



BELLBIRD PARK
STATE SECONDARY COLLEGE

Enrolment Handbook & Policies



Many Pathways. No Limits.



BELLBIRD PARK
STATE SECONDARY COLLEGE

At Bellbird Park State Secondary College, **our explicit improvement agenda** is to increase the number of students receiving a C or better in all subjects.

OUR VISION

At BPSSC we nurture students to be resilient and ambitious participants in their own futures and communities.

SCHOOL MOTTO

Many Pathways. No Limits.

OUR VALUES

R: Responsibility
I: Integrity
S: Support
E: Effort

OUR PURPOSE

At BPSSC we embrace equity and are dedicated to supporting every student to achieve growth and success.



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**MANY PATHWAYS.
NO LIMITS. >**



Version 2, September 2024



"Students will meet their potential and enjoy their schooling when there is strong communication and a shared ownership of the child's learning journey."

Message from the Executive Principal

On behalf of the College community, I welcome you and congratulate you on selecting Bellbird Park State Secondary College for your child's future education.

Established in 2017, the educational philosophy of Bellbird Park State Secondary College places an emphasis on putting students first and maximising student learning potential. We focus on academic excellence, leadership and encouraging the development of values that will apply to all aspects of life beyond school. Through innovation and collaboration, the College aims to provide each student with a **pathway for success** and achievement. At Bellbird Park State Secondary College, we instil a positive learning culture which has exceedingly **high expectations** of staff and students.

We are traditional in our approach to standards in order to maintain a positive and respectful climate for learning. We rigorously and consistently enforce our high expectations in terms of achievement, behaviour and appearance. The strong relationships which exist between our staff and students ensures that our College is a calm, orderly and purposeful environment where students can enjoy their learning, make accelerated progress and feel safe.

Our vision at BPSSC is to nurture students to be resilient and ambitious participants in their own futures and communities. Our purpose is to embrace equity and we are dedicated to supporting every student to achieve growth and success.

Our aim is to share the wonderful achievements of Bellbird Park State Secondary College and the whole community as we continue to establish an amazing school. Bellbird Park State Secondary College is passionate about your children, our students. Together this educational partnership will determine future success not only for our students, but also for our global future.

The following pages contain information about the organisation of Bellbird Park State Secondary College. Please take the time to read through the handbook and keep for your reference.

I look forward to welcoming you and your child to Bellbird Park State Secondary College.

Michael West
Executive Principal

GETTING STARTED

College Contact Details

Main Reception: 07 3819 7222
Address: 2 Alesana Drive, Bellbird Park 4300
Email: admin@bellbirdparkssc.eq.edu.au
Website: <http://bellbirdparkssc.eq.edu.au>

The College administration office is open from 8:00am to 4:00pm Monday to Thursday and 8.00am to 3.30pm Friday during College term time only. Access to the College is via the main gate accessible from the top carpark of the College. All visitors and parents to the College are required to register at reception in the Student and Executive services block at the top of College.

The First Day

Upon acceptance after a successful enrolment application and interview, students commencing Year 7 will start on the first day of the new school year. If a student is commencing throughout the year the admin team will advise of their commencement date in consultation with the family.

Students are to arrive wearing their full College uniform and report to Executive and Student Services Building (A Block) by 8.30am. Students will receive their timetable and be escorted to their first class.

Transition Day

The Tuesday of Week 9, Term 4 is the date for all future enrolled Year 7 students to come and spend the day at Bellbird Park State Secondary College. This orientation day enables students to meet teachers, see the College grounds and partake in some classes. All students must have a completed enrolment to attend. Students are to arrive at Bellbird Park State Secondary College by 8.30am to start the day.

Student ID Card

At the commencement of a new school year, all students will participate in the College photo day to have an ID photo taken. The ID photos are used to produce Student ID Cards which are distributed to students within the first few weeks of a new College year. For new students who commence during the College year, this process is managed by the Student Services staff in A Block. The cost of the Student ID card is included in the Student Resource Scheme.

The Student ID Card can be used in the following ways:

- To hire library books;
- The card can be used to access funds loaded on to the students 'Munch Monitor' account, for use in the canteen - Food for Thought;
- For printing/photocopying access;
- To identify the student for public transport, flights, movies, etc.

If a replacement Student ID Card is required, a fee of \$10 is incurred. Students needing a replacement ID Card should visit Student Services payments Counter to make payment via Eftpos or cash. A replacement card will be ordered and issued to the student when received.

Lost Property

Lost Property is managed by Information Services Centre (N Block). Please ensure your child's clothing and personal items are labelled so that in the event of an item being lost, we can endeavor to return the item to your child. Students should not bring valuable personal items to college.

Communication

College communication to parents and carers are generally sent via email or SMS. It is therefore essential to keep the College informed of any changes to your contact details. On the home page of the College's website: <https://bellbirdparkssc.eq.edu.au> - the 'Latest News' section contains important information and messages.

The College also has a Facebook page: <https://www.facebook.com/BellbirdParkSSC>

The College's event calendar is available on our website: <https://bellbirdparkssc.eq.edu.au/Calendarandnews/Eventscalendar/Pages/Eventscalendar.aspx> and is updated frequently to ensure the most current information is available.

The College newsletter is available on the College's website and will be emailed to parents who have subscribed. To receive the College newsletter by email, please contact the College office on 3819 7222 or through the "Subscribe to Newsletter" Quick links on our College website.

Our College staff use Daymap to communicate with parents about class or student work and provide College updates.

Families are also encouraged to access the QSchools app, available on iPhone and android devices. The app provides access to College updates, messages, newsletters and event calendars. In addition all families can access QParents which has been created by the Department of Education and Training to provide parents of Queensland state school students with secure online access to their child's information such as attendance details, behaviour, report cards and assessment, invoices and payment history.

Updating Student Records

It is important that the College can contact parents and carers. Parents and carers should advise the College of any change of student or parent personal details including email, mailing address, telephone, etc. by email to admin@bellbirdparkssc.eq.edu.au Please include your child's name, Year Level and ID number (as it appears on their Student ID Card).

Alternatively details can be updated via the College webpage: <https://bellbirdparkssc.eq.edu.au/Ourschool/Contactus/Pages/Update-family-details.aspx>

College Fees & Payments

While state schools do not charge instruction, facilities and administration to families, subject fees are applied to support the delivery of education at Bellbird Park State Secondary College through the Student Resource Scheme. Approval is sought each year from the Parents and Citizens Association for the following year's fees. Reminder statements are sent home each month.

Preferred payments are by BPoint (details are provided on the statement). Payment plans and Centrepay deductions are also available, please contact the College administration to arrange.

All payments must be made at the Executive Services Counter.

Payment Times:

Monday - Friday - 8.00am - 12.00pm

College Policies and Procedures

Bellbird Park State Secondary College policies and procedures are available on the college's website: <https://bellbirdparkssc.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx> These policy documents may be updated from time-to-time and additional policies and procedures may be updated as required. Many of the policies are located within this handbook and policies booklet.

Student Code of Conduct

Bellbird Park State Secondary College is committed to providing a safe, supportive and disciplined learning environment for students, staff and the community. Students have the opportunities to engage in quality learning experiences, extra-curricular activities, and a wellbeing program that are supportive of their lifelong learning and social-emotional needs. *(Policy available in full on our college website as listed above).*

Assessment Policy

Assessment is an ongoing process to inform teaching and support student learning. Evidence is continually gathered to determine what each student knows, understands and can do. Assessment also provides achievement data that is used to inform reporting student achievement. This policy communicates a shared understanding of the purposes and principles of assessment, and the standard procedures followed at BPSSC. *(Policy available in full on our college website as listed above).*

Curriculum Guides

For curriculum information including Semester Overviews, Subject Guides etc please go to the curriculum tab on our college website - <https://bellbirdparkssc.eq.edu.au/curriculum>

Bring Your Own device (BYOD)

2024: Years 7, 10, 11 & 12

2025: Years 7, 8, 10, 11 & 12

2026: All year levels BYOD

Further information <https://bellbirdparkssc.eq.edu.au/extra-curricular/computer-and-internet>

Minimum requirements (Year 7-9):

4GB Ram 128 GB SSD Windows 10 or newer 6 Hours Battery Life Keyboard 5GHz WiFi Capable

Minimum requirements (Year 10-12):

8GB Ram 256 GB SSD Windows 10 or newer 6 Hours Battery Life Keyboard
5GHz WiFi Capable 13" screen

Connection Process

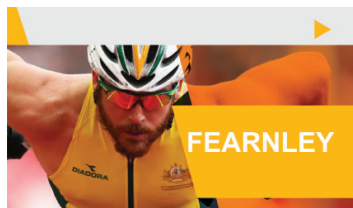
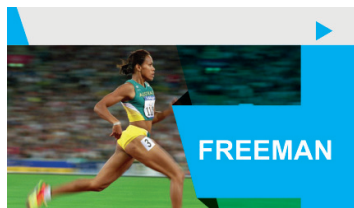
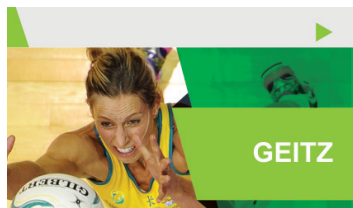
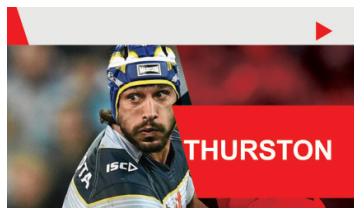
1. Students and parents need to complete and sign the BYOD Responsible Use Policy
2. Both student and parent then spend time navigating the Office of the Children's eSafety Commissioner's website (<https://esafety.gov.au/>)
3. Student then brings completed RUP along with device to the IT Helpdesk in Information Services during any break time

Please note:

- Apple MacBooks and AirBooks are accepted, but not preferred
- iPads, Chromebooks, Android tablets are not an acceptable BYOD device

College Houses

Thurston - Red | Geitz - Green | Freeman - Blue | Fearnley - Yellow



Bus Routes & Bus Pass

Bus routes for Bellbird Park State Secondary College are available via Bus Queensland's website. Direct link is: <https://www.busqld.com.au/schools-wbc/2017/2/7/bellbird-park-state-secondary-college>

Distance based eligibility - To be eligible for distance based assistance, students must meet the distance criteria relevant to their circumstances, as well as satisfy the general conditions of the scheme.

