

Information Pack

Updated December 2024

To be retained by Parents/Carers

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Student Dress Code

A secondary state school with strong dress



standards.

Dress Code at BPSHS

The Browns Plains State High School community has chosen to adopt a Dress Code consisting of:

- a dress standard and
- items of clothing that comprise a school uniform for students that applies when:
 - i. attending and representing the school.
 - ii. travelling to and from school.
 - iii. engaging in school activities outside of school hours.

The School Dress Code has purpose

1. **Our Dress Code contributes to a safe and supportive teaching and learning environment through:**

- ready identification of students and non-students at school.
- fostering a sense of belonging.
- developing mutual respect among students by minimizing visible evidence of economic or social differences.

2. **Our Dress Code reflects our school community's ethos of:**

- bringing divergent groups and individuals together as one identity.
- living our school's motto of diligence and integrity.
- aspiring to excellence: the underlying approach for success at school.
- a means for each and every student to have a strong sense of pride and belonging regardless of social or economic difference that a dress standard conveys.
- acknowledging that sufficient opportunity arises in social contexts outside of school where personal and individual preferences can be exercised. This includes their personal appearance such as jewelry, make-up, and hair colours inconsistent with this dress standard.

The School Dress Code is consistent

a. Hair

- i. hair is to be neat, clean and tidy.
- ii. long hair is to be tied back and out of the eyes during practical subjects.
- iii. no students are to have extreme hair styles.
- iv. hair should be natural in one colour only.
- v. flamboyant or decorative pins, clips or accessories are not to be worn. Hair ties, scrunchies, ribbons, hijabs or turbans must be either maroon or black or white or grey.

b. Jewellery

Jewellery can be the cause of serious injury during practical periods, sporting lessons and in general activities. The following rules apply:

- i. to not exceed – 1 wristwatch, 1 small discreet ring, 1 small sleeper/stud earring in each ear
- ii. medical discs may be worn.
- iii. jewellery of religious/cultural significance is not to be visible.
- iv. facial piercings are not permitted, (including ear piercing jewellery) and ear piercing enlargers are NOT permitted.
- v. discrete, clear, colourless piercings may be worn.

- c. Make-up and Nails
 - i. make-up is not permitted, including false eyelashes-extensions or similar.
 - ii. nail polish is to be colourless.
 - iii. acrylic and gel nails are not permitted.
 - iv. light tinted SDF moisturiser is allowed.
- d. Shoes
 - i. all black low-cut leather lace-up shoes.
 - ii. sports shoes are to be appropriate footwear for Health and Physical Education (HPE); non black leather sports shoes are only permitted during HPE.
- e. General
 - i. students are permitted to wear a white under shirt which may be visible at the neckline only.
 - ii. sleeves, shorts and trousers are not to be rolled up.
 - iii. only school badges are permissible.
- f. Tattoos
 - i. visible tattoos are not permitted.

Black or skin colour tights/stockings/leggings (with no markings or design/plain colour only)

In accordance with our Browns Plains State High School's uniform guidelines, students are permitted to wear black or skin colour stocking, black tights or leggings as part of their school uniform. However, to ensure that the uniform maintains a neat and professional appearance, the following requirements must be met:

1. Full Coverage: Black or skin colour stockings (with no markings or design/plain colour only), black tights or leggings must cover the entire leg, including from the waist to under the sock or inside the shoe. They should not be sheer or see-through, ensuring that all skin is covered.
2. Dress Code Compliance: The stockings, tights or leggings should be plain black or skin colour with no patterns or embellishments. They must be worn under the appropriate school skirts, shorts as outlined in the school's uniform policy.
3. Appropriate Fit: Stockings, tights or leggings should be well-fitted and in good condition, without any rips, tears, or excessive wear.
4. Uniform Integrity: The overall appearance should be in line with the school's standards for uniform presentation. Any deviations or concerns should be addressed with the school administration.

By adhering to these guidelines, students will help maintain a consistent and professional appearance that reflects the values of our school community. For any questions or clarifications regarding the uniform policy, please contact the school administration.

Items of Clothing

The items of clothing selected by our Parents and Citizens Association collectively comprise our school's uniform for all students. All uniform items, with the exception only of the shoes, stockings and belt, must be purchased from the Browns Plains State High School Uniform Shop. No variations are acceptable. The school has a policy of assisting families in genuine economic hardship and the P&C has a range of cost options.

