refers to material that deals with matters such as sex, cruelty or violence in such a manner that is likely to be injurious to the good of students or incompatible with a school environment.

SECTION B: RULES TO HELP KEEP STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I cannot use school ICT equipment until my parent/caregiver and I have read and signed cybersafety agreement form and returned it to school for processing.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school or a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
7. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
8. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
 - d. Distribute spam messages or general bulk emails.
9. If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimise the window and
 - c. Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1968. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (see definition in SECTION A) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment. Any privately owned ICT equipment/devices connected to the schools networks (including wireless) must be free of any malicious software.
12. I will not connect any ICT equipment/device (see definitions) to run, or attempt to run, any software on school ICT equipment/devices without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos etc.

- 14.** I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - a.** Not intentionally disrupting the smooth running of any school ICT systems
 - b.** Not attempting to hack or gain unauthorised access to any system
 - c.** Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - d.** Reporting any breakages/damage to a staff member.
- 15.** I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school uses filtering and/or monitoring software to restrict access to certain sites and data, including email.
- 16.** I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
- 17.** I understand that if I break any of these rules, the school may inform my parent/caregiver. In serious cases the school will take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal materials or activities are involved, the school will inform the police.