- Primary school students must live more than 3.2 km[†] from the nearest state primary school
- Secondary school students must live more than 4.8 km[†] from the nearest state secondary school
- Non-state school students must live more than the required distances from both the nearest state and non-state school of the type attended

[https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF2208/\\$file/F2208_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF2208/$file/F2208_CFD.pdf)

Safety net eligibility - To be eligible for safety-net assistance, students must meet the distance criteria, as well as the safety-net eligibility criteria stated below.

To be eligible for safety-net assistance the student must be listed as a dependant on the applicant's:

- Health Care Card issued by Centrelink, Pensioner Concession Card issued by Centrelink
- Or Department of Veterans' Affairs Pensioner Concession Card.

[https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3058/\\$file/F3058_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3058/$file/F3058_CFD.pdf)

P & C Association

The Bellbird Park State Secondary College P&C Association encourages close cooperation between the College, parents and the wider community. P&C members work with the Principal and College staff on behalf of students' families to foster an interest amongst the parents in educational matters as well as fundraising to provide financial resources for the College.

The core functions of the P&C's work are supporting fund-raising activities for the College and its students.

The P & C meet from 5-6pm on the 3rd Monday of every month.

Voluntary Contribution Appeal

The P&C Association promotes a Voluntary Contribution Appeal to raise a proportion of the funds they give to the College which benefits all students. Parents are asked to consider making a contribution each year to this worthwhile appeal. Please contact the College Administration for further details.

Should you have any queries, please contact the P&C Office - pandc@bellbirdparkssc.eq.edu.au

P & C Application form available here: <https://bellbirdparkssc.eq.edu.au/our-community/pandc>

Uniform Shop

Bellbird Park State Secondary College sells new uniforms only at this stage and is located in the Performing Arts building. The operating hours of the Uniform Shop at Bellbird Park State Secondary College are as follows during school terms (excluding Public Holidays):

Mondays	8.00am – 11.00am
Wednesdays	2.00pm – 4.30pm
Thursdays	8.00am – 10.30am
Fridays	8.00am – 11.00am

Payment methods available: Cash, Eftpos or Credit Card (Visa and Mastercard).

See College website for extended trading hours during peak trading times and up to date price lists:

<https://bellbirdparkssc.eq.edu.au/facilities/uniform-shop>

Email: bellbird@wearitto.com.au Phone: 07 3819 7355

Food for Thought



Food for Thought is the name given to our Bellbird Park school canteen by our foundation year students. Purchases from the canteen are processed via your MunchMonitor account, via eftpos or cash. Online ordering is highly recommended to ensure less waiting time for your child at lunchtime. In addition, your child is able to link their Student ID Card to their MunchMonitor account to undertake over the counter purchases.

The canteen is open 5 days a week for breakfast (8.15am – 8.40am) and at both breaks with a wide variety of healthy food choices that comply with the Smart Choices strategy for Queensland schools.

Please contact Administration if you would like to find our further information on Food for Thought.

Munch Monitor



To set up your MunchMonitor account:

1. Go to www.munchmonitor.com
2. Click LOGIN
3. Click REGISTER
4. Enter School ID: bellbirdparkssc
Password: munch4300
5. Click Submit
6. Enter your email address
7. Enter the password you want. Make sure you can remember your password
8. Review and tick on the Terms of use
9. Click Create your Account
10. Click on the Activation Link in the email we sent
11. Follow the steps to create your Parent Profile
12. Add Students to your account
13. Click on Account Top-up to transfer money into your account
14. You are now ready to order on line.

[Facebook Facebook.com/Munch Monitor](https://www.facebook.com/MunchMonitor)

Using MunchMonitor Online Ordering:

- The order cut off time is 8.45am
- Plan your order ahead of time
- Avoid ordering at the last minute
- You can place orders online up to 4 weeks in advance
- Top-up your account online using VISA/MasterCard
- List allergies to alert canteen staff
- You can order through web browsers such as Chrome or Safari
- You can save the website on your device's home screen
- You can use desktops, laptops, tablets or smart phone with internet access
- It only cost \$ 3.30 (incl. GST) per school term for the family account
- No sign up fee
- No transaction fee

For assistance please call us at 1300 796 190 or email us at: help@munchmonitor.com

ATTENDANCE

Every Minute Counts

Bellbird Park State Secondary College values teaching and learning and the following process facilitates minimal disruption to student learning. Phone calls will only be made to a classroom when it is an emergency situation. Parents / Carers who arrive during class time without prior arrangement will have to wait until the next scheduled break.

Student Absences

To inform the College of your child's absence, please make contact, by 9:00am on the day of absence, in one of the following ways:



<https://bellbirdparkssc.eq.edu.au/our-school/contact-us/student-absences>



studentabsence@bellbirdparkssc.eq.edu.au



07 3819 7266

QParents Notify of upcoming absence

In your message, please advise of your child's name the date of absence, the reason for absence and the expected duration of their absence.

Bring a note explaining your absence on the day you return that:

- Clearly states your full name and Pathways class,
- Provides the date/s you were absent,
- Gives a reason for your absence, and
- Is signed by your parent/carer

Alternatively complete the Absence explanation at the back of their student diary and hand it in to your pathways teacher, otherwise you can email our student absence email at studentabsence@bellbirdparkssc.eq.edu.au with the above information

Late Arrivals & Leave Passes

Late to school (arrived after 8.55am):

- Go to Student Services
- Bring a note explaining your lateness (use your diary) or have your parent/carer come to student services with you
- Sign in and receive a late pass

Need to leave school early:

- A note in your students diary written by the parent/carer
- Hand the note into Student Services by 8.40am and receive a Leave Request Pass
- Show Leave Request Pass to the teacher at the beginning of the lesson and leave the class quietly at the pre-arranged time
- Wait at Student Services until your parent/carer arrives at the Main Administration Office
- Staff will sign student out when they depart the college with the parent/carer

COLLEGE TIMETABLE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Roll Class 8.45am-8.55am	Roll Class 8.45am-8.55am	Roll Class 8.45am-8.55am	Roll Class 8.45am-8.55am	Roll Class 8.45am-8.55am
Pathways Assembly/ Wellbeing/ PBL 8.55am - 10.05am	Lesson 1 8.55am - 10.05am	Lesson 1 8.55am - 10.05am	Lesson 1 8.55am - 10.05am	Lesson 1 8.55am - 10.05am
Lesson 2 10.10am - 11.20am	Lesson 2 10.10am - 11.20am	Lesson 2 10.10am - 11.20am	Lesson 2 10.10am - 11.20am	Lesson 2 10.10am - 11.20am
Morning Tea 11.20am -11.55am	Morning Tea 11.20am -11.55am	Morning Tea 11.20am -11.55am	Morning Tea 11.20am -11.55am	Morning Tea 11.20am -11.55am
Lesson 3 11.55am - 1.05pm	Lesson 3 11.55am - 1.05pm	Lesson 3 11.55am - 1.05pm	Lesson 3 11.55am - 1.05pm	Lesson 3 11.55am - 1.05pm
Break 1.05pm - 1.40pm	Break 1.05pm - 1.40pm	Break 1.05pm - 1.40pm	Break 1.05pm - 1.40pm	Break 1.05pm - 1.40pm
Lesson 4 1.40pm - 2.50pm	Lesson 4 1.40pm - 2.50pm	Lesson 4 1.40pm - 2.50pm		Lesson 4 1.40pm - 2.50pm

COLLEGE MAP



- A** EXECUTIVE & STUDENT SERVICES CENTRE
- B** PERFORMING ARTS & MULTIMEDIA CENTRE
- C** MUSIC CENTRE
- CA** CENTRAL STUDENT AMENITIES
- CC** CENTRAL COVERED COURT
- D** ANCILLARY SERVICES
- E** FOOD STUDIES & HOSPITALITY

- EA** FOOD STUDIES & HOSPITALITY
- F** STUDENT SUPPORT CENTRE
- G** ART & DESIGN & STAFF CENTRE B
- H** STAFF CENTRE A
- I** JUNIOR APPLIED TECHNOLOGY CENTRE
- IA** JUNIOR APPLIED TECHNOLOGY CENTRE
- J** SENIOR APPLIED TECHNOLOGY CENTRE

- K** GROUNDS CARE & SPORTS STORE
- L** MOVEMENT STUDIES/ STUDENT SPORTS CENTRE
- M** CANTEEN/FOODCOURT & RETAIL CENTRE
- N** INFORMATION SERVICES CENTRE
- O** JUNIOR LEARNING CENTRE 1-8
- P** JUNIOR LEARNING CENTRE 1
- QA** JUNIOR AMENITIES

- QC** JUNIOR COVERED COURT
- R** SENIOR GENERAL STUDIES 1
- S** STAFF CENTRES C & D SENIOR GENERAL STUDIES 2
- T** STAFF CENTRE E GENERAL STUDIES
- TA** SENIOR AMENITIES

-  AMENITIES
-  CORE
-  PRAC
-  JUNIOR
-  SENIOR

POSITIVE BEHAVIOUR FOR LEARNING

PBL Framework

Bellbird Park State Secondary College students RISE to any challenge. We are Responsible, have Integrity, Support one another and always put in our best Effort. BPSSC is a safe, supportive learning community where all students can grow and achieve.

