



The Catlins Area School Code of Conduct

At all times students are expected to behave in a manner which makes The Catlins Area School community a safe environment, conducive to learning, where students show respect and consideration for others. This includes during travel to and from school.

At The Catlins Area School we:

- Are thoughtful, co-operative and tolerant to each other, to staff and to visitors.
- Respect others' right to learn without interruption.
- Are well-mannered, considerate and friendly to each other, to staff and to visitors and the wider community.
- Are proud of your school environment and keep it clean, safe and attractive.
- Wear the school uniform correctly and behave well at all times

This makes it easier for us all to learn and work together.

Unacceptable Conduct

The Catlins Area School sets high standards and expectations for students in the quality of behaviour expected. These standards will be met through personal responsibility and positive encouragement by staff and the support of caregivers.

The following are examples that contravene The Catlins Area School Code of Conduct:

N.B. The list is not exhaustive and judgements by the Principal and Board of Trustees may augment this list.

- Failure to adhere to the uniform standards and every aspect of the Code of Conduct
- Disruption of classroom learning
- Rude or abusive language to other students/staff/members of the public
- Lying, concealing or failing to tell the whole truth
- All types of verbal, physical, cyber harassment/bullying that may cause harm to any individual or group, or any discrimination on the basis of disabilities, religious affiliation, race, gender, or sexuality
- Truancy/Out of bounds areas
- Defiance/Disobedience
- Inappropriate use of ICT (including mobile devices / phones) and / or not adhering to the IT responsible use agreement.
- Damaging or stealing property
- Physical, verbal violence / assault
- Possession and/or use of weapons, tobacco, alcohol or harmful/banned drugs or substances*, or replicas and substitutes for banned substances / Items

- Lighters or any other items that have the potential to cause harm or concern or cause offence, must not be carried onto the school grounds.

UNIFORM AND GROOMING STANDARDS

Every student will wear correct uniform. This applies to students who are:

- Attending the school (except for Year 13 students with special permission)
- Travelling to or from school
- Attending school funcCons
- Representing the school
- Identifiable as The Catlins Area School students in a public place.

School uniform items, such as trousers, skirts and blouses must not be modified. Tapering trousers and narrowing blouses and skirts is not permitted. Modified items will need to be replaced.

The school is judged in public by the uniform standards shown by students. We value the support of parents to ensure the standards are adhered to as agreed upon enrolment.

Incorrect uniform or a combination of school uniform, the sports uniform or muWi is unacceptable. Students not in correct uniform are required to have a note from home explaining the reason for their discrepancy and the note is to be handed to the house teacher for approval at the start of the day concerned. The house teacher, if appropriate, will issue the student with a temporary Uniform Pass.

Please ensure all items are labelled clearly with name inside the garment.

Uniform or grooming exemptions for cultural or other reasons

Exemptions from the uniform or grooming standards may be sought where its literal application could unduly infringe upon a student's religious, cultural or other beliefs. Requests for exemptions from the general standards must be made in writing to the Principal, and must state both the exemption sought and the belief which could be compromised if the exemption were not granted. The granting of any exemptions to the general standards shall be at the sole discretion of the principal.

PERSONAL APPEARANCE STANDARDS

Hair:

Students must wear their hair tidy and styled in a conventional way.

This means:

- Hair must be clean and clear of the face and eyes.
- No unnatural colours, extreme colouring, or streaks and patches of colour.
- No spikes, skin-heads, Mohawks, or areas with greatly varying lengths
- No signs, letters, or symbols cut into the hair (or eyebrows).
- In the case of clipped hair, a No. 2 or above is acceptable.

Any issues about whether a hairstyle is compliant with these standards will be determined by the Principal, having regard to what would be generally be considered presentable for a person representing an organisation in public.

If the hair is below the shoulder line, it must be tied up.

Students must be clean shaven at all times.

Body Adornment:

- Students may not wear makeup of any kind. If nail polish is worn, it must be colourless.
- Students are permitted to wear a pair of small, plain studs - one plain stud in the lower part of each earlobe. A plain small stud is metallic (gold/silver colour), or a pair of small, plain sleepers - one plain sleeper in the lower part of each earlobe. A small, plain sleeper is of less than 15mm in diameter. A plain, flat nose stud is permitted.
- No other visible body piercings (including tongue studs) are allowed.
- A wrist watch may be worn.
- Necklaces or cultural insignia such as pounamu, if worn, must not be visible.
- No other jewellery is permitted.

Parent/Guardian Signature: _____

Parent/Guardian Full Name: _____

Student Signature: _____

Student Full name: _____

Date: _____



The Catlins Area School

ICT Responsible Use Agreement for Students

When using information & communications technologies (ICT) at The Catlins Area School I will always be a good digital citizen.

