



PARENT AND STUDENT HANDBOOK

2021



HISTORY AND CATHOLIC CHARACTER OF SANCTA MARIA COLLEGE

HISTORY

Sancta Maria College is a Year 7-13 integrated co-educational school for Catholic families. We opened in January 2004 for Years 7, 8 and 9 students. Our school now has a full roll of 1,000 students.

The College is named after the mission schooner Sancta Maria on which Bishop Jean Baptiste Pompallier sailed around New Zealand. The name *Sancta Maria* is a Latin title for Mary the mother of God. It means *Holy Mary*.

Bishop Pompallier first celebrated Mass in New Zealand on Saturday 13 January 1838 in the Hokianga. It was at this Mass that our first Bishop dedicated Aotearoa to the protection of Mary under the title of her Assumption. Just as Pompallier identified Mary's importance in establishing the faith in New Zealand, Sancta Maria College extols Mary's position as the first Christian and model of piety. We find inspiration in Mary's example of humble service, particularly as seen in the feast of the Visitation, which we celebrate as our College Feast Day.

In 1840 Bishop Pompallier purchased a schooner and renamed her the "Sancta Maria" – it was from this vessel that our College's name originated. This ship enabled Pompallier to transport the faith the length and breadth of Aotearoa and beyond. Through the vessel of our College, New Zealand will continue to receive the Good News which the true Sancta Maria, our Holy Mother, brings to us.

The College's name commemorates the historic arrival and work of Bishop Pompallier. There is a comparison between the vessel Sancta Maria being used to spread the Word and our College being a vessel for furthering the faith and education of young people in our area.

WHAT IS A CATHOLIC SCHOOL?

The deepest nature of the Catholic Church is expressed in her three-fold responsibility of proclaiming the word of God, celebrating the sacraments, and exercising the ministry of charity duties, which are inseparable. The Catholic school is embedded in the Church; it is the Church in action, an authentic expression of the Church's mission.

The Catholic school is not just another school, the equivalent of a state school with the addition of a religious education programme. The Catholic school is an ecclesial (Church) entity, reflecting the "deepest nature" of the Church in its life, and participating fully in the Churches mission by forming Christ in the lives of others.

WHAT MAKES SANCTA MARIA CATHOLIC COLLEGE UNIQUE?

Our Charism (the spirit by which we seek Christ) is linked with our nation's first Catholic Bishop, Jean-Baptiste François Pompallier and his strong devotion to Mary.

Sancta Maria College's Charism therefore is to sail through life with "Faith as our Compass", our sails filled with Mary's grace, as we journey towards eternal communion with God in heaven.



HOUSE NAMES

These were chosen as Bishop Pompallier stopped at these places as he travelled around the coast of New Zealand.

- Akaroa (Gold)
- Kororareka (Red)
- Waitemata (Green)
- Hokianga (Blue)

Homerooms at each year level are named after past or present Bishops of the Diocese of Auckland. The names of these bishops are as follows:

BRN Bishop Denis George Browne
DNN Bishop Patrick James Dunn
LIS Archbishop James Michael Liston

CLE Bishop Henry William Cleary
GNS Bishop Edward Russell Gaines
MAC Bishop John Mackey

COLLEGE CHAPLAIN



Our College Chaplain is Fr Kevin Murphy S.M., and he is in our College every Wednesday. Fr Kevin is here to support and encourage the whole Sancta Maria Family in the living of their Catholic Faith. He works with the Principal, and all the staff and students, and celebrates with our College Family, every Wednesday, at our Lunchtime Mass. He runs Sacramental programmes for the staff and students and is available for the Sacrament of Reconciliation every Wednesday, period 1 in the College chapel. He runs the training programme for staff and students for the Ministry of Eucharistic Ministers. He works with the Special Catholic Character team and RE teachers in preparing

Masses, Retreats and all activities that involve the Special Catholic Character of our College. He is a Marist priest who grew up in Howick and was educated at Our Lady Star of the Sea School.