By the end of this year, all students will experience one year's worth of growth for their one year's commitment to learning. The PBL framework ensures this learning can occur.



At Bellbird Park State Secondary College, we believe in:

- Teaching students expected behaviours,
- Positively acknowledging students who demonstrate our expectations, and
- Rewarding students who RISE.

Positive rewards:

- Staff are always on the lookout for students who are demonstrating our four values: Responsibility, Integrity, Support and Effort.
- Staff also keep a special eye out for the students who are engaging in the Focus of the Week.
- When staff see students adhering to these expectations staff can reward them with a PBL stamp in their diary, and verbal praise for their positive behaviour.

Positive Rewards Cash In:

- Once a student has exhibited and received 10 stamps for their positive behaviour they can trade it in at the PBL Cash In.
- PBL Cash In occurs once a week. The day may occasionally change, so please pay attention to notices for times, days and locations.
- See the back of your diary for your PBL rewards sheets.

WHOLE SCHOOL APPROACH TO STUDENT WELLBEING

Philosophy & Values – Personal and Social Capability, Wellbeing and Positive Behaviour for Learning

Student wellbeing and learning are inextricably linked. Pathways lessons are an opportunity for the college to focus on developing the student as a whole being, incorporating their social and emotional development as well as modelling positive behaviours. Pathways will also provide opportunities for students to participate in developing the school culture.

In line with Australian Curriculum General Capability, Personal and Social Capability, at Bellbird Park State Secondary College we have endeavoured to embed the core aspects within our Pathways lessons. These include self-awareness, self-management, social management and social awareness, please see the attached appendices for the highlighted continua which explains which elements are being taught in each grade.

<https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/personal-and-social-capability/>

Personal and Social Capability and Wellbeing Summary:

The wellbeing aspect of the Pathways program will engage students in:

- developing personal and social capabilities.
- building resilience and confidence.
- equipping students with the knowledge, skills, attitudes and strategies to understand and manage themselves and their relationships.
- establishing a supportive, caring and inclusive school community that fosters school connectedness.
- study skills and strategies for effective learning.
- building skills for planning positive futures.
- building problem solving skills.

Positive Behaviour for Learning (PBL) Summary:

The PBL aspect of the Pathways program will provide students with an opportunity to:

- learn the behaviours expected of Bellbird Park students.
- engage with routines and practices for effective learning.
- become involved in developing Bellbird Park SSC's expectations including branding and rewards systems.

Guidance Officer

Our Guidance Officers, along with our team of supportive staff, are building school wide support for wellbeing, using the MindMatters framework. MindMatters will help us grow into a school that supports mental health and wellbeing at every level. Along with 'whole school' initiatives, our Guidance Officers, Head of Year for each year level, and other support staff provide individual support for students. This support can take the form of one to one support or group support around issues such as anger, self-esteem, problem solving and friendship issues.

College Student Support

Our school's Youth Support Coordinators are focused on supporting retention and attainment of young people who have disengaged, or who are at risk of disengaging from education. The Youth Support Coordinators seek to enhance opportunities for further education and sustainable future employment. Our Youth Support Coordinators support students through individual case management and classroom support.

EXCELLENCE PROGRAMS

STEAM Academic Excellence

STEAM education is vital to a student's success in the 21st century. Tomorrow's leaders need to be creative and innovative, collaborative decision-makers and critical reflective thinkers capable of working in multidisciplinary teams. The Junior STEAM Excellence program is an innovative, academically challenging and inspiring learning pathway for those students who excel in their subjects, specifically in the areas of Science, Technology, Engineering, Arts and Mathematics (STEAM) and who have the capability to be creative and innovative. The Arts are imperative to connecting the dots between the disciplines of STEM. The area of digital literacy will also be enhanced through this program with a 1:1 laptop environment (BYO device is a requirement of the STEAM program).

Year 10 Academic Excellence Program

This program is targeted towards students who will be transitioning into Year 10, who have a history of achieving high academic standards and are passionate about further broadening and developing their knowledge and skills in preparation for their transition into a Year 11 and 12 Academic Program of Learning and Year 13 direct entry to university. Students in the program will be placed in a speciality Pathways Class with an assigned academic coach to lead them through a program of learning to equip each student with the work readiness, leadership and academic skills tailor-made to the needs of tertiary bound students.

RISE Excellence Program in English and Humanities

The RISE Excellence Program is an invitation only class designed to challenge and extend students who have a passion and aptitude in the English and Humanities disciplines. The program is offered in year 8 and 9 and aims to extend and stimulate students whilst still progressing with standard Australian curriculum.

The RISE program:

- nurtures a range of important skills and attributes, such as creativity, collaboration, communication, problem solving and critical thinking.
- prepares students for the analytical, critical and creative thinking skills and communication skills required for senior schooling leading to university studies.

Rugby League Program

Bellbird Park State Secondary College prides itself in offering a personalised education for each of its students offering numerous programs including our Rugby League Academy across all grades.

The Rugby League academy takes pride in not only developing players on the field but also developing players off the field turning them into confident and caring young men and women who give back to their communities. Parents whose children are involved in the BPSSC's Rugby League Academy can expect the following:

- A safe learning environment
- A culture of success on the field and off
- Highly skilled, committed, caring teachers/ coaches

**Full program details and applications available here: <https://bellbirdparkssc.eq.edu.au/curriculum/excellence-programs>*

JUNIOR SECONDARY CURRICULUM OVERVIEW

YEAR 7-9

At BPSSC we plan, teach, assess and report on all eight learning areas of the Prep to Year 10 Australian Curriculum covering all aspects of the content descriptors and achievement standards. We mark and report using the Australian Curriculum Achievement Standards. Junior Secondary Assessment Planners are located here: <https://bellbirdparkssc.eq.edu.au/curriculum/subjects-and-programs>

	Year 7	Year 8	Year 9
Core Learning Areas & Subject Offerings	English	English	English
	Maths	Maths	Maths
	Science	Science	Science <ul style="list-style-type: none"> Psychology (elective)
	Humanities <ul style="list-style-type: none"> Humanities and Social Sciences Civics and Economics 	Humanities <ul style="list-style-type: none"> Humanities and Social Sciences Civics and Economics 	Humanities <ul style="list-style-type: none"> Humanities and Social Sciences Civics and Economics
	Health and Physical Education	Health and Physical Education	Health and Physical Education
	Languages <ul style="list-style-type: none"> French First Nation - Yagara 	Languages <ul style="list-style-type: none"> French 	Languages <ul style="list-style-type: none"> French
	Technology <ul style="list-style-type: none"> Industrial Technology and Design Food Studies 	Technology <ul style="list-style-type: none"> Industrial Technology and Design Food Studies 	Technology <ul style="list-style-type: none"> Industrial Technology and Design Food Studies Graphics Information, Communication & Technologies Manufacturing Business Studies (elective)
	The Arts <ul style="list-style-type: none"> Music Visual Art 	The Arts <ul style="list-style-type: none"> Drama Dance Music Visual Art Media Arts 	The Arts <ul style="list-style-type: none"> Drama Dance Music Visual Art Media Arts
Curriculum Structure	Year 7 students study core Learning Areas English, Maths - 4 periods per week. Core subjects Science, Humanities and HPE- 2 periods per week. Learning experiences in Languages, The Arts and Technology are delivered in rotations each term such that over the course of a year each student experiences all curriculum offerings- 2 periods per week.	Year 8 students study core Learning Areas English, Maths- 4 periods per week. Core subjects Science, Humanities and HPE- 2 periods per week. Learning experiences in Languages, The Arts and Technology delivered in rotations each term such that over the course of a year each student experiences all curriculum offerings- 2 periods per week.	Year 9 student studies core Learning Areas English, Maths- 2 periods per week. Core subjects Science and Humanities and HPE-2 periods week. Students begin to specialise according to interests, outcomes and aptitude. Each student is able to select from a range of elective subjects from Science, Humanities, The Arts and Technology as a sampling of Senior Phase Curriculum- 2 periods per week.
Explicit Achievement Agendas	All students in Year 7-9 undertake 1 Literacy and Numeracy Booster lesson (70 min) a week which have a focus on supporting college Explicit Improvement Agendas of Reading, Writing and Numeracy.		
Wellbeing	All students in Year 7-9 undertake 1 Pathways lesson (70 min) a week which focuses on supporting students with developing their personal and social capabilities, wellbeing and positive behaviour for learning to support the college Explicit Improvement Agenda of Culture and wellbeing.		
Extension Programs	The Year 7-9 STEAM program is delivered through the KLAS of Science, Technology, The Arts, Engineering, Mathematics; for high performing students identified through yearly applications and AGAT testing. The Year 8 & 9 RISE program is delivered through two KLAS (English and Humanities) for high performing students identified by yearly applications and testing. Students with particular aptitude and interest in Sport and The Arts can opt for specialised programs in Rugby League and Instrumental Music.		

