



Wednesday, 31 January 2018

### **Student Agreements 2018**

Dear Parents and Carers,

Today your child has brought home a number of important documents for you to read together, discuss, sign and return to their classroom teacher by **Friday 9th February**.

At the commencement of each year the school seeks parental consent for:

- Acceptable Use Agreement for Network, Internet and Digital Technologies
- CJC Student Code of Conduct
- Student Planner Agreement
- Excursion and Permission Forms
- School Locker Agreement (gr 5-6 only)
- School Photography
- Head Lice
- Pre-School Information Sharing (Prep – Gr 2 only)
- Uniform Agreement
- Web Radio Agreement

### **2018 Underage Social Media Use**

At CJC we take the issue of cyber-safety very seriously and have implemented programs and procedures to ensure your child uses the internet safely.

Our LADIT (Lets All Do It Together) program – Foundation to 6 - incorporates cyber-safety sessions and these sessions are followed up throughout the year during class ICT time. Our 'Internet Acceptable Use' policy, which can be found on the CJC website and on the Skoolbag App (under Parent Info), offers advice to parents on how to keep your child safe on the internet at home.

We raise this issue because we have discovered that an increasing number of students at C.J.C. have social media accounts, the most common being Facebook and to some extent, Instagram, Snapchat, Pinterest and YouTube.

Many social networking and media sites have age restrictions, usually 13 years, and it is important for parents to understand the Terms and Conditions of Use of the site. All of the above mentioned sites require its users to be at least 13 years old before they can create an account. Providing false information to create an account is a violation of the 'Statement of Rights and Responsibilities'.

It would be expected that parents and their children uphold the State and Commonwealth laws, as well as the guidelines set by social networking sites, with regard to their child's use of such sites.

Therefore, we advise that no student of C.J.C, who is under the age of 13, have a Facebook or any other social network account, as per the terms, conditions and guidelines set out by each site.

In addition, parents should understand that a student who contravenes the law or rule in a digital scenario is breaking the law and open to unfavourable communications from others.

If you find that your child has a Facebook account and is under the age of 13, below are the steps to delete this account.

- View the video <http://tinyurl.com/6rbfamn>
- Alternatively, log onto your child's account, visit the 'help' centre which can be found in the Account drop down box (top right of the page). When the help page comes up, type in 'report underage user' and then hit 'search'. Follow the prompts to delete account and then press 'submit'

Kind regards

Chris Chant  
Principal



## 2018 Student Code of Conduct

This booklet has been developed to promote the home/school partnership. It is important that you read and talk about the points raised with your child.

### **Statement of International Mindedness**

*At Caulfield Junior College it is an understanding that all students will develop the knowledge and skills to appreciate our own and others peoples cultures, exploring differences, embracing them when we can, in order to become responsible citizens of our world.*

### **Mission**

At Caulfield Junior College, we are committed to providing students with diverse learning opportunities in a multicultural context that challenge students to recognise their individual potential.

### **Vision**

Caulfield Junior College will provide a high quality education that affords all students the opportunity to maximise their potential in:

- A challenging academic 21<sup>st</sup> Century learning environment
- A set of valuable life and social skills promoting active global citizenship
- Active engagement with a diverse community that fosters an international mindedness
- A safe, supportive and inclusive whole school environment.

## **At Caulfield Junior College we have certain values in which we strongly believe.**

The Student Code of Conduct sets out the standard of behaviour expected at Caulfield Junior College.

The rules as stated are based on the rights of all members of the school community.

The school's Student Code of Conduct is based on the:

### **School Values**

- Integrity
- Responsibility
- Respect
- Harmony
- Love of learning

### **Human Rights:**

- The right to be safe
- The right to be treated with respect
- The right to work and play without interference

**The Student Code of Conduct reinforces these principles. We demonstrate the school values when we:**

**Work in a manner that is beneficial for both yourself and others.**

- Being on time to class
- Listening politely
- Cooperating with others in class and group work
- Working consistently with perseverance to complete tasks set
- Encouraging others to attend to their work

**Treat others as you would like to be treated**

- Treating all members of the school community and visitors with respect and courtesy
- Controlling one's behaviour so that others are not hurt or upset
- Encouraging others
- Being positive about their efforts in work and play
- Treating everyone the same – be a 'BUDDY' not a 'BULLY'
- Being helpful to others
- Using appropriate language

**Care for your own property and the property of others**

- Taking responsibility for personal items
- Ensure items are labelled with your name
- Ensure that I will only wear the school uniform as set out in the student planner and wear it with pride
- Ask permission before you take or use other people's belongings
- Look after all the school's equipment that you use or borrow
- Return all library books by the due date
- Always use a Library bag when borrowing books
- Keep the school environment a clean and tidy place by putting rubbish in bins
- Return equipment to appropriate place
- Always having my Student Planner at school
- Ensuring all Excursion forms (and other parent communications) are taken home/returned to school by the due date, which appears on the permission forms.