SCHOOL PRAYERS AND TRADITIONAL PRAYERS

| | |
|---|---|
| <p>School Prayer</p> <p>Heavenly Father, we thank you for gathering us together in faith. We pray that Mary's integrity and humility will continue to guide us on our journey through Sancta Maria College May we always open our hearts to Christ, supporting and encouraging each other in our pursuit of excellence. Help us to see the face of Christ in one another. Ake Ake Ake Amene.</p> | <p>The Lord's Prayer (Traditional)</p> <p>Our Father, Who art in heaven, hallowed be Thy name, Thy kingdom come; Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation; but deliver us from evil. Amen.</p> |
| <p>Sign of the Cross</p> <p>In the name of the Father And of the Son And of the Holy Spirit Amen</p> | <p>Sign of the Cross (Maori)</p> <p>Ki te ingoa o te Matua, O te Tamaiti, O te Wairua Tapu Amene</p> |
| <p>Praise to the Trinity</p> <p>Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be. World without end. Amen</p> | <p>Hail Mary</p> <p>Hail Mary, full of grace the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, mother of God, pray for us sinners Now and at the hour of our death. Amen</p> |
| <p>School Waiata</p> <p>Tenei te whanau awhina O Hana Maria E mihi kau ana Ki a koutou katoa</p> <p>E nga matua Te iwi e Ka mihi tuku roimata e Mai i a matou O Hana Maria</p> | <p>Nau mai whakatau mai ra Ki te reo karanga e Nga mihi tangi aroha Mai i a matou manawa</p> <p>O Hana Maria Mai i te tumuaki Kaiako rangatahi e E nga iwi Tena koutou katoa x3</p> |





MISSION STATEMENT

With Catholic Faith as our compass, celebrated in the Eucharistic community at Sancta Maria College, we will nurture confident, compassionate and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong



VISION

Learning excellence, centred on our Catholic faith, personal growth, service to others and strong academic success

OUR CORE VALUES



AROHA

We **ACT** with love; we **CARE** for ourselves, each other and our world



HOPE

We **BELIEVE** in God's purpose for our lives



FAITH

We **GROW** our relationship with Christ



RESPECT

We **THINK** of others first, affirming and upholding the humanity and dignity of all



As we journey in faith and learning all of us will grow in mana by demonstrating:

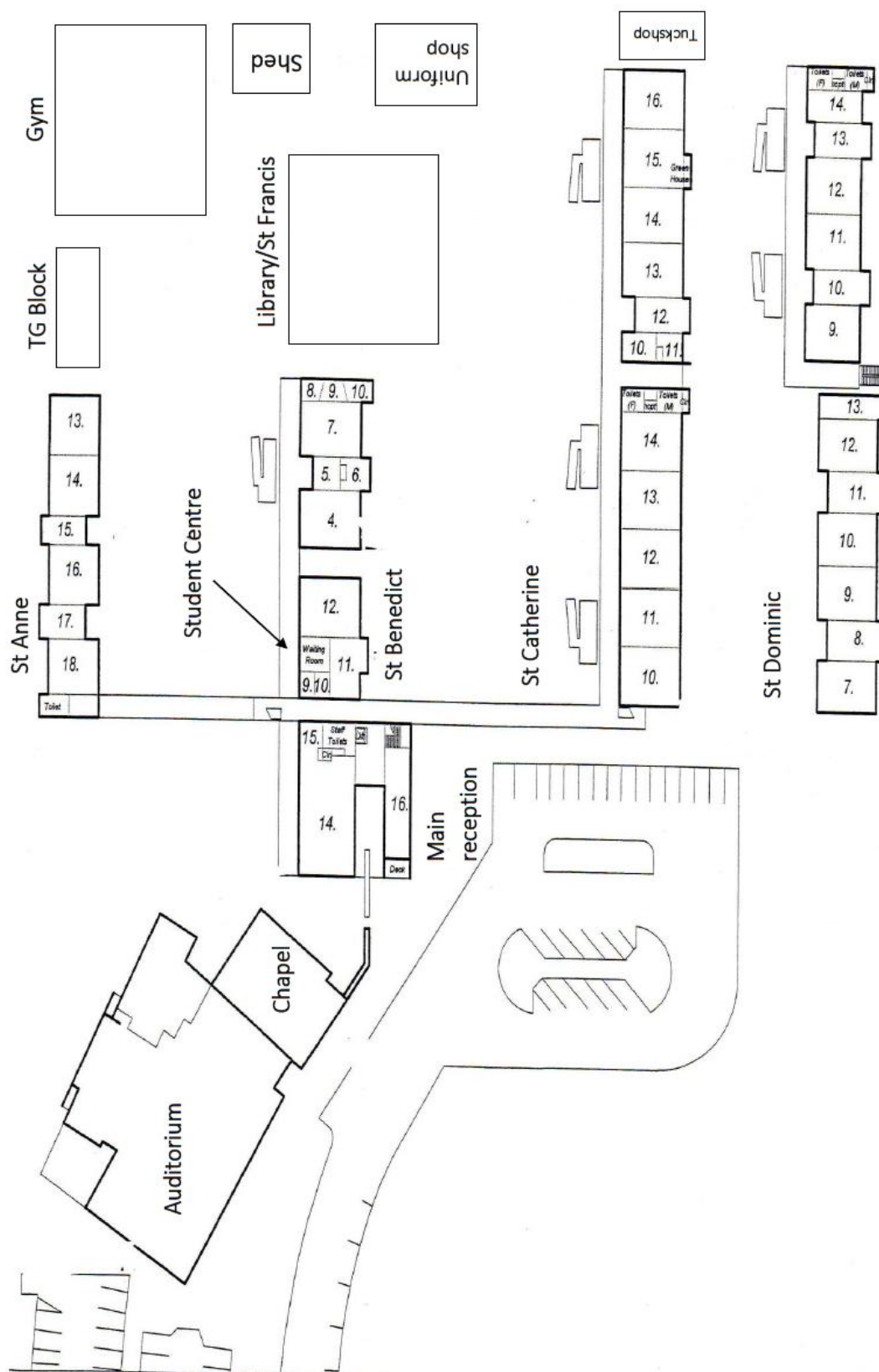
- ★ **Kindness**
- ★ **Courage**
- ★ **Diligence**
- ★ **Empathy**
- ★ **Forgiveness**
- ★ **Gratitude**
- ★ **Honesty**
- ★ **Humility**
- ★ **Tolerance**
- ★ **Integrity**
- ★ **Resilience**
- ★ **Kaitiakitanga**