SENIOR SECONDARY CURRICULUM OVERVIEW

YEAR 10-12

At BPSSC in Year 10 we teach, assess and report on all eight learning areas of the Prep to Year 10 Australian Curriculum covering all aspects of the achievement standards. The college has elected to deliver preparatory subjects in Year 10 with custom names to assist with transition into Year 11 and 12. Whilst these subjects may have a different name, each subject aligns with the Australian Curriculum Learning Areas, Content descriptors and achievement standards with a forward focus to the Senior Queensland Certificate of Education Curriculum and Assessment. In Year 11 and 12 we deliver General, Essential, Applied, Short Courses and Vocational Education and Training in line with the Queensland Curriculum and Assessment Authority. Senior Secondary Assessment Planners are located here: <https://bellbirdparkssc.eq.edu.au/curriculum/senior-school>

Year 10		Year 11 & 12
Core Learning Areas & Subject Offerings	English <ul style="list-style-type: none"> • Introduction to General English • Introduction to Essential English • Introduction to General Literature 	English <ul style="list-style-type: none"> • English • Essential English • Short Course in Literacy • Literature
	Maths <ul style="list-style-type: none"> • Introduction to Mathematics Methods • Introduction to General Maths • Introduction to Essential Mathematics 	Maths <ul style="list-style-type: none"> • Specialist Mathematics • Mathematical Methods • General Maths • Essential Maths • Short Course in Numeracy
	Science <ul style="list-style-type: none"> • Introduction to General Science • Introduction to Applied Science • Introduction to General Psychology 	Science <ul style="list-style-type: none"> • Biology • Chemistry • Physics • Science in Practice • Psychology
	Humanities <ul style="list-style-type: none"> • Introduction to General History • Applied History • Introduction to General Legal Studies 	Humanities <ul style="list-style-type: none"> • Ancient History • Legal Studies • Modern History • Social and Community Studies • Tourism
	Technology <ul style="list-style-type: none"> • Information, Communication Technologies • Introduction to General Design • Introduction to General Food and Nutrition • Manufacturing • Hospitality 	Applied Technology <ul style="list-style-type: none"> • Certificate I in Construction • Certificate II in Engineering Pathways • Certificate III in Early Childhood Education and Care • Certificate II in Hospitality • Industrial Technology Skills
	Business Studies <ul style="list-style-type: none"> • Introduction to General Economics • Business Studies 	Business Studies <ul style="list-style-type: none"> • Business and IT • Economics • Certificate III in Information Technology • Certificate III in Business
	Languages <ul style="list-style-type: none"> • French 	
	The Arts <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts 	The Arts <ul style="list-style-type: none"> • Certificate III in Music • Drama in Practice • Media Arts in Practice • Music in Practice • Visual Arts in Practice
	Health and Physical Education <ul style="list-style-type: none"> • Sport and Recreation 	Health and Physical Education <ul style="list-style-type: none"> • Certificate III in Sport and Recreation- Rugby League Strand • Certificate III in Sport and Recreation- General Strand • Health • Sport and Recreation

Curriculum Structure	Year 10 students begin to further specialise towards their senior pathway by electing a level of each of the core Learning Areas English, Maths- 3 lessons per week, Science, Humanities and HPE-2 lesson per week. Students then elect 3 electives across the Learning Areas to study for the year- 2 lessons per week.	Year 11 and 12, students select a combination of 6 subjects for their Queensland Certificate of Education. Students at BPSSC are required to select a level of English and Maths. Students have the opportunities to source School-Based Traineeships and Apprenticeships and select VET Qualifications through our Trade Training Partnership- WesTEC.
Explicit Improvement Agendas	Students in Year 10 requiring targeted intervention for Literacy and Numeracy undertake Essential and Applied preparation subjects with adjusted texts, increased support and opportunities to demonstrate the Australian Curriculum C Standard.	
Wellbeing	All students in Year 10-12 undertake 2 Pathways lesson (140 min) a week which focuses on supporting students with developing their personal and social capabilities, wellbeing and positive behaviour for learning. All students in Year 10 begin a Certificate II in Vocational Pathways and Skills for Work to support and develop skills for the world of work and for their Queensland Certificate of Education which is completed in Year 11. Students in Year 10 participate in the Senior Education and Training (SET) Plan program to plan their senior subject pathway which is reviewed and reflected upon in Year 11 and 12.	
Extension Programs	Students on an Academic (ATAR) program receive multiple opportunities to develop their academic, creative and executive function skills through targeted pathways lessons to provide them with the necessary skills to succeed in external exam, university and beyond.	
Support Programs	The LIFE program in Year 11 and 12 recognises the achievements of students who are on individualised learning programs working towards their Queensland Certificate of Individual Achievement (QCIA) with a focus of developing the skills required for students to transition out to support employment or further training in Year 13. Students in the life program participate in ASDAN to boost engagement and develop core skills.	

COLLEGE POLICIES

- ⇒ College Dress Code Policy
- ⇒ Attendance Policy
- ⇒ Homework Policy
- ⇒ Complaints Management Policy
- ⇒ Personal Technology Device Policy
- ⇒ Appropriate Use of Personal Technology Devices & Social Media Policy
- ⇒ ICT Acceptable Use Policy
- ⇒ BYOD Responsible Use Policy



COLLEGE DRESS CODE POLICY

Introduction

Bellbird Park State Secondary College is a full-uniform college. The uniform is regarded by the college community as being important in its role in encouraging a sense of self-esteem, belonging and self-discipline in students through to their adolescence. All students are expected to observe the details of correct attire and appearance.

Why do students wear a uniform?

- Establishes a culture of school pride, a positive learning environment and high expectations.
- Promotes a positive image within the community with an identifiable uniform that is smart, tidy and worn appropriately.
- Addresses health and safety policies by ensuring students are wearing appropriate footwear and sun-safe clothing.
- School uniforms promote social equality among students because they diminish socioeconomic differences by reducing peer pressure associated with expensive 'brand' clothing.
- Improves student safety by enabling staff to identify people within the school grounds who are not associated with the school.

Relevant Legislation and Policy

This policy has been developed in accordance with the Education (General Provisions) Act 2006 (Sections 360-363) and the Department of Education, Training and Employment's policy SMS-PR-022: Student Dress Code in relation to implementing student dress codes in Queensland State schools. It clearly explains and documents the standards of acceptable dress at Bellbird Park State Secondary College. The College Dress Code is endorsed by the P&C Association.

Expectations of Bellbird Park State Secondary College Students

All students are expected to observe the details of correct attire and must be wearing the complete uniform in accordance with school routine and this policy.

- ***This includes, but is not limited to, whilst travelling to or from the college, or whenever a student is out in the community wearing the college uniform.*** This high standard will ensure that our students continue to represent themselves and the college in an outstanding way.

Bellbird Park State Secondary College and the Parents & Citizens Association (P&C) have endorsed the following expectations of students with regard to uniform and personal appearance:

- All uniform items (with the exception of socks, and shoes) are to be purchased from the college uniform shop. Look-a-like items are not acceptable. Students are to purchase the appropriate size clothing.
- Jumpers, sport jackets, jerseys and blazers, other than those with the official college logo, are not permitted to be worn.
- College uniforms are not to be altered in any fashion. This includes (but is not limited to):
 - o Cutting and shortening of hemlines
 - o Rolling of up sleeves and short legs
 - o White undershirts/singlets may be worn, but must not be visible.
- The college bucket hat or cap is the only permitted hat to be worn by students. This includes, whilst travelling to or from the college, during HPE lessons and at lunch times.
- The college bucket hat or cap is compulsory for HPE lessons.

- The college understands and accepts that some cultures and religions have specific dress requirements. Modifications to the uniform that comply with recognised cultural or religious values must be negotiated with the Principal.
- Students not in correct uniform must have a letter from a parent/caregiver explaining the reason. These may be accepted for specified and temporary reasons, but are not long-term waivers of the uniform expectations. The note should be given to their Head of Year at the commencement of the school day. Students will be issued with a one day uniform slip if attire is acceptable. Persistent failure to follow school procedures will result in action by the school administration.

College Dress Code Policy Declaration

- I have read, understood and acknowledge Bellbird Park State Secondary College is a 'uniform school'.
- I have read the College Dress Code Policy.
- I can confirm that I will wear the college uniform in a manner outlined in the policy.