Parents/carers are required to provide the applicable items of uniform for their child as follows:

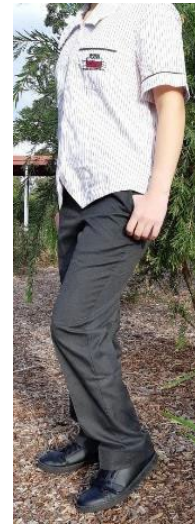
Year 7, 8 & 9 Junior Girls Uniform

The full day uniform must be worn to school every Tuesday for Juniors.

BROWNS PLAINS STATE HIGH SCHOOL



- School girls white blouse grey/maroon stripes with BPSHS logo
- School maroon pleated skirt, skort or formal shorts with BPSHS logo
- School socks with BPSHS logo
- All black leather lace-up shoes
- School maroon cap or school maroon bucket hat, both with BPSHS logo



- School maroon knitted jumper or school sports jacket, both with BPSHS logo
- School grey trousers with BPSHS logo
- Stockings, flesh or black colour (which fit over the feet). Leggings are not permitted

Year 7, 8 & 9 Junior Boys Uniform

The full day uniform must be worn to school every Tuesday for Juniors.



- School boys white shirt with grey/maroon stripes with BPSHS logo
- School grey shorts/trousers with BPSHS logo
- Black leather belt
- School socks with BPSHS logo
- All black leather lace-up shoes



- School maroon cap or school maroon bucket hat, both with BPSHS logo
- School maroon knitted jumper or school sports jacket, both with BPSHS logo

Year 10, 11 & 12 Senior Girls Uniform

The full day uniform must be worn to school every Tuesday and Thursday for Seniors.



- School girls white blouse with BPSHS logo
- School maroon pleated skirt, skirt or formal shorts with BPSHS logo
- School grey trousers with BPSHS logo
- School socks with BPSHS logo
- All black leather lace-up shoes
- School girls tie with BPSHS logo

- School maroon cap or school maroon bucket hat, both with BPSHS logo
- School maroon knitted jumper or school sports jacket, both with BPSHS logo
- Stockings, flesh or black colour (which fit over the feet). Leggings are not permitted

Year 10, 11 & 12 Senior Boys Uniform

The full day uniform must be worn to school every Tuesday and Thursday for Seniors.



- School boys white shirt with BPSHS logo
- School grey shorts/trousers with BPSHS logo
- Black leather belt
- School socks with BPSHS logo
- All black leather lace-up shoes
- School boys tie with BPSHS logo

- School maroon cap or school maroon bucket hat, both with BPSHS logo
- School maroon knitted jumper or school sports jacket, both with BPSHS logo

Year 7 to 12 Sports Uniform

The sports uniform may be worn on any day except Tuesday for Juniors and Tuesday and Thursday for Seniors.



- School maroon sports shirt with BPSHS logo
- School maroon sports shorts with BPSHS logo
- School maroon sports pants with BPSHS logo
- School maroon sports jacket with BPSHS logo

- School maroon cap or school maroon bucket hat, both with BPSHS logo
- School socks with BPSHS logo
- All black leather lace-up shoes

House Shirt

- Students may wear their House Shirt all day on Wednesdays



School Maroon Hats

Cap



Bucket



Acceptable Shoes

- School shoes must be all black low-cut leather lace-up shoes. These shoes are **acceptable**:



These shoes are **not acceptable**:



All decisions regarding uniform compliance are at the discretion of the Principal or delegate.

QParents

QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about your child's schooling.

QParents enables you to access and manage information about your child online. What information is available in QParents? You can access information about:

- attendance details
- consent forms
- timetables and upcoming events
- report cards and assessments
- invoices and payment history.

All incoming families will be sent an email inviting you to register for QParents. You will then be able to register via the secure QParents website: www.qparents.qld.edu.au using the unique invitation code contained in the email.

You will require each child's unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact the school for assistance.

The school will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent, carer or family member, known as a 'Delegated Viewer'.

The following details are securely stored on your QParents account in Microsoft's secure data centre in Australia:

- your full name
- your email address
- your mobile phone number (if provided)
- basic details of any delegated viewers you have invited
- the types of documents you provided during registration (but not the actual documents)
- details of any payments you have made (but not credit card details).