WHERE IS EVERYTHING?

A Sancta Maria College Campus virtual tour can be found at the following link:

- <https://www.sanctamaria.school.nz/international/virtual-tour>

Sancta Maria College – School Buildings



WHO DO I GO TO?

SANCTA MARIA COLLEGE CONTACT INFORMATION

Sancta Maria College

319 Te Irirangi Road

Botany South

Auckland 2016

P O Box 64437

Botany Town Centre

Auckland 2163

Phone: 274 4081

Email: admin@sanctamaria.school.nz

Website: www.sanctamaria.school.nz

SOME KEY STAFF

If you need to communicate with the school regarding a query or concern, below is a list of key contacts.

SENIOR LEADERSHIP TEAM

| | |
|---------------------------|---|
| Ms Louise Moore, | Principal |
| Mrs Anita Heffernan, | Deputy Principal (Senior School Curriculum; Oversight of Years 12 & 13) |
| Mr Ray Green | Deputy, Principal (Teaching and Learning; Oversight of Year 10) |
| Mrs Courtenay Kilpatrick, | Deputy Principal (Junior School Curriculum; Oversight of Years 7 & 8) |
| Mr Ben Bacon | Senior Leader (Pastoral Care and Wellbeing; Oversight of Years 9 & 11) |

DEANS

Deans have pastoral and student management responsibilities for their respective year level.

Parents wishing to contact the school about their child should, in the first instance, contact the Dean.

| | | |
|-------------------------|--|---------|
| Year 7 Patricia Potter | p.potter@sanctamaria.school.nz | Ext 270 |
| Year 8 Tilly Curham | t.curham@sanctamaria.school.nz | Ext 259 |
| Year 9 Joanne Al-Rubaie | j.al-Rubaie@sanctamaria.school.nz | Ext 281 |
| Year 10 Janette Vercoe | j.vercoe@sanctamaria.school.nz | Ext 418 |
| Year 11 Ryan Camp | r.camp@sanctamaria.school.nz | Ext 237 |
| Year 12 Andrew Ardern | a.ardern@sanctamaria.school.nz | Ext 255 |
| Year 13 Jo Holmes | j.holmes@sanctamaria.school.nz | Ext 225 |

HEADS OF DEPARTMENT

Specific concerns about learning within a subject area should be directed to the classroom teacher in the first instance, and / or the relevant Head of Department.