Uniform Routines

Year 7-9

- Sports uniform is worn everyday

Year 10-12

- The formal uniform is for senior secondary students only (years 10 to 12).
- Students in years 10 to 12 are required to wear the formal uniform every Monday.
- Students in years 10 to 12 are required to wear the formal uniform, including ties, for excursions, extra/co-curricular activities and college ceremonies. The college will communicate these events in advance.
- Students in years 10 to 12 are required to wear the college tie in terms 2 and 3; optional in terms 1 and 4 (with the exception of events as per point above).
- Students in years 10 to 12 are permitted to wear the formal uniform on Tuesdays to Fridays – on days that they do not have HPE or practical activities.
- Students are not to mix and match sports and formal uniform items.
- A year 12 custom tie will be available for year 12 students.
- A year 12 senior jersey will be designed and permitted to be worn by year 12 students.

Year 7-12 Sports Uniform



Sports Shirt
Years 7 -12



Sports Shorts
Years 7 -12

Sports Uniform

Year 10-12 Formal Uniform



Year 10-12 Uniform Notes

- Boys' formal shirts must be tucked in when wearing the college tie.
- Female college blouse is to be worn untucked.
- Socks must be black or navy when wearing long trousers.
- The year 12 custom college tie is gender neutral.
- Girls are permitted to wear the college navy tights, which can be purchased from the college uniform shop (no other tights or stockings are permitted).
- The college sports track suit pants are not to be worn with the formal uniform items.

Winter Uniform and Accessories



Shoes / Footwear

- All-black, fully enclosed, lace-up, full polished leather/leather look (*no mesh*) shoes of plain, conventional college or multi-purpose design (see photographs).
- Shoes must have a heel, no greater than 20mm and no lower than 5mm.
- No skate/roller shoes, slip-ons, boots, coloured laces, ballet flats, canvas, mesh-top, or suede shoes are permitted.
- Students are permitted to bring sport specific shoes for HPE lessons and interschool sport. However, under no circumstances as these to be worn to and from school, or non HPE lessons.
- Bellbird Park State Secondary College has strict expectations and requirements concerning appropriate and regulated footwear. Bellbird Park State Secondary College reserves the right to make judgements on the acceptability or otherwise of footwear and will not enter into discussion on decisions made in this regard.



Workplace Health and Safety

Due to Workplace Health and Safety regulations, students' footwear must provide adequate protection and cover the entire foot. Footwear selection must also take into account the health benefits of growing children wearing supportive footwear to minimise future health risks. Bellbird Park State Secondary College maintains very strict footwear requirements.

Jewellery

This policy allows for minimal jewellery at school. At all times workplace, health and safety and school image will be the determining factors in the application of this policy.

- One (1) wrist watch
- One earring (plain sleepers or studs) per ear (lower ear lobe only) for pierced ears. Earrings must be silver or gold in colour.
- Sleepers are to be no larger than the size of a five cent piece. Studs are to be no larger than 5mm.
- Other piercings or facial studs, including tongue studs of any kind are strictly prohibited and are not to be worn to and from the college, during any college events, or when in college uniform. Clear alternatives are not acceptable or permitted.
- Medical, cultural or religious necklaces are permitted, but must be concealed beneath the shirt and not visible. Please note that these necklaces may need to be removed to enable participation in practical activities and sport as per DoE guidelines. No other necklaces are permitted.
- No other accessories or jewellery are to be worn.
- The above jewellery standards apply to any occasion during or out of school hours including, but not limited to, where a student is at college, representing the college in any way, dressed in college uniform including uniforms for various sporting, extra-curricular or other programs where the college is represented by the student, or the college is on display in the community.
- The college will not be held liable for any damage/loss/theft of student or parent's personal items (eg. mobile phones or jewellery) whilst on school premises or at a school activity.

Hair and Makeup

All students at the college are to be neat and tidy, well-groomed, and the following must be adhered to, at a minimum:

- Hair is to be neat, clean and tidy at all times; worn off the face so that the eyes are visible.
- Long hair (hair that is longer than collar length) is to be tied back.
- Hair must not be coloured or dyed a non-natural colour.
- Hairstyles such as mo-hawks, tracks, or rat's tails are not permitted. A part line may be defined by a single shaved track - however multiple track lines are not permitted.
- Hair is to be styled in such a way that does not interfere with student's ability to wear the hat in compliance with the Sun-safe policy.
- Hair ribbons, headbands, clips and scrunchies are permitted in school colours only (navy, maroon or white). Other accessories are not permitted. These include but are not limited to, bandanas, beanies, beads and adornments, and other non-school coloured headwear or accessories.
- Eyeliner, eye shadow, mascara and other makeup is not permitted.
- Fake eyelash or eyelash extensions are prohibited.
- Eyebrow tracks or shaved sections in the eyebrows are not permitted.
- Nail polish, nail patterns/art and nail jewellery are not permitted.
- False nails or nail attachments are not permitted.
- Tattoos, if present, must be covered by the school uniform or tattoo sleeve.
- Head Scarves worn for religious reasons must be navy blue or white – no decorations or tassels.

Non-uniform College occasions

Students are required to dress appropriately for the occasion and are expected to do so with the responsibility of being ambassadors for the College. On these occasions it is important that students present themselves in a manner that is neat, tasteful and meets safety requirements. Extremes of style and fashion are not acceptable.

Consequences of Non-compliance with Dress Code

Consequences for students not in correct uniform can include contact home to parents, prevention from participating in school activities, or detention.

Initially, students will be immediately asked to remove items that are not part of the Bellbird Park State Secondary College uniform. The item will be retained by the college for collection by the student at the end of the day.

Any further offences will mean the item will be confiscated and parents will be required to collect the item from the college. All unclaimed items will be disposed of, or donated to charity, by week 4 of the following term. If a student does not comply with the college dress code policy, the Principal, or delegated officer, may impose one of the following sanctions:

- Detention of the student for a period mentioned in section 283(3) of The Act;
- Prevent the student from attending or participating in any activity for which the student would have been representing the college;
- Prevent the student from attending or participating in, any college activity that, in the reasonable opinion of the college Principal or delegate, is not part of the essential educational program of the school.

Non-compliance Procedure

Students unable to wear an item of the correct uniform must comply with the following procedures:

- Report to the Head of Year before 8.40am.
- Provide a note from home explaining the uniform breach and the period for which this will exist. These may be accepted for specified and temporary reasons, but are not long-term waivers of the uniform expectations.
- Where possible, exchange the incorrect uniform article for the correct uniform. The student's own article of clothing will be held until the exchanged article is returned after the end of the school day.
- Where the uniform item is unavailable, and the student's dress is deemed appropriate, the student will be issued with a slip indicating that they have followed procedures.
- Display the note to all staff, upon request, at all times.
- The student may also be issued with one of the sanctions as outlined in the Education (General Provisions) Act 2006 Section 362.

It is not possible to set out presentation and grooming rules in a way that is 'black and white': there is always the need for interpretation about taste, safety and appropriateness of fashion trends and the College authorities will need to make judgements about this from time to time.

We are confident that our students will take pride in being members of the Bellbird Park State Secondary College community and will choose to make responsible choices about presenting themselves.

ATTENDANCE POLICY

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. **Bellbird Park State Secondary College expects all students to attend every lesson every day.** BPSSC’s Attendance Policy aims to outline the expectations and responsibilities that the school, students and parents/carers have in relation to attendance. It also outlines the school’s attendance strategies and procedures.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. In order to reach this shared understanding, Bellbird Park State Secondary College:

- is committed to promoting the key message that Every Day Counts
- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truancing can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.



Responsibilities

Student responsibilities	Parent/Carer responsibilities
<ul style="list-style-type: none">• All students need to be at school each and every day prepared for work and learning.• All students are to be accountable for attendance and participation.• All students are expected to be in class on time and remain in class each lesson.• All students are to remain at school during school hours unless they have permission from parents/carers to leave the school and completed sign-out processes.• All students are responsible for catching up on school work missed due to absences.	<p>Each parent/carers of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends school, on every school day, for the educational program in which the child is enrolled, unless a reasonable excuse exists for their child’s absence.</p> <p>Parents/Carers must provide a satisfactory reason for absences, unless the student is an adult or independent student, in which case an explanation should be sought directly from the student. Parents/Carers should provide a reason for a child’s absence as soon as possible.</p> <p>The Queensland Department of Education strongly recommends families not to schedule holidays during school time.</p>
Acceptable Reasons	Non-Acceptable Reasons
<ul style="list-style-type: none">• Serious illness or medical conditions (accompanied by a medical certificate)• Representative activities including sport, academic and cultural• Serious family emergencies (rare)• Work experience	<ul style="list-style-type: none">• Holidays outside school holiday periods• Non-essential activities (e.g. shopping trips, birthdays, parties, functions during the school day)• Medical appointments that can be scheduled outside of school hours
<p>For any absence of longer than 10 school days, an application for exemption needs to be submitted to the Principal. Application forms are available from Executive and Student Services.</p>	

ATTENDANCE STRATEGIES

Strategies

At Bellbird Park State Secondary College our engagement strategies aim to promote 100% attendance by:

- Engaging students through a quality curriculum designed to meet their individual needs
- Providing a supportive and positive environment through learning together where students are rewarded for their high attendance at school through:
 - o Attendance Celebrations - each Term
 - o 100% Attendance Celebration - each year
 - o Recognition at whole-college and year level assemblies
 - o House Points Celebrations at college assemblies
- Educating parents and the community through Facebook, newsletters, and celebrations.
- Employing a dedicated Attendance Officer, Youth Support Coordinators and a team of Head of Years to analyse data and develop strategies toward improved outcomes.
- Setting whole-school achievable targets and engaging the school community in meeting those targets.
- Utilising a systematic monitoring and action process with clearly defined roles, responsibilities and time lines informed by data and linked to a strong action/review.