If you need assistance using QParents, you can:

- check the help page at <https://alt-qed.qed.qld.gov.au/about-us/department-apps/qparents>
- call 13 QGOV (13 74 68)
- contact our school office

Attendance Policy

Rationale

Regular attendance at school affords students the opportunity to optimize their learning potential. The Browns Plains State High School approach to student attendance is founded on three core actions:

1. *Track* – student attendance is monitored closely at regular intervals by staff, but is primarily the responsibility of students and their parents/carers.
2. *Link* – student attendance is linked to all activities in the school.
3. *Celebrate* – the attainment of attendance targets is celebrated by the whole school, cohorts and individuals.

School Attendance Target

The aim is for individual students and the whole school to average 95% attendance as a minimum.

1. Students who maintain 95% attendance or above eligible to participate in extra-curricular activities and are eligible for a range of rewards.
2. Students whose attendance is below 95% may apply for excusal to participate in extra-curricular activities through the relevant year level Deputy Principal. Valid reasons only will result in excusal being granted. e.g. medical.
3. Students may leave school early for approved reasons only. Students must be collected at the office by their parent/carer. All absences, however, decrease a student's overall attendance percentage.
4. Students with excellent attendance have the opportunity to achieve better results than those with poor attendance.

Each Student is to...

- Attend every class, on time, every day
- Complete the diary attendance percentage, reflection and improvement goal in diary (95% and 100% stamps provided) during each house class twice a term (mid-term and end of term)

Each Parent is to...

- Ensure your child attends school on every school day for the educational program in which they are enrolled
- Inform school of student absences and reasons for absences in a timely manner

Each House Teacher is to...

- Check house class folder (daily)
- Mark house roll using Compass (daily)
- During each extended form (mid-term and end of term), ensure students complete their diary attendance percentage, reflection and improvement goal in diary; celebrate excellent attendance (95+%)
- Refer students demonstrating poor patterns of attendance to the student support team (Guidance Officer) via OneSchool

Each Class Teacher is to...

- Mark class roll using Compass (every lesson)
- Monitor student attendance patterns and inform YLC/HOD of concerns/excellence
- Email lists of proposed students for extra-curricular activity approval to BSR Teacher Aide (to be done at least one week prior to distribution of permission letter) and only invite students with 95+% attendance year-to-date (application for extra-curricular excusal participation for students <95% to be approved by Deputy Principal)

Each Year Level Coordinator is to...

- Monitor student attendance patterns; celebrate excellent attendance (95+% and 100%) on year level assembly
- Provide rewards for excellence – individual students, form classes, or year level
- Refer students demonstrating poor patterns of attendance to the student support team (Guidance Officer) via OneSchool

The Attendance Officer is to...

- Complete rollovers
- Notify Class Teacher of Compass discrepancies; correct accordingly

The BSR Teacher Aide is to...

- Respond to teacher emails advising of approved students for extra-curricular activity (must be 95+%)

The Deputy Principal will...

- Every 5 weeks, analyse student attendance report – action meetings, letters as below
- Process Form 4/5 and attendance improvement meeting letters
- Process extra-curricular excusal participation applications
- Year 11 and 12 – send warning of Cancellation of Enrolment letter to students demonstrating poor patterns of attendance
- <85% Year 7-10 attendance improvement meeting; if no improvement the DP will send Form 4, then Form 5
- Send non-progression meeting letters; conduct non-progression meetings early Term 3; communicate with families student progression towards the end of Term 4.

The Principal will ...

- Monitor year level and whole-school patterns of attendance
- Approve COE, Form 4 and then Form 5 process

Curriculum Progression



Attitude to Learning (ATL) Framework

The Attitude to Learning (ATL) framework is designed to establish a strong school-wide system that promotes clear expectations, clear teaching practices and early intervention of students disengaged from learning. It allows students to demonstrate respect for themselves and all others while embracing the challenges of learning. ATL promotes a safe and supportive learning environment for all students to flourish. Through the ATL framework, teachers will build their capacity and skill to change the language and climate in the classroom to one of positive reinforcement and challenge rather than intervention and correction. It is the ideology that staff will teach positive, which will be embedded in the school culture. Students will become actively engaged in the learning process, selecting the correct tools for the task and lead healthier school lives through improved wellbeing.