| | | | |
|----------------------|------------------|--|---------|
| Art | Jules Turner | j.turner@sanctamaria.school.nz | Ext 425 |
| Careers | Lucy Rogers | l.rogers@sanctamaria.school.nz | Ext 227 |
| Digital Technologies | Mark Glasse | m.glasse@sanctamaria.school.nz | Ext 253 |
| Drama | Verna Oliver | v.oliver@sanctamaria.school.nz | Ext 238 |
| ESOL | Rachel Price | r.price@sanctamaria.school.nz | Ext 422 |
| English/Media | Chris Sullivan | c.sullivan@sanctamaria.school.nz | Ext 251 |
| French | Sue Read | s.read@sanctamaria.school.nz | Ext 252 |
| Guidance | Jenny Goddard | j.goddard@sanctamaria.school.nz | Ext 286 |
| International | Andrea Donovan | a.donovan@sanctamaria.school.nz | Ext 268 |
| Languages | Amara Kevern | a.kevern@sanctamaria.school.nz | Ext 254 |
| Learning support | Louise Oliphant | l.oliphant@sanctamaria.school.nz | Ext 263 |
| Mathematics | Ian Vickers | i.vickers@sanctamaria.school.nz | Ext 206 |
| Music | Stuart Gibbs | s.gibbs@sanctamaria.school.nz | Ext 218 |
| PE/Health | Jo Holmes | j.holmes@sanctamaria.school.nz | Ext 232 |
| Religious Education | Anita Heffernan | a.heffernan@sanctamaria.school.nz | Ext 221 |
| Science | Shane Williamson | s.williamson@sanctamaria.school.nz | Ext 219 |
| Social Sciences | Sian Redwood | s.redwood@sanctamaria.school.nz | Ext 411 |
| Technology | Prue Rehu | p.rehu@sanctamaria.school.nz | Ext 243 |
| Years 7 and 8 | June David | j.david@sanctamaria.school.nz | Ext 414 |

SPECIAL CATHOLIC CHARACTER

The school's Special Character, based on Catholic Christian values, is given high priority and is integrated into all aspects of school life. Our Director of Religious Studies, Mr Cedric Piggan, has oversight of the Special Catholic Character of the College.

Mr Cedric Piggan: c.piggan@sanctamaria.school.nz

Ext: 294

LEARNING SUPPORT

The Learning Support team is led by Mrs Louise Oliphant. The College provides learning support for identified students and also provides special assessment conditions assistance for approved students undertaking NCEA. Students receiving such support are identified using the MOE and NZQA criteria. Mrs Oliphant co-ordinates this support and directs the work of Teacher Aide assistance in classrooms.

Mrs Louise Oliphant: l.oliphant@sanctamaria.school.nz

Ext: 263

CAREERS

The Careers team is led by Mrs Lucy Rogers. The careers team provides guidance and advice for tertiary study, alternative pathways and careers

Mrs Lucy Rogers: l.rogers@sanctamariacollege.school.nz

Ext: 227

INTERNATIONAL

The International team is led by Mrs Andrea Donovan. This team provides guidance and advice to international families and students attending Sancta Maria College

Mrs Andrea Donovan: a.donovan@sanctamariacollege.school.nz Ext: 268

GUIDANCE

The Guidance team is led by Ms Jenny Goddard. Students can make appointments in person or via email, but referrals can come from Deans, members of staff and parents who have concerns.

Ms Jenny Goddard: j.goddard@sanctamaria.school.nz

Ext: 286

DIRECTOR OF SPORT

The Sports team is led by Mr Jason Crummer (Director of Sport), assisted by Miss Charlotte McKell (Sports Co-ordinator) to help deliver co-curricular sport in the College.

Mr Jason Crummer: j.crummer@sanctamaria.school.nz

Ext: 293

FINANCE AND PROPERTY

Finance and Property teams are led by Mrs Margaret Littlejohn who can be contacted for issues of property and maintenance around the school, and issues concerned with finance such as school contributions, subject fees, hardship funds etc.

Mrs Margaret Littlejohn: m.littlejohn@sanctamaria.school.nz

Ext: 202

ATTENDANCE

Mrs Dianne Blackburn processes all the absences for the College. If your child is absent from school, please contact her on 274-4081 option 1 or via the SMC App. In cases where no communication is received, Mrs Blackburn sends out an email or text message to inform parents of unexplained absences.

Mrs Dianne Blackburn: d.blackbourn@sanctamaria.school.nz

Ext: 273

COMMUNICATIONS AND MARKETING

Ms Rachel Crook for all communications please contact Rachel on r.crook@sanctamaria.school.nz Ext 226

WHAT HAPPENS EACH DAY?

TIMETABLE STRUCTURE

| Monday, Wednesday, Thursday and Friday | |
|--|---------|
| Warning Bell | 8:35am |
| Start of Homeroom | 8.40am |
| Start of Period 1 | 9.00am |
| Start of Period 2 | 10.00am |
| Start of Interval | 11.00am |
| Start of Period 3 | 11.25am |
| Start of Period 4 | 12.25pm |
| Start of Lunch | 1.25pm |
| Start of Period 5 | 2.15pm |
| End of the school Day | 3.15pm |

| Tuesday | |
|-----------------------|---------|
| Warning Bell | 8:30am |
| Start of Assembly | 8.35am |
| Start of Period 1 | 9.10am |
| Start of Period 2 | 10.05am |
| Start of Interval | 11.05am |
| Start of Period 3 | 11.30am |
| Start of Period 4 | 12.25pm |
| Start of Lunch | 1.25pm |
| Start of Period 5 | 2.15pm |
| End of the school Day | 3.15pm |

SCHOOL ACCESS

If you have anything to drop off to your child during school hours, please report to the Student Centre. Parents cannot go directly to classrooms during the day. Please note, there is no access to school grounds through the Chapel Road entrance, by car or on foot. This is strictly for Staff Only, as stipulated by Auckland Council.

