

February, 2015

Dear Parent,

The educational program at Casey Grammar School requires parental assistance to provide a learning environment in which individual needs can be met, and where self-discipline is developed through encouraging and supporting the growth of self-esteem in each student. The School also requires parental support with appropriate use of the Internet. The aim of this **Code of Conduct is to encourage a harmonious learning environment to promote responsible growth and development, to help prevent cyber bullying and to promote cyber citizenship both at school and at home.**

This code is based on the 2011 Discipline Policy. This policy can be obtained from the Principal. This code has been developed with our students to ensure that they are safe and secure whilst in our care.

Guidelines for Acceptable Use of the Internet and the Code of Conduct can be found on the website and in the Student Planners. Throughout the year students revisit these guidelines in Pastoral Care and Curriculum programs relevant to their Year Level.

Parents are asked to read and discuss this document with their child, and then both parent and student sign the student agreement. The aim is for students to understand the importance of following the expectations as outlined in the Guidelines.

The signed agreement needs to be returned to the Primary classroom teacher (Primary Years) by 13 February 2015.

Ideally the school hopes to receive the attached agreement signed and returned by each family, but it will be assumed that families, who do not return the agreement, accept the policy in full. If you have any queries related to this information please contact the school.

Yours faithfully,



Margaret Buttigieg
Principal

2015 PRIMARY STUDENT CONDUCT CODE

The Student Code of Conduct consists of:

- 1. Classroom Code of Behaviour***
- 2. Playground Code of Behaviour***
- 3. Student Dress Code***
- 4. Acceptable use of the Internet***

The codes include *Expected Behaviour, Consequences and Incentives*.

1. CLASSROOM CODE OF BEHAVIOUR

The *Code of Behaviour* is a united, whole school approach based on the belief that:

Members of our school community care for each other by:

- Being friendly and co-operative with others
- Treating each other with mutual respect
- Respecting other people's opinions and ideas
- Sharing equipment and materials
- Treating each other as we would like to be treated

Members of our school community work and play safely by:

- Using equipment correctly
- Moving around the school with care

Members of our school community care for our environment by:

- Keeping the grounds tidy by using rubbish bins
- Looking after plants and trees
- Caring for the buildings and furniture

Members of our school community strive for excellence by:

- Trying their best
- Celebrating and sharing our own and others' achievements
- Participating in the decision making at our school
- Taking responsibility for our own behaviour and learning

The school community supports the development of every student by:

- Establishing partnerships between the school community, parents and children
- Developing a positive school spirit
- Acknowledging and valuing good behaviour
- Building self esteem
- Being consistent and fair in applying discipline

2. PLAYGROUND CODE OF BEHAVIOUR

A *Playground Code of Conduct* has been developed to create a safe playground environment for all students.

PLAYGROUND EXPECTED BEHAVIOURS

- Be friendly, play fairly and safely
- Positive reinforcement
- Respect and treat others the way you would like to be treated
- Be sensible
- Take care of our school environment

3. STUDENT DRESS CODE

Our School uniform is worn for the following reasons:

- To create a sense of collective and individual pride in students and their identification with the school
- To improve the safety of Casey Grammar School students by making them instantly recognisable in any group when the students are on school excursions

4. ACCEPTABLE USE OF THE INTERNET (attached).

Our School recognises that ICT skills are essential for students in the 21st century.

- The Internet will be used by students at Casey Grammar School for educational purposes only.
E.g. Project and learning activities directly related to the curriculum.
- Downloading of material from the Internet will only be for educational purposes. E.g. Graphics, videos, background music which supports the content of the students' project or task.
- Inappropriate use of the Internet will result in implementation of consequences as set out in the school rules policy.
- Students are responsible for notifying their teacher of any inappropriate material.
- Students will only publish work on the school's local network/intranet which is not accessible from the Internet.
- Privacy of students, parents, staff and other users either individuals or groups will be recognised and respected at all times.
- All work will be screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Code of Conduct to help prevent cyber bullying and to promote cyber citizenship.

Prep to Year 2

Use of the Internet supports teaching by giving students and teachers access to 'Information and Communication Technologies' (ICT) and provides opportunities for collaborative work. At CGS we recognise that such information research skills are required as essential knowledge for students in the 21st century.

Parent Agreement:


- I agree to allow my child to access the Internet within areas specified that have already been viewed by the classroom teacher or quality assured and available through the ICT Manager.
- I expect the school will provide adequate supervision when my child is using the Internet.
- I have explained to my child that he/she should click on the home button and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.
- My child is aware that he/she should never give out personal information such as home address, home telephone number, my last name, my parents' work address or mobile number.

Below is a slip to be detached and returned to your child's teacher by **13th February, 2015**, stating that you have read and discussed with your child, the Code of Conduct.

Thank you,

Travis Hopgood
Head of Pastoral care

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	<p>2015 CASEY GRAMMAR SCHOOL CODE OF CONDUCT</p>
<p>Name of child:..... Class:.....</p>	
<p>I/We have read and discussed with my/our child, the Classroom, Playground, Dress and Internet Codes. I agree to work in partnership with the school to ensure that the Code of Conduct is adhered to.</p>	
<p>Parent(s) signature: Student signature:</p>	

Code of Conduct to help prevent cyber bullying and to promote cyber citizenship.

Year 3-6

Use of the Internet supports teaching by giving students and teachers access to 'Information and Communication Technologies' (ICT) and provides opportunities for collaborative work. At CGS we recognise that such information research skills are required as essential knowledge for students in the 21st century.

Students will:


- agree to use the Internet and email at Casey Grammar School in a responsible manner and follow the directions of the teacher.
- immediately click on the home or back button and inform my teacher if I find web pages containing inappropriate pictures or information.
- talk with my parents and teachers to learn the rules for using the Internet, including where I can go, what I can do, when I can go online, and how long I can be online (___ minutes or ___ hours).
- never give out personal information such as my home address, home telephone number, my parents' work address or mobile number, my surname, or that of my parents or my school.
- always tell my teachers immediately if I see or receive anything on the Internet that makes me feel uncomfortable or threatened.
- never agree to meet anyone in person that I have met online.
- never send pictures of myself or other family members to other people through the Internet or regular mail without first checking with my parents.
- never give out my Internet passwords to anyone (even my best friends) other than my parents.
- not do anything online that could hurt or anger other people or that is against the law.
- never download, install, or copy anything from disks or the Internet without proper permission.
- never do anything on the Internet that costs money without asking permission from my parents.
- let my parents know my Internet logon and chat names, listed below:

Below is a slip to be detached and returned to your child's teacher by **13th February, 2015.**

Thank you, Travis Hopgood

Head of Pastoral Care

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