ATL can be defined as 'Students taking ownership of learning through active engagement in the learning process.' Each lesson's roll will be marked with a grade representing the students' ATL. Students can move up or down throughout the lesson according to their level of engagement. Each classroom has a visible ladder where students are given regular feedback in relation to their level of engagement (see below). A student's ATL is recorded through our roll marking system. This process provides a clear indication of a student's attitude to learning across the curriculum and over a sustained period. It is used to help inform a judgement on the student's overall engagement in the learning process. Students are assessed using the table on the right.

Positive acknowledgement is key to the system. Students will be acknowledged for outstanding engagement not only in class but also on year level and full school assemblies. The table outlines the acknowledgements available to those students who show exceptional engagement:

Respectful and Responsible Classrooms

Classroom management process to ensure maximum engagement.

+3	<p>Outstanding</p> <ul style="list-style-type: none"> ✦ Attitude to Learning has been outstanding and all work has been completed to the highest standard ✦ Student has actively participated in learning and the student has gone above what is expected
+2	<p>Very Good</p> <ul style="list-style-type: none"> ✦ Attitude to Learning has been very good and a commendable amount of work has been completed. ✦ Student has actively participated in learning in all activities to a high standard
+1	<p>Good</p> <ul style="list-style-type: none"> ✦ Student has actively engaged in learning and an appropriate amount of work has been completed ✦ Student may have had some minor redirections to learning but was able to complete work to a satisfactory standard
-1	<p>Low level disengaged behaviours</p> <ul style="list-style-type: none"> ✦ Student has not actively participated in the learning and has disrupted the learning of others. ✦ Student has not corrected learning behaviours despite minor interventions ✦ Student has completed an unsatisfactory amount of work ✦ Student is consistently not equipped for learning
-2	<p>Repeated low level disengaged behaviours (Move seat or name on chart)</p> <ul style="list-style-type: none"> ✦ Attitude to Learning has been unacceptable and the student has repeatedly disrupted the learning of others ✦ Student has not corrected learning behaviours with interventions ✦ Student has completed little to no work
-3	<p>High level disengaged behaviours (HOD referral)</p> <ul style="list-style-type: none"> ✦ The student has demonstrated persistent off task behaviours that have made it difficult for the learning of others to continue ✦ All intervention strategies have been unsuccessful

Admin Support (Major incident violation ONLY)

- ✦ Serious verbal or physical misconduct
- ✦ Substance misconduct
- ✦ Unsafe behaviour
- ✦ Prohibited items (eg lighter, weapons)
- ✦ Serious ongoing disruption that prevents learning of others

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Positive acknowledgement is key to the ATL Framework. Students will be acknowledged for outstanding engagement not only in class but also on year level and full school assemblies. The table below outlines the acknowledgements available to those students who show consistency and/or exceptional engagement:

ATL & Attendance – System of Positive Acknowledgement	
Weekly	<ul style="list-style-type: none"> • Award on assembly for top ATL student in each year level • Random draw for Top 15 in each year level on year level parade - \$5 voucher (stationery pack or reduction in formal ticket, senior jersey or school fees) • Individual Attendance and ATL recorded in diary during House class
Termly	<ul style="list-style-type: none"> • 100% attendance and Top 25 ATL points recipients in year level invited to a morning tea. One student in each year level wins a \$30 voucher.
Semesterly	<ul style="list-style-type: none"> • 100% attendance - 1 ticket into Major prize draw (drawn at 1st assembly back following year) • Attendance celebrations at the end of Semester 1 (all year levels) and Semester 2 (Junior students)
Annually	<ul style="list-style-type: none"> • ALT Carnival for Gold and Silver recipients • Badges for accumulation of ATL points • Major Prize Draw (laptop) (drawn at the start of the following school year) one entry for the following: <ul style="list-style-type: none"> • Gold Badge Recipients • 100% attendance for a Semester 1 • 100% attendance semester 2

In addition to our acknowledgements, we also provide a layer of support and intervention for those students who experience difficulty engaging in their learning. Negative ATL scores are collated and will determine what level of support/intervention a student requires. These can range from:

- Year Level Coordinator (YLC) intervention – Yellow monitoring card
- Dean of Students Intervention – Orange monitoring card
- Deputy Intervention – Red monitoring card.
- Guidance Officer Support
- Youth Support Coordinator Support

To obtain an optimal chance of sustained change, intervention must be prolonged. Students must engage with and complete the required card for a two-week period before moving down a level. As well as recording ATL, the cards will be personalised to encompass three learning goals; these will be specific to the student and will form an integral part of their intervention.