PARENTS' PARKING

Parents' cars are not permitted to park in the top car park (located on the right hand side) before or after school. Please use the bottom car park (located on the left hand side) if you are parking. The drop off zone (up the driveway) is accessible in the morning only. You may use the visitors' car park at the top of the drive if you are picking up your child during the school day.

Note: There is restricted parking for Year 13 students. Parking Permits are applied for at school.

SCHOOL BUSES TO SANCTA MARIA COLLEGE

If parents wish to find out more about school bus services, public transport or fare information, please contact Auckland Transport on 09 366 6400 or view the website at <https://at.govt.nz/bus-train-ferry/timetables/school-timetables/>

ASSEMBLIES

Assemblies are held to come together to celebrate student success, recognise important calendar events, to celebrate achievements and communicate important information to students. These are formal occasions.

- **Full School Assemblies:** Assemblies are held every second Tuesday.
- **Year Level Assemblies:** These are generally held fortnightly and are an opportunity for a year level to come together.

GUIDANCE

OUR COUNSELLORS

- Jenny Goddard Monday to Thursday
- Mary O'Malley Friday

Location – BU1, next to Careers.

Appointments – to make an appointment or refer someone:

- Fill out a slip in the Waiting Room and post it into the Post-box
- email j.goddard@sanctamaria.school.nz
- Phone 274 4081 Ext 286

We aim to support students as learners by brief skilful interventions that problem-solve or identify mental health issues that require ongoing attention or referral. Our goal is a happy settled student who can maximise his/her potential and go on to a fulfilling life.

HOW WE ARE DIFFERENT?

Our role is significantly different from other staff. We are members of a professional body, the NZAC (New Zealand Association of Counsellors). Training is required in an approved degree course. Most counsellors have a bachelor-level degree / Masters degree.

The NZAC places a high value on confidentiality. One reason for this is that young people usually recover from their problems and it is important that no outmoded information goes with them as they mature. The requirement to maintain confidentiality is written into the NZAC Code of Ethics and can be the subject of a complaint if it is not observed.

In the school setting, it is sometimes helpful to share information with other staff and/or family so they can be of assistance to the young person. If this is done respectfully and with the agreement/knowledge of the young person, it should result in an improved outcome. Early intervention is the key.

If there is risk to a young person, a counsellor will always take action of some sort to minimise that risk. Please ask our counsellors about this.

AGENCIES AND REFERRALS

- **DHB Mental Health Clinics.** Our local Clinic is Te Puawaitanga, Child and Adolescent Mental Health Services. Students are referred there for more serious issues such as persistent depression, anxiety disorders or phobias, or symptoms of mental health issues such as early psychosis.
- **REDS. Regional Eating Disorders Service.** This is located at Greenlane Hospital.
- **CADS. Community Alcohol and Drug services.** A harm-minimisation approach is adopted. For total abstinence approaches Odyssey House is recommended.
- **Centre for Youth Health.** This medical centre specialises in Youth Health.
- Many other organisations and individual **Counselling or Psychology Services** work with us. We are happy to make referrals that suit individual students and their families.

There are many ways for us to give support to the parents of our students. Newsletters often carry an article or links to important information. Do ask us for more information or any other forms of support that might be helpful. YOU and your children are our first priority.

Jenny Goddard: PG Dip Guidance & Counselling, Dip Health Sciences ICAMH (Psychiatry (6), Paediatrics (1) and Population Health papers (1)), Master of Health Sciences (Hons) ICAMH. University of Auckland School of Psychological Medicine (cognitive therapies a speciality).

WHAT HAPPENS IF I NEED MEDICAL ATTENTION?

The College's Health Centre aims to deliver holistic and effective healthcare to students, so whilst at school they may function to the best of their capabilities – physically, intellectually, emotionally and socially.

SCHOOL NURSE

Mrs Pamella Morgan: P.Morgan@sanctamaria.school.nz
First Aid attendant is Dianne Guinan)

Ext: 283 (On maternity Leave until term 2, acting

Location – Main Reception.