**Play, move and work safely**

- Responsibly and carefully moving in and around school buildings
- Moving through the buildings during class time in groups of three
- Walking around corners and in corridors - running can cause accidents
- Throwing balls only – items such as sticks, stones and sand can hurt if thrown
- Respecting the personal space of others
- Remembering that rough play in football and soccer can hurt others
- Staying inside the school grounds and playing in permitted areas - out of bounds areas are the car park, the boundary fences and behind red lines
- Staying in view of duty teachers
- Staying out of the school buildings unless supervised by a teacher
- Thinking about the needs of others when playing
- Keeping the environment clean and tidy by putting rubbish in bins
- Being a safe, responsible and ethical digital citizen

**Follow the instructions of the adult in charge**

- Responding appropriately to what is asked of you by your teacher or adult in charge
- Asking the teacher before leaving the classroom
- Allowing the teacher to teach and others to learn through demonstrating appropriate, respectful behaviour

**Consequences for non-adherence to the Student Code of Conduct**

1. Discussion with the student by a teacher or member of the SWB team, identification of values/conducts broken, an apology from the student and a consequence if appropriate.
2. Identification of appropriate choices and strategies.
3. Time out of yard, loss of privileges.
4. Principal and/or Assistant Principal informed.
5. Parent notified.
6. School suspension procedure initiated.



## 2018 Acceptable Use Agreement for Network, Internet and Digital Technologies F-6

**THIS FORM IS DUE BACK BY Friday 9th February**

***When I use digital technology I agree to:***

- be a safe, responsible and ethical user whenever and wherever I use it
- not deliberately search for something rude, violent or inappropriate
- if I witness or become aware of harmful, inappropriate or hurtful online behaviour I will seek the support of a trusted adult
- turn off or close the screen if I see something rude, violent or inappropriate or something I don't like and tell an adult
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not use external devices such as CDs, DVDs or memory sticks on school computers without permission of the teacher in charge

***I will not use personal devices such as a mobile phone, smart phone or iPod at school. In the instance that my parents request that I carry a mobile phone, and use them for safety purposes, I will:***

- keep the device in my bag during class times and during breaks, and not make or answer calls or messages during school hours
- protect the privacy of others and never post **or forward** private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them
- seek appropriate (written) permission from individuals (adults) or Parents/Guardians (of students) involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- make sure that mobile phone content or applications do not contain inappropriate content and will not be used as a tool for bullying

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the network, internet and mobile technology at school will be renegotiated if I do not act responsibly.

***I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in network, internet and mobile technology access privileges being suspended or revoked.***

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## 2018 STUDENT CONSENT FORMS / AGREEMENTS

The following are standard permission forms used at Caulfield Junior College for the duration of 2018.

Please return to the classroom teacher by Friday 9th February

**STUDENT'S NAME:** \_\_\_\_\_ of Class: \_\_\_\_\_

### CJC CODE OF CONDUCT

I/We have shared the Student Code of Conduct booklet and have talked about how to keep our school a happy and safe place.

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Student Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

### STUDENT PLANNERS

I/We have discussed the importance of the Student Planner as an effective communication tool between the school and home. I/We will ensure that our child will have their Student Planner at school on a daily basis and that the planner will be checked daily for any important communication that is sent home (e.g. notes from teachers / excursion forms etc)

I/We understand that in the event that the Student Planner is misplaced, another one must be purchased from the office at a cost of **\$15**

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

### EXCURSION/PERMISSION FORMS and PAYMENT

I/We have discussed the importance of Excursion/Inursion forms being brought home/returned to school in a timely manner. Only one form will be printed by the school. If this is lost, it will be the responsibility of the family to print a blank form from the CJC webpage (<http://www.caulfieldjc.org.au/page/182/Excursion-Forms>) and return it to school by the cut-off date.

I/We acknowledge that if the signed permission form and or payment is not received at the school 2 days prior to the event that my child will not be able to attend. Reminders appear in the newsletter each week.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

### STUDENT COMBINATION LOCKS (Gr 5-6 Only)

I/We have discussed that the student combination locks provided for use on the BER lockers are for the sole use of the student they are given to and that the combination code will not be shared with any student.

Students will not tamper with any of the combination locks or try to gain access to another student's lockers.

Replacement locks can be purchased from the office at a cost of **\$15**

I/We understand the combination lock remains the property of CJC.

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

## **SCHOOL PHOTOGRAPHY PERMISSION**

At various times throughout the year we utilise photographs/film/digital images to record special events and classroom activities. Your child may be photographed/filmed as part of school activities. For photographs/film of students to be published or displayed, the school requires a signed permission form on file. Where possible, large group photographs are used, however, sometimes an individual or small group photo may be appropriate. Photographs and filming of students will be taken on equipment purchased by the school. Images will be stored on the CJC staff and student server which can only be accessed by authorised school personnel.

**I give permission** for photographs/film/digital images of my child to be used in ANY of the following formats:

- \* Published/displayed within the school
- \* Photographs of my child to be published/displayed in the school newsletter or on the school website
- \* External publication by press or television
- \* To participate in video conferencing as part of the learning technologies curriculum
- \* Included in the CJC Yearbook.