Student Code of Conduct (extract)

1. Purpose

Browns Plains State High School is committed to providing a safe, respectful and disciplined learning environment for all students, staff and visitors, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong learning and wellbeing.

2. Consultation and Data Review

Browns Plains State High School has developed the school's *Student Code of Conduct* in collaboration with our school community. There have been significant and ongoing consultation processes involving all members of the community. The Plan was endorsed by the School Principal and P&C President. From 2021 onwards, the school will align with the state-wide 'Student Code of Conduct' plan and refine over time in accordance with departmental advice.

3. Learning and Behaviour Statement

Browns Plains State High School is committed to providing a safe, supportive and respectful school environment where all members feel safe and are valued. Social and academic learning outcomes are maximised for all through a quality curriculum, interpersonal relationships and school organisation. School practices are proactive rather than reactive while appropriate and non-discriminatory language and behaviours are defined, modelled and reinforced. The *Student Code of Conduct* is the means by which we ensure that this supportive school environment is established and maintained.

The Student Code of Conduct assists students to "own" their behaviour and to accept responsibility for the consequences of that behaviour. It acknowledges and encourages respect for self and all members of the school community, and their property.

Our Student Code of Conduct aims to provide opportunities for significance and success by: encouraging excellence and pride; providing quality teaching with compassion; embracing a spirit of cooperation within the community. It aims to maintain positive and productive learning and teaching environments in which there are clear and consistent expectations.

Our school community has identified the following school values to teach and promote high standards of behaviour. The school community expects students to conduct themselves with: Diligence and Integrity. Examples of Diligence would include: completion of schoolwork, positive attendance, correct uniform and showing respect. The adherence towards Diligence would lead to positive growth for students. Examples of Integrity would include: helping others, being respectful, being responsible and maintaining diligence through learning. The rules outlining how to be 'Respectful and Responsible' are explicitly detailed in school posters and the school diary.

Our school rules have been agreed upon and are embedded within the pedagogy of all staff. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour. In order for positive behaviour to be maintained across the student body at Browns Plains State High School, expectations are clearly communicated. Staff teach the behaviours and the appropriate responses that are expected of students in their daily code of conduct as demonstrated at school. This communication is a form of universal behaviour support, which provides the behavioural framework for all students. This support is further bolstered across the school through the deployment of Attitude to Learning (ATL) whereby student engagement is strongly encouraged and closely monitored by staff through every lesson, every day.

4. Student Wellbeing and Support Network

Universal Behaviour Support

The *Browns Plains State High School Student Code of Conduct* supports the school's culture for learning where high standards and expectations are key to student success.

Building Positive School Culture through:

- Implementation of school and departmental policies such as: School Reviews, School Strategic Plan and Annual Implementation Plan, Whole School Curriculum, Assessment and Reporting Plan, Student Well-being Plan, Attendance Policy and Senior Student Contracts.
- A Student Dress Code endorsed by the P&C that reflects school tone, student identity and self-worth.
- The explicit teaching and modelling, in all school contexts, of the school motto, 'Diligence and Integrity' and related expectations: 'Respectful and Responsible'.
- Adopting the principles of the Attitude to Learning framework, teachers are establishing and maintaining a positive classroom climate and encouraging students to be prepared for learning, being punctual and diligent. Teachers involved in continuous professional learning to support classroom management e.g. 10 Essential Skills.
- Reinforcement of positive behaviours of responsible citizenship is consistently attended to in all learning and social contexts of the school.
- Positive and exemplary behaviour is acknowledged by the school to build the self-esteem of students and enhance the reputation of the school.
- Celebrating student effort, attitude and positive behaviour, high attendance and academic success through various whole school and year level initiatives and spontaneous recognition.