OBTAINING AND STORING STUDENT MEDICAL INFORMATION

Essential information relating to a student's health will be obtained on enrolment and will be requested regularly e.g. going on camp or EOTC (Education Outside the Classroom). It is the parent's responsibility to keep the school informed of changing or new medical needs. All medication is securely stored at the Health Centre and information is accessible to all relevant staff via KAMAR (student management system).

PARENTAL CONTACT

Every effort will be made to contact parents in the event of any injuries or illness that requires outside medical attention or situations that cause concern.

However, the first priority of the College will always be to ensure that the student receives prompt and effective medical care.

RECORDING INJURIES

Any injuries that require treatment, except for minor cuts and grazes, will be recorded through the school's Student Management System. Injuries that are deemed more serious will have an accident report form completed by the staff member who attended the injured or ill student.

TREATING INJURIES OUTSIDE SCHOOL

Staff with EOTC responsibilities will receive Level 1 First Aid training. This is organised by the School Nurse.

Appropriate medical and safety equipment will be available for treatment and use by staff. The stock is checked by the School Nurse.

TREATING ILLNESS

If your child has a medical condition that requires medication, please leave a supply at the Health Centre, with instructions on when to be administered and how much. If symptoms worsen, the parent / caregiver will be contacted.

If the illness involves possible spread to other students or staff, the parent / caregiver will be contacted to collect the student. We use 'Ministry of Health: Infectious Diseases: Information and Exclusion List' to determine how long a child should be kept at home or when to return to school.

MEDICATIONS

Parents are asked to fill in the health details of their children on entry to the college. Parents are also asked to sign a statement allowing staff to administer basic medication where appropriate. All medications are stored in a secure place, which is not accessible to students.

GENERAL

Children who are sick should be kept at home until they are well enough to attend school.

Ideally, medication should be timed to be administered at home before or after school, where practicable.

We follow the 'Standard Precautions and Infection Control: Procedures and Guidelines' manual, written by Counties Manukau Health and SHARP Group for recommended hygiene procedures.

No child will be sent home without the knowledge of a parent / caregiver.

LEARNING SUPPORT

The Learning Support Department is headed by Mrs. Louise Oliphant. The department works closely with Mr. Bob Oliphant, contracted Behaviour & Learning Specialist, Mrs. Jenny Goddard and other members of the Pastoral Team. Learning Support staff are located in DG8, which is also utilised as a teaching space.

INCLUSION

At Sancta Maria College, inclusive student-centred practices are promoted. We believe all students have the right to be educated with their peers, rather than in isolation. Those students with disabilities have the same rights and privileges as those students without disabilities

INDIVIDUAL EDUCATION PLANS [I.E.P.]

All ORS funded students are supported with an IEP. The IEP process is consultative and collaborative. Parents, teachers and other professionals meet together to discuss progress, to set inclusive, educational and social goals, and to problem solve.

ORS FUNDED STUDENTS AND IN CLASS SUPPORT STUDENTS.

Some students attract ORS funding. This means they will be funded by the Ministry of Education for the time they are at school. Most students have a proportion of Teacher Aide time.

A further group of students receive an allocation of MOE funding. They are those with In Class Support. These students will have a designated Teacher Aide for 5 hours weekly. In order to maximize the impact of that support, these students should also have an IEP.

TEACHER AIDES

A team of skilled Teacher Aides work in classrooms supporting students, individually and in small groups. Teacher Aides are directed by classroom teachers. Some Teacher Aides are allocated to a particular student, while others work with several individuals or groups. All our Teacher Aides bring many educational and other varied experiences upon which to draw.

LEARNING AND BEHAVIOUR

Sancta Maria College is unique in that we contract in a behaviour specialist for several hours each week. Mr. Bob Oliphant delivers these hours and can be found in his office in the Student Centre. Mr. Oliphant is also registered to administer several assessment tools. All referrals must first be discussed with parents and a signature obtained before the assessment process can be activated.

Anecdotal and assessment data are also considered. Previously administered academic assessments (e.g. PATs) are included alongside fresh results accrued from the implementation of a non-verbal IQ assessment (Toni) and a language acquisition assessment (Peabody).

Recommendations are subsequently shared with key personnel and a student outcome plan is shared and discussed with parents.

RTL B & CLUSTER

Resource Teachers of Learning and Behaviour are available to support our students. Sancta Maria belongs to Cluster 11, supervised by Mrs. Karen Eaton. Referral to RTL B is one possible outcome from a school referral.

ASSESSMENTS

A wide number of assessment tools are owned by the College and can be administered in Learning Support or with Mr. Oliphant. Assessments accessed depend on referral criteria.