At BPSSC, we empower students by:

- Publicising individual attendance data so students:
 - o know their individual attendance percentage,
 - o track their progress up and down, and
 - o understand if their attendance is at a satisfactory or unsatisfactory level.



ATTENDANCE PROCEDURES

Roll Marking Procedures

Every morning students attend Roll Class to have the roll marked. Students are marked on a roll for each subject class from P1 through to P4. If student is not present in Roll Class and P1, a text message is sent home from 10.30am to parents to notify of absence.

If student arrives late to school they are to present to Student Services to have their names marked off the roll. The marking of the roll in each session every day is a very important responsibility as it informs the school where students are, and which students are not arriving to school and to class on time.

Explaining Absences

All students must provide notification from a parent/carer when they are absent from school. Please note that for students of compulsory school age, there is a duty of care to establish the reasons for absence from school. For students of post-compulsory age, school staff have a responsibility to seek reasons for absences from school, although the responsibility for providing the information rests firmly on the students and parents.

- <https://bellbirdparkssc.eq.edu.au/our-school/contact-us/student-absences>
- studentabsence@bellbirdparkssc.eq.edu.au
- 07 3819 7266 and leave a message
- QParents App
- Call 07 3819 7222 and speak to student services between 8am and 4pm.
- Bring a note explaining your absence on the day you return that:
 - Clearly states your full name and Pathways class,
 - Provides the date/s you were absent,
 - Gives a reason for your absence, and
 - Is signed by your parent/carer
- Alternatively complete the absence explanation at the back of this student diary and hand it in to student services.

Late to School

Students Arriving Late to School - Applies after 8.50am

- Student signs in at Student Services - bring a note to explain
- Student proceeds to class with their 'late slip'
- Students arriving without a note will be assigned a detention

Persistent Lateness to School

- The year level Head of Year will monitor the number of times students are late to school.
- If the student continues to be late the Head of Year will contact the student and parents to assist the family with any barriers contributing to lateness.

STAFF RESPONSIBILITIES

Staff Key Attendance Duties

Ensuring students are accounted for and safe is a key priority at Bellbird Park State Secondary College. Many staff are involved in the recording and tracking of attendance, the staff include but are not limited to: The Principal, Deputy Principal, Head of Year, Youth Support Coordinator, Guidance Officer, Community Education Counsellor, Chaplain, and Attendance Officer. These staff all contribute to effective monitoring of attendance at Bellbird Park State Secondary College and this is actioned through collaboration with parents, and the wider community, which is necessary to achieve high attendance rates for students.

Staff at Bellbird Park State Secondary College:

- Are committed to promoting the key messages of Every Day Counts
- Believe all children should be enrolled at school and attend school all day, every school day
- Monitor, communicate and implement strategies to improve regular school attendance
- Continue to work with regional and local support services to re-engage students and their families with the aim of returning disengaged students to school.
- Believe truancing can place a student in unsafe situations and impact on their future employability
- Believe attendance at school is the responsibility of everyone in the community.

Specific key processes and staff responsible:

PROCESSES	RESPONSIBLE OFFICER
Monitoring attendance <ul style="list-style-type: none">• Attendance Tracker Weekly<ul style="list-style-type: none">• Students track in Student Diary• Support Team monitor decline in attendance	<ul style="list-style-type: none">• Pathways Teacher• Youth Support Coordinator• Head of Year• Deputy Principal
Daily Absence <ul style="list-style-type: none">• SMS sent at approximately 10.30am• Recording on OneSchool & DayMap	<ul style="list-style-type: none">• Attendance Officer
3 Days of Unexplained Absences <ul style="list-style-type: none">• Phone call home• Recording on OneSchool & DayMap• Referral for follow up to Head of Year• Further support - Visible Support Team	<ul style="list-style-type: none">• Attendance Officer• Head of Year• Visible Support Team
Enforcement Process <ul style="list-style-type: none">• Formal letters will be posted home and referred to Department Education Training Regional Officer	<ul style="list-style-type: none">• Deputy Principal

Department links

Managing student absences and enforcing enrolment and attendance at state schools procedure
<https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

Every Day Counts

<https://education.qld.gov.au/initiativesstrategies/Documents/infographic-parents.pdf>

HOMework POLICY

Relevant legislation and policy

Section 427: Homework guidelines for State schools

- 1) The chief executive may make guidelines about homework for state schools.
- 2) Issues that may be addressed by a guideline include the following –
 - a. The purpose of homework;
 - b. Homework approaches appropriate to each stage of learning at a State School;
 - c. The setting of homework tasks for a student appropriate to the student's ability;
 - d. The recommended amount of time a student should be expected to spend on homework;
 - e. The responsibilities of teachers, parents and students in relation to homework;
 - f. The development and implementation of a homework policy by a State School Principal.
- 3) A guideline may be amended or replaced by a later guideline made under this section.

Homework Policy Statement

Homework is a valued part of education at Bellbird Park State Secondary College. There is a high expectation that all students, parents/carers and staff will develop consistent practices to ensure maximum benefit for all students from an effective homework program. Year level staff, will inform all parents of their planned homework program for the year in the first two weeks of school.

The interest that is shown by parents/carers in the work that students bring home is a great help in ensuring successful learning at school. Homework is not intended to be a chore for the parent/carers, teacher or the student but instead an opportunity for parents and students to discuss school activities and to help students develop good study habits. Teachers plan a homework program to continue the development of important skills that are being developed in formal lessons.

The following table outlines the expectations for students in the implementation of a homework program that will most benefit their learning. In addition to this, students in Years 7 to 12 will use the Student Organiser to record all homework which should be regularly checked by parents/carers and teachers. The organiser is a valuable form of communication between school and home.

Year Level	Content	Time Allocation
7 - 9	<ul style="list-style-type: none">• Reading• Spelling & Grammar- as per teacher practice• Maths practice as directed by teacher• Completion of class work as directed by teacher	40 min per school night Mon-Thurs
10 - 12	<ul style="list-style-type: none">• Reading• Review of class work as directed by teacher• Completion of set assessment/ assignments	60 min per night minimum and more as required

I have read, understood and agree with the above mentioned.

Strategies

The following strategies have been developed by Bellbird Park State Secondary College staff to ensure that homework becomes an important part of the student learning program.

Students	Teachers	Parents/Carers
<i>The following strategies should be employed by students to maximise success in their learning:</i>	<i>Will use the following strategies to support their students in developing a routine of regular, independent study:</i>	<i>The following strategies will enable parents to help their child maximise the benefit gained from homework:</i>
<ul style="list-style-type: none"> • Complete/attempt all homework to the best of their ability • Develop clear expectations for homework with parent/carers • Seek help from parents/teachers if they are unsure of what to do • Complete homework in advance of due dates - do not leave it until the last minute • See relevance and meaning of homework activities by referring to class notes or text books • Submit all homework on time • Have a study plan that matches your commitments for the week and ensures that all family requirements are also met • Learn from homework through teacher feedback • Seek assistance when difficulties arise • Maintain a life balance to ensure that physical activity, cultural and recreational activities and part time employment requirements are maintained • Accept responsibility for the completion of all homework • Communicate with parents/carers or siblings about homework and other topics. 	<ul style="list-style-type: none"> • Set homework on a consistent basis • Ensure that parents understand their responsibilities to manage the homework process and sign completed work • Establish a homework program from day 1 • Clearly communicate the purpose, benefits and expectations of all homework • Maintain records of all homework completed and the achievement levels • Set homework that is varied, challenging, directly related to class work and appropriate to student learning needs • Ensure that students receive regular feedback on their performance in the completion of homework tasks • Explicitly teach strategies to develop organisational and time management skills, providing opportunities to practise these strategies through homework • Give consideration to other academic and personal development activities that students could be engaged in when setting homework • Discuss with parents/guardians any developing problems concerning their child's homework and suggest strategies to assist with their homework. 	<ul style="list-style-type: none"> • Set a consistent time for homework to be completed • Support/facilitate/supervise children, especially at the start of the year to ensure that they fully concentrate on the tasks required • Encourage children to complete all homework that has been set, preferably as soon as possible, rather than waiting until the night before it is due • Direct students to appropriate resources where necessary • Provide appropriate equipment/environment that enables children to immerse themselves in the study without distractions • Involve children in tasks at home including shopping, playing games and using musical instruments • Ensure that each child has adequate physical activity • Encourage, praise and reinforce positive attitudes towards homework tasks • Encourage children who complete homework to the best of their ability • Encourage children to organise their time and take ownership of their learning • Keep abreast of timelines and reward students for work handed in on time • Ensure students use their student organiser to manage their homework • Establish a consistent routine for completing homework to best meet the needs of your family and other commitments • Keep a balance on the amount of time spent watching TV, playing computers and recreational games • Encourage older children to take an interest in local, national and international events • Check/view child's homework whenever possible and take a real interest in the development of their assignments wherever possible

Parents are advised to contact teachers if a reluctance to complete homework exists. The development of good habits in the early years of education will reap many rewards in the senior years of schooling. The College staff offer all parents every assistance necessary to ensure the planning, implementation and maintenance of a successful homework routine.