This means that I;

- Will be a confident and capable user of ICT. I know what I do and do not understand about the technologies that I use. I will get help where I need it.
- Will use ICT for learning as well as other activities. I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.
- Will think carefully about whether the information I see online is true. I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.
- Will be able to speak the language of digital technologies. When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.
- Understand that I may experience problems when I use technology but that I will learn to deal with them. I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.
- Will always use ICT to communicate with others in positive, meaningful ways. I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.
- Will be honest and fair in all of my actions using ICT. I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.
- Will always respect people's privacy and freedom of speech online. I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.
- Will set aside digital devices when required to by teachers or my peers. I understand that some activities have the best learning outcomes when I am not using a digital device and will set the device aside when asked, without negotiation or argument. If my digital device becomes a distraction to me, or the people around me I understand that I may be asked to surrender it until my parents collect it from school (it will be turned off when surrendered and secured in the office safe).
- Will keep my user account private. Your user accounts is provided exclusively for your use. You are responsible for all the activity that is associated with your account. Please don't share your account details with anyone. To help maintain the security of your account please use a strong

password. If you suspect that your account details are known by someone else, then please let the school know.

- Will help other to become a better digital citizen. Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

Responsibilities of the School

In the interest of maintaining a safe environment, the school reserves the right to conduct an audit of its computer network, internet access facilities, computers and other school ICT equipment. This may include any stored content, and all aspects of its use, including email. For this purpose, any electronic data or files created or modified on behalf of the school on any ICT device, regardless of who owns it, is the property of the school.

The school may monitor traffic and material sent and received using the school's ICT infrastructures.

The Catlins Area School believes that ICT is an integral part of teaching and learning, but is aware that when using it we may experience challenges from time to time. To this end the school may deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data. Filtering should enhance the teaching and learning process rather than restrict it. In situations where this is not the case, you should inform the school rather than attempting to circumvent filtering or monitoring systems.

Breaches of this Agreement

A breach of this agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, activities such as abuse or harassment or misuse of the school ICT in a manner that could be harmful to the safety of staff or students, or call into question the user's suitability to be in a school environment.

If there is a suspected breach of this agreement involving privately-owned or school-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation.

In addition to any inquiry undertaken by the school itself, it may be necessary to notify an applicable law enforcement agency at the commencement, during or after our investigation.

Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

Student Name: _____

Student Signature: _____

Date: _____

Parent Declaration

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this “Responsible Use Agreement” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I understand that student work and images of my child may be used in school sanctioned social media and promotional materials.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

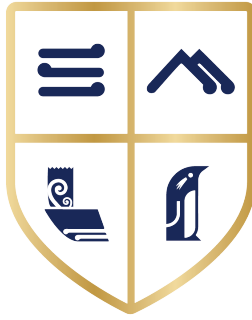
I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent Name: _____

Parent Signature: _____

Date: _____



The Catlins Area School Laptop Individual Agreement for Student, Parent and School

By agreeing you are choosing to opt into a laptop loan from The Catlins Area School. This service is fully subsidised by the BoT and therefore provided at no cost to families.

The loan responsibilities are as follows:

- I will make responsible use of this school owned device in line with my signed IT responsible use document.
- If I am in Year 9, or lower, I will store my device at school in the provided charging docks and follow all instructions for charging and storage. My device is my responsibility, loss or damage will be charged to my family. The school accepts no liability for damage to the device.
- If I am in Year 10 or above, I will purchase a hard cover or laptop sleeve for my device and will always keep it protected when transporting the device.
- If I am in Year 10 or above, the device is covered by my home insurance, the device will be maintained by families. The school accepts no liability for damage to the device.
- I will take the best care possible of my device at all times to minimise the chance of damage, loss or theft.
- I will prioritise the use of the device for school related tasks and activities.
- If I am in Year 10 or above, I will ensure my device is brought to school every day fully charged and ready to work.
- I will ensure my device is brought to every relevant class.

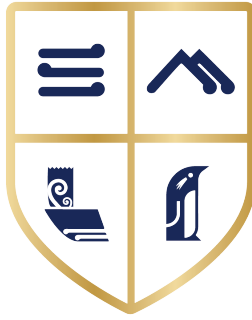
Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Student Name: _____

Student Signature: _____

Date: _____



The Catlins Area School Student BYOD Agreement

I, _____ (write name) am a student at The Catlins Area School and I own a **Chromebook / laptop / iPad / tablet / other device** with an internet connection (please circle the devices that apply to you) that will be used as an educational tool.