CAREERS

AT THE CAREERS DEPARTMENT WE:

- Facilitate career decision making
- Provide career counselling to all year levels with a focus on year 12 and 13
- Develop career programmes across all year levels
- Organise career opportunities for students including work experience, the Gateway Programme and STAR (taster courses)
- Assist staff and curriculum areas
- Co-ordinate trips and activities
- Assist students with scholarship applications
- Assist students in career planning so that they make a successful transition from school to tertiary training, work or other options

We welcome enquiries from students and their parents or caregivers who need advice concerning their future career pathways.

CAREERS STAFF:

Lucy Rogers

Head of Department Careers and Transition

BEd (Tchg) Grad Cert Career Development

l.rogers@sanctamaria.school.nz

Ph 274-4081 Ext 227

Lorian King

Gateway Coordinator

Diploma in Career Guidance

l.king@sanctamaria.school.nz

Ph 274-4081 Ext 285

Leanne Farmer

Careers Administrator/STAR Coordinator

l.farmer@sanctamaria.school.nz

Ph 274-4081 Ext 285



PEER SUPPORT PROGRAMME, TE AKA TAUTOKO AKONGA

The Peer Support programme or Te Aka Tautoko Akonga, is a personal development programme for secondary students, led by senior students. The programme develops a range of life skills that include communication, relationship and leadership skills which enable the Peer Support Student Leaders to provide emotional and moral support to younger peers. This raises the self-esteem and confidence of younger peers at a time of change when they may be vulnerable. It also serves as an important platform for our student-student relationship building and mentoring between the Peer Support Student Leaders (Year 11 and 12s) and their younger peers (Year 7s and 8s) that will allow them to become aware of the needs and feelings of others and help them to develop a sense of responsibility for each other that embraces our school's Special Character and values.

Year 11 Peer Support Student Leaders *Mentor* Year 7 Homeroom Students

Year 12 Peer Support Student Leaders *Mentor* Year 8 Homeroom Students



THE FRIENDS RESILIENCE PROGRAMME

The FRIENDS programme is a cognitive behaviour therapy (CBT) based programme, endorsed by the World Health Organisation, as best practice for the prevention and treatment of anxiety and depression, promoting resilience in families, schools and communities.

The FRIENDS programme at Sancta Maria College is integrated into the Year 7 Health and Physical Education course. FRIENDS programmes have shown to be effective in reducing reported anxiety and depression symptoms and increasing resilience, self-confidence, self-efficacy, self-esteem and social emotional skills. They have also been shown to improve peer relationships and positive attitudes towards learning and the school environment generally.

The FRIENDS programme has a firm theoretical and evidence basis. The theoretical model for the prevention and early intervention of anxiety and depression addresses attachment (emotions), physiological (body), cognitive (mind), and learning (behaviour) processes, which interact with the development, experience and maintenance of anxiety.

WHAT DOES "FRIENDS" STAND FOR?

FRIENDS is an acronym that helps children remember the strategies taught that can be used to effectively manage anxiety:

- **F** = Feelings (empathy training and self-regulation)
- **R** = Remember to relax (relaxation and mindfulness strategies)
- **I** = I can try my best (changing unhelpful to helpful thinking)
- **E** = Explore Coping Step Plans and strategies for finding helpful solutions (choosing thumbs up actions instead of thumbs down)
- **N** = Now reward yourself for trying your best (choosing interpersonal rather than material rewards)
- **D** = Don't forget to practice (choose to use the FRIENDS skills and give back to the community)
- **S** = Stay calm (values-based role models and support networks)

SPORTS, CULTURAL AND COMMUNITY ACTIVITIES

All students are encouraged to participate in up to three extra-curricular activities at the College during the year, one sport, one cultural and one community.

SPORTS

Netball
Athletics
Badminton
Basketball
Cricket
Softball
Hockey
Swimming
Orienteering
Rugby
Football
Tennis
Triathlon Series
Yachting
Gym-sports
Ultimate Frisbee
Touch Rugby
Tag
Volleyball
Archery
Golf
Snow Sports
Squash
Table Tennis
NZAIMS Games
NZSS Tournaments

CULTURAL

Orchestra
Concert Band
Jazz Combos
Duke of Edinburgh
Debating
Kapa Haka
Choir
AV Tech Crew
Production
Inter-Cultural Committee
Cultural Festival Committee
Origami Club
Anime Club

COMMUNITY (SERVICE)

40 Hour Famine
News centre
Rest Home Visiting
SADD
Worship Band
Young Vinnies
Wellbeing Ambassador
Librarian
Youth Ministry
Junior God Squad
Eucharistic Ministry
Ministers of the Altar
Rest Home Project
Peer Support



WHAT ARE THE COLLEGE'S BEHAVIOURAL EXPECTATIONS?