COMPLAINTS MANAGEMENT POLICY

Complaints Management Policy and Process

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents and students to work through any issues they may have with Education Queensland provision.

Our aim with all complaints is to find resolution, therefore, when making a complaint, please ensure that you:

- Provide complete and factual information in a timely manner
- Deliver your complaint in a non-threatening and non-abusive manner; and
- Not make frivolous or vexatious complaints or include deliberately false or misleading information

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following five step procedure may assist parents/carers, and support staff to reach an outcome that is in the best interests of the student.

1. **Subject related** – Discuss your complaint with the class teacher/Head of Department
Welfare related – Discuss your complaint with the Head of Year.

If your complaint is with your child's teacher and relates to an issue concerning your child's experience at school, make an appointment with that teacher/Head of Year as soon as possible through the school administration. Share the information you have about the problem. Together, both parent/carer and teacher/Head of Year should then take steps to resolve the problem at this level. The teacher/Head of Year will make an electronic record of the complaint and outcome.

Should your complaint relate to Non-Teaching staff, the matter should be directed to the Business Manager.

2. **Discuss your complaint with the Deputy Principal or ask the Deputy Principal to assist by participating in the informal conflict resolution.**

Where the teacher/Head of Department/Head of Year has been approached as above, but the issue remains unresolved, make an appointment with the relevant Deputy Principal to discuss the issue further. Alternatively, you and the teacher/Head of Department/Head of Year may agree to ask the Deputy Principal to act as a go-between in the informal conflict resolution in an attempt to resolve the problem

If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the relevant Deputy Principal. The staff member will make an electronic record of your complaint and work with you to resolve the issue.

Complaints to the Deputy Principal may be lodged in person, by telephone, in writing or an email to: deputyprincipal@bellbirdparkssc.eq.edu.au

3. Discuss your complaint with the Principal if your complaint is so severe as to warrant the immediate attention of the Principal or your previous issue remains unresolved.

Complaints to the Principal may be lodged by telephone, in writing or an email to:

principal@bellbirdparkssc.eq.edu.au

4. Contact Regional Office

If you have discussed the issue with the Principal and still feel that your complaint has not been addressed, you have the right to contact the Assistant Regional Director, Metropolitan Region, who is the supervisor of the School and oversees activities of schools in that particular education district of Queensland.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name, address and sign it. The regional office will make a record of your complaint.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the Principal.

When you contact the regional office you will be advised that your name and the nature of your issue will be reported back to the Principal of your school. Staff at the regional office will assist in seeking resolution of the issue.

Contact details are as follows:

Metropolitan Secondary
Private Mail Bag 250
Mansfield DC Qld 4122
Phone: (07) 3028 8052
Fax: (07) 3349 8507

5. Independent Review

If you have not been able to resolve your complaint through these formal processes you can lodge your complaint with the Queensland Ombudsman.

The Ombudsman may be contacted at:

Office of the Ombudsman
GPO Box 3314
Brisbane QLD 4001
Email: ombudsman@ombudsman.qld.gov.au
Telephone: 07 3005 7000
Toll Free: 1800 068 908
Fax: 07 3005 7067

I have read, understood and agree with the above mentioned.

PERSONAL TECHNOLOGY DEVICE POLICY

At BPSSC we embrace equity and are dedicated to supporting every student to achieve growth and success.

BPSSC are not responsible for the loss or theft of personal technology devices on college grounds.

On the 6 July 2023, the Minister for Education announced the introduction of a state-wide decision that personal technology devices in Queensland schools from 2024 will be "Away for the Day".

We care about our students' health, safety and wellbeing:

The 'Away for the day' policy at Bellbird Park State Secondary College aims to:

- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile devices
- support our college to create safe and supportive learning environments that prioritise student engagement and wellbeing
- encourage increased face-to-face social interactions between students, away from screens
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying or accessing harmful content.

Personal Technology Devices (PTD)	Every Student, Every Day
Personal technology devices include, but are not limited to: <ul style="list-style-type: none">• Mobile phones• Portable music players• Wireless headphones and earbuds• Wearable devices including smart watches (switched to flight mode)• Any other electronic devices that have the ability to connect to telecommunication networks or the internet.	All personal technology devices must be switched off and not seen or heard from the first bell at 8.40am until the time learning finishes at 2.50pm. This includes class time, lunch 1 and lunch 2.

Storage of PTDs

As with all valuable items, students are strongly discouraged from bringing mobile phones and other PTDs to school due to the potential for loss, theft or damage of the item. BPSSC cannot accept responsibility for the loss, theft or damage to such items, including mobile phones. These items are brought to school at your own risk. Students can store their PTDs:

- Off and away zipped in their pocket (not visible to staff)
- Off and away in their school bag
- Off and away in their laptop bag
- Stored in laptop locker in Information Services (cost for hire \$20 a semester).

Misuse of Personal Technology Devices

If a device is seen or heard, the student will be required to hand in the device to student services where it will be stored securely until the student is required to depart college grounds.

Consequences for misuse are issued aligned to BPSSC Student Code of Code of Conduct and Positive Behaviour for Learning (PBL) Framework.

At BPSSC we embrace equity and are dedicated to supporting every student to achieve growth and success.

First Offence	<ul style="list-style-type: none"> Students to hand their PTD to student services, for collection at the end of the school day or when the student departs the college.
Second Offence	<ul style="list-style-type: none"> Students to hand their PTD to student services, parent phone call. Parent to collect from college administration at the end of the school day or when the student departs the college.
Third Offence	<ul style="list-style-type: none"> Students to hand their PTD to student services, parent phone call. Parent to collect from college administration at the end of the school day or when the student departs the college. DP/HOY OneSchool Referral.
If a student refuses to follow staff directions to hand in their personal technology device (PTD), students may be issued a consequence for defiance aligned to the BPSSC Student Code of Conduct and Positive Behaviour for Learning (PBL) Framework.	

Technology for Educational Purposes

At times, teachers of students in Year 11 and 12 may instruct, or allow students to use mobile phones or electronic devices for specific educational purposes, such as:

- recording an experiment
- recording a musical or dance performance for analysis
- taking photos of work in Construction or Engineering as evidence of progress for the qualification
- listening to a clip that explains a concept in Business, Sport and Recreation etc.

At these times students may use their Personal Technology Devices (PTD) but only when instructed to by their teacher who will place a sign up in their classroom allowing the use of devices.

Students in Year 7-10 are not permitted to use their PTDs for learning in the classroom.

Storage of PTDs

As with all valuable items, students are strongly discouraged from bringing mobile phones and other PTDs to school due to the potential for loss, theft or damage of the item. BPSSC cannot accept responsibility for the loss, theft or damage to such items, including mobile phones. These items are brought to school at your own risk. Students can store their PTDs:

- Off and away zipped in their pocket (not visible to staff)
- Off and away in their school bag
- Off and away in their laptop bag
- Stored in laptop locker in Information Services (cost for hire \$20 a semester).

I want further information

Please see our Student Code of Conduct-[here](#)

Please see our Frequently Asked Questions for Students and Parents- [here](#)

Please see our Frequently Asked Questions for Staff- [here](#)

Please visit the Department of Education Website- [here](#)

I have read, understood and agree with the above mentioned.

APPROPRIATE USE OF PERSONAL TECHNOLOGY DEVICES & SOCIAL MEDIA POLICY

Temporary Removal of Property

Permitted personal technology devices described as per the college policy, that have been used contrary to this policy, will be temporarily removed from students. Students will be sent to Student Services to hand in their device(s) for the remainder of the school day. The device(s) will be made available for collection by the student from the Student Services at the end of the school day.

Repeated breaches of the policy within a term will require parent/carer collection of the item from Student Services. The Principal may also temporarily ban a student from bringing personal electronic devices to school if repeat offenses occur.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Recording voice and images

Every member of the BPSSC community should feel confident about participating fully and frankly in all aspects of school life, without concern that their personal privacy is being invaded by their voice or image being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at BPSSC. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc.) for the purpose of dissemination among the student body or outside of the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony, and will result in serious consequences.

Strictly no recording or images are to be taken in any place that is reasonably considered an invasion of privacy (e.g. in change rooms, toilets, etc.).

A student at BPSSC who uses personal technology devices to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matters capable of bringing BPSSC into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, BPSSC will not tolerate images or sound captured by personal technology devices on the school grounds or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude such outcomes may or will occur. Students will be subject to discipline if they breach the policy by being involved in recording and/or disseminating material via any medium or are knowingly the subject of such a recording (as per Student Code of Conduct).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) are against the law and, if detected by BPSSC, will result in a referral to QPS.

Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline (as per Student Code of Conduct) and possible referral to QPS. Students receiving such text messages whilst at school should ensure they keep the message as evidence and bring the matter to the attention of the Administration as soon as possible.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording private conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the BPSSC community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under this Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Personal Social Media

Bellbird Park State Secondary College strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, BPSSC expects its students to engage in positive online behaviours.

BPSSC embraces the opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and applications (apps) can provide positive social development experiences through opportunities to develop friendships and shape identities. When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and others.