Parents may withdraw consent at any time in writing.

**I do not give permission** for photographs/film/digital images of my child to be used in ANY of the following formats:

- \* Published/displayed within the school
- \* Photographs of my child to be published/displayed in the school newsletter or on the school website
- \* External publication by press or television
- \* To participate in video conferencing as part of the learning technologies curriculum
- \* Included in the CJC Yearbook.

Please note that separate permission will be sought if we intend to use the children's images for any external marketing material (e.g. billboards / brochures etc.).

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

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## **HEAD LICE**

Head lice continue to cause concern and frustration for parents, teachers and students. While they do not carry or transmit disease, they are a cause of head itch and scratching, which may lead to infection and swollen lymph glands; therefore, they need to be controlled.

While parents/guardians have primary responsibility for the detection and treatment of head lice, schools also have a role in the management of head lice infections and in providing support for parents/guardians and students.

I / We give permission for my child to have their hair checked – when / if deemed necessary by school personnel.

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

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## **PRE-SCHOOL INFORMATION SHARING (Prep to Gr 2 Only)**

Has your child received additional developmental support before entering school? Please tick relevant boxes

Occupational Therapy  Speech Therapy  Psychologist  Early Learning Teacher e.g. Kinder/Pre-school teacher

I give permission for reciprocal sharing of information in order to support my Child's learning and development at school.

Childs First Name and Surname \_\_\_\_\_ Class \_\_\_\_\_

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## **UNIFORM AGREEMENT**

I/We have discussed the importance of the school uniform and understand that it is compulsory that ALL students will be in full school uniform at all times, unless a written explanation is provided by the student's Parents or Carer.

I/We understand that there are actions and consequences associated with not adhering to the CJC School uniform Policy including, but not limited to the inability to attend excursions.

### **Summer Uniform:**

- Short sleeve dress in navy, white and emerald check pattern.
- Navy or emerald short sleeve polo shirt with school logo.
- Navy gabardine shorts or navy rugby knit shorts.
- Navy culottes, navy shorts or "skort"
- Navy slouch hat with emerald school logo.

School hats are compulsory from 1st of September until the end of April the following year.

### **Winter Uniform:**

- Long sleeve navy or emerald polo shirt with school logo, or CJC rugby collar windcheater.
- Navy bootleg pants, navy cotton drill pants or navy tracksuit pants.
- Navy tunic or skirt worn with a long sleeve CJC polo shirt.
- CJC Bomber jacket, sleeveless polar fleece vest or rugby collar windcheater (Navy).
- Navy Beanie

### **Shoes**

- Sports joggers (No boots, high tops, Volleys or skate shoes - even if labelled as 'School range' in shops.)
- Black leather/vinyl school shoes or black joggers

Parent /Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

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## **PERMISSION TO USE RECORDED VOICE**

CJC is taking part in a Web radio project through the AEFÉ (<https://wrzap.airtime.pro/>) and we would like to use the voice of your child during recorded and/or live programs. No full name will be associated to the voice of your child and the use of your child's voice will not come with any information which could harm their private life or reputation.

**ALL STUDENTS** are able to participate in this project

I would like to thank you in advance for confirming your approval of the use of your child's voice, according to the conditions outlined. Please send the permission slip back with your signature and date.

In accordance with the law, free access to student's data is guaranteed for parents. At any time, you will be able to check the actual use of your child's voice, and you can ask for it to be removed from the website if you so wish.

I/We authorise the publication of the voice of the student/s named above accordingly to the project/activity outlined here.

Childs First Name and Surname \_\_\_\_\_ Class \_\_\_\_\_

Parent /Guardian Names: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_



Caulfield Junior  
College



**2018 Class Contact Lists**  
**Please return directly to the office**

Caulfield Junior College are committed to creating an inclusive school community and strong social networks for our students and families. In order to facilitate the coordination of class social events (play dates, birthday parties, whole grade park plays, coffee mornings and dinners etc.), class level contact lists are made available to our families. ALL class catch ups must be organised by your Class Reps (and approved by our Principal Class Officers) as these are considered to be 'school events'.

The privacy of all families is paramount and as such the lists once distributed, **must only** be used for the purposes outlined above.

Your agreement in having your details included on the class lists will be for the period of the enrolment of your child at Caulfield Junior College. If you do not wish for your details to be included, do not complete this form or subsequently advise us in writing. Please complete form below and return to Caulfield Junior college **by 9<sup>th</sup> February** if you would like your details, as per the contact details held on the school database, to be included.

**Please note that if your consent / agreement are not received by this date, they will not be included in the 2018 class lists.**

Kind Regards

CJC Admin

I/We consent to the contact details held on the school database to be included on my child's class list.

I/We understand that the information on the class list must only be used for purposes of arranging play dates, birthday parties, whole grade park plays, coffee mornings and dinners etc.

**Childs First Name and Surname** \_\_\_\_\_ **Class** \_\_\_\_\_

**Parent /Guardian Names:** \_\_\_\_\_

**Signatures:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_