I understand:

1. All devices brought to school are my responsibility and the insurance for my device is my parents responsibility.
2. Devices brought to school are for my use only.
3. While the school takes all reasonable steps to minimise risk it takes no responsibility for any loss or damage which might occur.
4. My device is for my use only during class time, I may be directed by the teacher to put my device away at any time.
5. Any misuse of my device will incur serious consequence, starting with a suspension of Google Drive and contact made with parents.
6. Apps and software on devices must be checked by parents or teachers before being downloaded and kept up to date, particularly antivirus software.
7. Teachers will encourage the use of personal digital devices whenever appropriate to support my learning, and this is the purpose of having my device at school.
8. We use Google Drive for cloud storage and I am allowed to access this at home with parent permission.
9. Rules governing the use of any school owned digital device will apply to student owned devices while they are at school. This includes adherences to the Copyright act and the IT Responsible Use Document.

Student Name: _____

Student Signature: _____

Date: _____



The Catlins Area School No Cellphone Policy

The Catlins Area School does not allow students to have cell phones at school. If a student brings a phone to school they must hand it in to the office before school, and pick it up again after school.

If a student is observed with a phone, they will be asked to take it to the office. If possible, students should lock their phone before handing it to staff.

Cell phones may not be taken on EOTC events.

Student Name: _____

Student Signature: _____

Date: _____



The Catlins Area School PUBLICATION OF STUDENT WORK AND PHOTOGRAPHIC IMAGES

It is The Catlins Area School's policy to publicly display student work in a range of forums including:

- newsletters
- prospectus
- yearbook
- website
- Facebook
- Local/National Newspaper

It is also our policy to use student images (video or still, individual or group) in the same school publications. The Privacy Act requires that we have the permission of students and their parents to do so.

PURPOSE OF THE PRIVACY ACT 1993

I hereby acknowledge:

- The information in this enrolment application has been provided voluntarily
- The Board of Trustees of The Catlins Area School is collecting the information for the purpose of providing a database of information relating to the future education, guidance, monitoring and reporting of students' progress and pastoral care. In an emergency, at the discretion of the Principal, information from the file could possibly be given to an agency such as the police or a doctor.
- The information collected may be used for a variety of statistical and research purposes, but ensuring that no individual can be identified.

Parent/Guardian Signature: _____

Parent/Guardian Full Name: _____

Student Signature: _____

Student Full Name: _____

Date: _____



The Catlins Area School SPORTS GUIDELINES AND RULES

Attendance and participation in Annual School Sports Competitions, School Tournaments

ATTENDANCE

A student is required to attend school regularly with only justified absences for illness and/or injury (or situations of a compassionate nature) to be able to participate as a member of TCAS sports teams in school competitions. If a student is absent from school due to illness or injury during the day of a school sports competition, that student may not be allowed to play in the school sports competition on the same evening.

TOURNAMENTS

The following rules will apply to all students who wish to attend a sports tournament:

Attendance: In the first instance each student's attendance record will be taken into consideration. If attendance is found to be unsatisfactory the student will not be given permission to attend sporting tournaments and will be required to attend school.

Injury: If a student is injured or ill (which has resulted in them being a non-playing member of the team) prior to sporting tournaments they will not be able to accompany the team to the tournament and are expected to remain at school (unless in hospital or at home due to the serious nature of the illness/injury). Students injured prior to a tournament, but have since been deemed fit to participate in the tournament must provide a letter from an appropriate medical practitioner acknowledging the student has been cleared to participate in the named sports tournament.

Injured Player During Tournament: A player injured or becoming ill during tournament may remain with the team at tournament, unless their injury or illness is of a serious nature. This document should be read in conjunction with the Sport Registration Form.

Student Name: _____

Student Signature: _____

Date: _____



The Catlins Area School SPORT REGISTRATION FORM

If students wish to play sport for The Catlins Area School they must abide by the following conditions:

Students must:

- Accept the composition of the teams as selected by those in charge.
- Have an obligation to the coach/team/school when they commit themselves to a school team.
- Uphold the reputation of the school before, during and after the sporting event.
- Attend all practices, games and meetings and be on time.
- Abide by the TCAS Code of Conduct.
- Wear the correct uniform as designated by the organising staff at all times required.
- Abide by the Sports Attendance, Injury and Illness Guidelines of the school.
- All fees must be paid in advance of the sport or tournament commencing.
- Students who transport themselves to sporting fixtures must have the appropriate license to do so.

I will abide by the rules above when representing the school at any sporting fixture.

Student Name: _____

Student Signature: _____

Date: _____