BPSSC is committed to promoting the responsible and positive use of personal social media sites and apps. Students will not face disciplinary action for simply having an account on Facebook or other social media site. However, as set out in the Policy for Preventing and Responding to Bullying, it is unacceptable for students to bully, harass or victimise another person, whether within school grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of the school, whether those behaviours occur during or outside school hours.

Role of Social Media

The majority of young people use social media sites and apps on a daily basis for entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.

Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.

Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.

Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used. The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future. Remember, **once content is posted online you lose control over it**. Thus inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

Appropriate use of Social Media

Students of BPSSC are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps includes:

- Ensuring personal information is not shared (e.g. name, address, phone number, etc.).
- Ensuring the personal information of others is not shared.
- Ensuring the school name, logo, uniform and other identifying features are not shared.
- Thinking about what they want to say or post before putting it online, including considering how it could be interpreted by others.
- Not engaging in cyberbullying or harassing comments.
- Remembering all content posted online is in a public forum, even messages posted in private chatrooms has the potential to be shared widely.
- Remembering something you think is funny, or a sarcastic response, may be taken seriously by those who read it and lead to unintended consequences. It can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic because tone of voice and context is often lost. If there is a chance a message may be misinterpreted, be cautious and make the decision not to post it.
- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully.
- Report cyberbullying concerns to the school as soon as possible to allow to respond to online concerns that effect students' time at school.

Inappropriate use of Social Media

Some examples of inappropriate use of social media includes (but not limited to):

- Using social media to insult a student or staff member, either directly to them, or by posting/sharing insults about the person behind their back (e.g. "Sarah is fat and ugly").
- Posting/sharing images of another person with an insulting caption or message (e.g. posting a Snapchat image of a student eating with the word "pig" written across it).
- Posting/sharing pictures of another thing with an insulting caption or message that identifies a person (e.g. posting an image of a pig with and the caption "my English teacher is such a pig").
- Sharing gossip or making hurtful comments in a group chat, then inviting the victim of the gossip into the group so they read all the hurtful things said about them.
- Using social media to send threatening messages (e.g. "if you talk to her again, I'll punch you in the face").
- Using social media to set up a physical altercation (e.g. "fight after school, at Town Square").

- Accessing another person's social media page and pretending to be this person (e.g. a student borrows a phone to check their Instagram account and accidentally saves the password on the phone, later the phone-owner logs into the other person's account and sends messages pretending to be the account holder).
- Setting up a fake social media account under another person's name and posting as though you are this person (e.g. creating a duplicate Instagram account in the name of another student, then posting as if you are this student).
- Setting up fake social media account with a phony identity (e.g. tricking others into thinking you are someone else online).
- Hosting a page that allows others to post information anonymously (e.g. hosting a tea-site on Instagram).

If inappropriate online behaviour impacts on the good order and management of BPSSC, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours. Disciplinary consequences could include suspension and/or exclusion (as per Student Code of Conduct). In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

Please note, BPSSC will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parent/carers and/or police to resolve.

Laws and Consequences of Inappropriate Online Behaviour and Cyberbullying

Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the Criminal Code Act 1995 (Cth) and the Criminal Code Act 1899 (QLD) contain relevant provisions applicable to cyberbullying.

The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is "using a carriage service to menace, harass or cause offence to another person".

The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

- Unlawful stalking
- Computer hacking and misuse
- Possession of child exploitation material
- Involving a child in making child exploitation material
- Making child exploitation material
- Distribution of child exploitation material
- Criminal Defamation

There are significant penalties for these offences.

Please also note communication between staff and students via social media platforms is inappropriate and a breach of the Public Sector Code of Conduct.

I have read, understood and agree with the above mentioned.

ICT ACCEPTABLE USE POLICY

1. This policy sets out guidelines for the acceptable use of:

- the School's computer network facilities
- installed computer software
- the Internet
- electronic mail

which are provided to students for educational purposes only.

2. Acceptable use issues may be broadly categorised as personal conduct relating to:

- System security
- Legal requirements
- Ethical use of Education Queensland's computer network facilities at Bellbird Park SSC.
- Standards of interpersonal communication.

3. Benefits to students - Students will have access to

- A variety of equipment, software and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities before school and during lunch breaks.

4. Procedures for use - Students are expected to

- Operate all equipment with care. Follow written and oral instructions for room and equipment use. Consult a teacher where necessary.
- Ensure personal security of their user account by correctly logging on and off.

RESPONSIBILITIES OF STUDENTS

Students are responsible for all activity carried out on their personal network account.

General Network Responsibilities - Students will NOT

- Share their password with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Install / use any software other than that provided by the school
- Attempt to bypass security
- Store inappropriate material in their network account (eg non-program related files, .exe files, personal files, video files, games)

Internet and Email Acceptable Use Responsibilities

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must at all times exercise careful judgment over all material that they access and communications that they make.

A Word to Students on Personal Responsibility

When you are using the College network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. The College network is for storage and access of College course related materials only.

You MUST NOT...

- Violate copyright laws by using material from Internet sites without permission of the copyright owner.
- Plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- View, send, store or display indecent and/or offensive messages or pictures.
- Use profane, abusive, impolite or sexually explicit language to communicate. Do not knowingly access materials which are not in line with the rules of School behaviour. A good rule to follow is to never view, send, or access materials which you would not want your teachers and parents or colleagues to see. Should you encounter such material by accident, you should report it to your teacher immediately.
- Share your password with another person under any circumstance or logon for another person whose privileges have been withdrawn.
- Waste limited resources such as disk space or printing capacity. Large files are not to be downloaded unless permission has been obtained from a supervising teacher. Users are expected to remain within allocated disk space and delete material which takes up excessive storage space.
- Trespass in another's folders, work, or files. Respect their privacy. Network storage areas may be treated like school lockers. The Information Technology Coordinator may review communications to maintain system integrity and will ensure that students are using the system responsibly.
- E-mail, or place on the Web, personal contact information about yourself or other people. Personal contact information includes your home address, telephone number, the school address, your work address etc.
- NEVER agree to meet with someone you have met online unless you have your parent's approval.
- Possible Network misuse will be detected in a number of ways:
 - o As reported by staff or students
 - o As notified by Education Queensland Officers (Note: Education Queensland reserves the right to monitor and audit any or all intranet, Internet or e-mail activity undertaken by EQ officers using departmental resources.
 - o As discovered by the Information Technology Coordinator through for example, inspection of Network security logs and Internet proxy logs, scans of student file storage areas, and automatic notifications of inappropriate e-mail use.

Inappropriate content on social networking sites

Social networking sites such as Facebook, Twitter, Instagram and Snapchat have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cybersmart and think before posting material online.

- All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.
- If our College becomes aware of inappropriate content involving our staff, students or school, or images, banners, logos or our school crest are used without permission, we will take reasonable steps to ensure the content is removed.

Student Agreement

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically in relation to e-mail and internet usage, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher.
- I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else.
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time.

I have read, understood and agree with the above mentioned.

Parent/Carer Agreement

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT network.
- I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

I have read, understood and agree with the above mentioned.

THIRD PARTY WEBSITE CONSENT

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Bellbird Park State Secondary College wishes to utilise the third party web based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted onshore in Australia/and/or/outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name,
- Student ID,
- Age,
- Year group,
- Class Teacher and
- Student email

We need your permission for the registration and use of these sites by your student.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please contact the college on 3819 7222.

Third Party Website Consent - please complete online following this link: <https://bellbirdpssc.schoolzineplus.com/form/14>

BYOD RESPONSIBLE USE POLICY

BYOD SPECIFICATIONS

There are different specifications for junior and senior students. Please refer to the "Computer and Internet" page on our college website for the latest minimum and recommended specifications for the BYOD program. Link to page: <https://bellbirdparkssc.eq.edu.au/extra-curricular/computer-and-internet>

Please note:

- Apple MacBooks are accepted, but not preferred
- iPads, Chromebooks, Android tablets are not an acceptable BYOD device

BYOD RESPONSIBLE USE POLICY

This document defines the Responsible Use Policy for student use of all BYOD devices at Bellbird Park State Secondary College. Its main purpose is to encourage the mature and responsible use through the provision of clear usage guidelines.

The Queensland Department of Education, Training and Employment deems the following to be responsible use and behaviour by a student:

- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- researching and learning through the Department's e-learning environment.

The Queensland Department of Education, Training and Employment deems the following to be irresponsible use and behaviour by a student:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat or send chain letters or Spam e-mail (junk mail)
- access mobile / cellular data networks during school time which bypasses school filters

In addition to this Bellbird Park State Secondary College states that:

- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised drives or files or to access other people's devices without permission.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Copying of software, information, graphics, or other data files may violate copyright laws and students may be subject to prosecution from agencies to enforce such copyrights.
- Devices must not be used to display or disseminate material that could cause offense to others.

Consequences if BYOD Responsible Use Policy is breached align with the Bellbird Park State Secondary College Student Code of Conduct for Students.

The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:

- We agree to abide by the above rules.
- We have read and understood the BYOD Responsible Use Policy and the Student Code of Conduct.
- We are aware that any breaches of the Student Code of Conduct for Students may result in my/ my child's immediate removal from the system for a specified period as per the school's Behaviour Management Plan and in relation to the severity of the offence.

	NAME	SIGNATURE	DATE
Student			__ / __ / __
Parent/Carer			__ / __ / __





**MANY PATHWAYS.
NO LIMITS. >**