Student Resource Scheme

Browns Plains State High School

Parents and Citizens Association

Terms and Conditions

Student Resource Scheme

This scheme ensures all students have the required resources for their education, as well as saving parents/carers time and money in sourcing appropriate curriculum resources. The student Resource Scheme is discussed at P&C meetings of the school's Parents and Citizens Association. Parents/Carers are invited to attend all meetings.

In return for a hire fee of \$225.00*

- Hire of all textbooks and class sets
- BYOD user Licence, Compass, Turnitin, Adobe Suite
- Computer printing to the value of \$4.00 per term, all printed class notes, excluding colour photocopies and student's personal photocopying
- Basic curriculum materials for practical Arts and fine Arts subjects
- Study planner
- Some materials used for classroom projects, worksheets, exam papers, posters, laminating
- Student Identification (ID) Cards (issued to all students in April each year)
- Mail outs
- Internet access and Text and Resource coordinator.

*A discount of \$25 per student is available if fees are paid in full before the end of Week 7, Term 1 each year. For more information, please see the school website.

Items specifically excluded from the scheme which need to be purchased by the student in Years 7 - 12 include:

- Personal Laptop
- Writing exercise books for class work/notes
- Pens, pencils and other stationery items
- Calculators and drawing equipment
- USBs, CDs, DVDs where items become the permanent property of the student
- Protective clothing where required
- Cost of excursions, field trips and sporting trips
- Materials required for student assessment and assignment work
- Specific subject contributions as detailed in Senior Subject Selection Book.

Conditions of participating in the Student Resource Scheme:

- Students will supply their own personal requirements – as outlined in Subject Requirements Lists
- Books issued to students are kept in good condition
- Students may be responsible for up to the full cost of books that are negligently damaged or lost before any further issues can be made
- School Administration Office to be notified immediately of the loss of any textbook
- All textbooks provided under the scheme remain the property of the scheme and must be returned when the student leaves or at the end of the school year
- All fees received by the school on behalf of the Parents and Citizens Association will be banked into the school's general account, which is subject to annual audit
- If a student starts school after first term, the fee is reduced on a pro-rata basis
- If a student leaves school having paid a fee, a pro-rata refund will be made. Refunds are based on the full charge (which include the Textbook Allowance and parent/carer charge), less cost of consumed materials and/or cost of replacing lost or damaged textbooks
- Full payment for all years in which the student has attended this school of all outstanding monies in relation to the Student Resource Scheme must be made prior to the school accepting payment from students for the Year 12 Formal and other concluding Year 12 activities.

Non Participation

Parents/carers who do not wish to participate in the Student Resources Scheme should inform the school administration so they receive a refund to the value of the Textbook Allowance for each of their children. However, they are expected to provide all necessary textbooks and resources for their children as detailed on the Subject Requirements Lists.

Arrangements for Payment

Please sign the Participation Agreement Form and return it to Browns Plains State High School with enrolment forms. Payments can be made by cash, Visa, MasterCard, EFTPOS, Qkr!, Centrepay Deduction, Internet Banking or BPOINT. For those parents/carers receiving a Centrelink payment, school fees can now be paid fortnightly using Centrepay direct bill paying service. Centrepay is a free direct bill paying service. Simply complete the *Centrepay deductions* form available from the Finance Office with your details and lodge this form with the *Browns Plains State High School Office* for processing. Minimum payment is \$20.00 per fortnight. If you prefer to pay by instalment, this can be done by making three payments.

Parents/Carers experiencing financial difficulty

Where there is genuine parental financial hardship, parents can discuss with the school Principal how they can meet their financial obligations by installments throughout the school year or discuss alternative arrangements to accommodate special circumstances. All discussions will be held in confidence.

Payment Options

Cash Room Opening Hours

Monday	8:15am – 2:00pm
Tuesday	Closed
Wednesday	8:15am – 2:00pm
Thursday	Closed
Friday	8:15am – 2:00pm

Paying by BPOINT:

- BPOINT is an online payment system accessed via any computer or smart phone using Mastercard or VISA.
- Log into www.bpoint.com.au/payment.dete
- Once logged in you will need the information from the school invoice or debtor statement to complete the BPOINT payment page

Payment by Internet Banking: Direct payment into school bank account

- School's Bank Account Name: Browns Plains State High School General A/c
- BSB Number: 064-159 (CBA Branch Acacia Ridge)
- Account Number: 00904480
- Reference/Details: Please record both "**Student/Family/Customer ID AND Reference/Invoice No**" in the reference/details section so that your payment can be recorded correctly.

Paying by Qkr!

- Qkr! By Mastercard is a secure and easy way to pay for school accounts from your phone at a time and place that suits you.
- Download Qkr! On your Android phone or iPhone, register your Country of Residence, find our school and register your children.

Paying by Cash/Card: Payment by Credit Card, Debit Card or Cash

- Payment can be made at the school office Monday, Wednesday, Thursday and Friday from 8:15am – 2:00pm
- Credit card, Debit Cards (EFTPOS) and Cash are accepted.

Please Note: Please do not hesitate to ring the school office if you are unsure of any outstanding debts. Alternatively, your student can come to the Finance Office and request a statement which will show outstanding and current fees owing.

Phone: 07 3802 6222

ICT Acceptable Usage Agreement (extract)



Bring Your Own Device (BYOD) Model

Technology is a driving force in the world today. It introduces remarkable opportunities for school's to expand what's possible for contemporary teaching and learning. Therefore, to meet the demands of 21st century education, Browns Plains State High School has transitioned to a Bring Your Own Device (BYOD) model.

Moving to a BYOD model will increase the learning capacity of students by:

- enabling personalised learning through access to rich learning resources
- continuous access to educational materials allowing learning to happen anywhere, anytime
- providing an engaging, interactive environment for learning
- strengthening links between home and school, allowing parents to see, every day, what their children are learning at school and have relevant, timely, accurate and quality conversations around student learning and progress
- allowing students the opportunity to display prior knowledge of topics and thus be co-constructive in their own learning journey
- aligning with the school's educational practices to improve long-term memory retention
- maximising independent and resilient learning.

The Bring Your Own Device (BYOD) model allows students and staff to be able to access the department's information and communication (ICT) network with their personally owned devices.

Students and staff are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts. BYOD represents more than a privately owned device; it also includes software, applications, connectivity or carriage service.

Device specifications

The school's BYOD program supports printing, filtered internet access, file access and storage through the department's network while at school. However, the school's BYOD program does not include school technical support or charging of devices at school.

Before acquiring a device to use at school please read the technical specifications from the school website (<https://brownsplainsshs.eq.edu.au/curriculum/bring-your-own-device>). These specifications relate to the suitability of the device to enabling class activities, meeting student needs and promoting safe and secure access to the department's network.

ICT Acceptable Usage of Facilities and Devices

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the *Browns Plains State High School Student Code of Conduct and this Usage Agreement*.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/carers are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/carers are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

The following are examples of responsible use of devices by students:

- use devices for:
 - engagement in class work and assignments set by teachers
 - developing appropriate 21st Century knowledge, skills and behaviours
 - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
 - accessing online references such as dictionaries, encyclopedias, etc.
 - researching and learning through the school's eLearning environment
 - ensuring the device is fully charged before bringing it to school to enable continuity of learning.
- be courteous, considerate and respectful of others when using a mobile device.
- switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- seek teacher's approval where they wish to use a mobile device under special circumstances.

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat

- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- 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.
- students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- parents/carers need to be aware that damage to devices owned by the school, other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's *Student Code of Conduct* for Students.
- students who use a facility and/or device in a manner that is not appropriate may be subject to disciplinary action by the school, which could include but not limited to restricting network access and payment for repairs/replacement
- the school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's BYOD program supports personally-owned mobile devices in terms of access to:

- printing
- internet
- file access and storage
- support to connect devices to the school network.

However, the school's BYOD program does not support personally-owned mobile devices in regard to:

- technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts

Authorisation and Controls

The Principal (or delegate) reserves the right to restrict student access to BYOD and/or the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

Please ensure you read the full document from the school website

(<https://brownsplainsshs.eq.edu.au/curriculum/bring-your-own-device>).

Laptop Lockers



School laptop lockers were installed at the beginning of 2022. Students will be able to hire a laptop locker to secure their valuables including their BYOD. The laptop lockers will provide students with a secure space of their own. It will be their responsibility to care for and maintain that space. Students will also need to develop effective time management skills, as access to their lockers will only be allowed before and after school, and during lunch breaks. They will need to ensure they think ahead and plan their day so they are not late to class.



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