INTRODUCTION

In any community, standards must be established so members can all work together harmoniously. The school believes in discipline that is firm yet just, which is administered with understanding and with the welfare of the whole school community in mind; it looks to parents/caregivers for support in its efforts to provide an environment in which all students feel safe.

Acceptance of the school expectations, standards and discipline is a condition of enrolment.

FOR WHAT SORTS OF UNWANTED BEHAVIOUR IS A STUDENT LIKELY TO RECEIVE CONSEQUENCES?

- Disrespect for others, self or property
 - All types of verbal, physical, cyber harassment/bullying that may cause, or have potential to cause harm to any individual or group, or any discrimination on the basis of abilities, religious affiliation, race, gender, or sexuality. This includes direct, indirect or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
 - Property misuse (including technology misuse) - using their own or others property inappropriately (at the wrong time or for the wrong purpose). This includes inappropriate use of ICT (including mobile devices / phones) and/or not adhering to the Digital User Agreement.
- Defiance / Disobedience / Non-compliance.
- Disruption of learning of oneself or others.
- Inappropriate physical contact.
- Inappropriate language or behaviours: Rude or abusive language or gestures to other students/staff/members of the public.
- Incorrect uniform or appearance standards.
- Not having the correct materials / equipment for learning / activities.
- Being late to class or to school.
- Dishonesty, lying, concealing or failing to tell the whole truth, including forgery.
- Truancy / being out of bounds.
- Damaging (vandalism) or stealing property (theft).
- Being aggressive or confrontational.
- Physical, verbal violence / assault.
- Possession or use of items that have the potential to cause harm or damage or cause offence – including tobacco, vapes/regulated products, alcohol, weapons, lighters, offensive images, harmful/banned drugs or substances, or replicas or substitutes for any such items or substances (that may be misconstrued as being harmful), e.g. replica weapons, vaping, cigarettes, etc. (this includes all EOTC events, School Balls, School transportation).
- Items deemed harmful, likely to detrimentally affect the learning environment or likely to endanger safety will be confiscated and will not be returned to students or parents. (this includes all EOTC events, School Balls, School transportation).

CONSEQUENCES FOR UNWANTED BEHAVIOURS

- Investigation (statements, etc.) as required
- Contact parents/caregivers
- Meeting parents/caregivers
- Restorative conversations / meetings / conferences
- Daily report
- Behaviour agreement
- Guidance team referral
- Removal of privileges
- Community Service
- Referral to the Principal to consider stand down or suspension

STAND DOWNS AND SUSPENSIONS FROM COLLEGE

A student involved in continued disobedience (repeated misbehaviours) or gross misconduct (unacceptable / serious behaviour that is a dangerous or harmful example or could cause harm to themselves or others) may be stood down or suspended by the principal (or person with delegated authority). (Section 14(1) / 14(2) of the Education Act 1989).

1. A Stand-down is the formal removal of a student from school for a specified period, not exceeding 5 school days in any one term and 10 days in total that year.
2. A Suspension: should a student either exhaust their 5 days in one Term or 10 days of stand-down in a year and/or engage in serious misbehaviour, the student may be suspended from College. A suspension is also the formal removal of a student from school until the board of trustees decides the outcome at a suspension hearing that must be held within 7 school days.

The Board of Trustees Disciplinary Committee considers the misconduct and can make one of four decisions: reinstate, reinstate with conditions, extend the suspension conditionally or exclude the student (if under 16 years), or expel the student (if over 16 years of age). Students who are stood-down or suspended may be required to attend College for counselling or to access an individual educational programme being provided during the period of stand-down or suspension, where appropriate.

NATURAL JUSTICE

Section 27(1) of the New Zealand Bill of Rights Act 1990 gives everyone the right to natural justice. Natural justice requires all people or organisations performing a public judicial function – such as teachers, principals and school boards of trustees – to observe certain principles of fairness.

What are the principles of natural justice in relation to student discipline in schools?

In relation to schools, it means that students must be treated fairly, and decisions that affect their rights (such as a suspension) should be made using fair procedures. The principles of natural justice have also been incorporated into specific rules in the Education Act 1989 and the Education (Stand-Down, Suspension, Exclusion & Expulsion) Rules 1999.

RESTORATIVE PRACTICES AT SANCTA MARIA COLLEGE

Sancta Maria College is committed to building and growing healthy relationships between all members of the College community. We believe that positive relationships and a demonstrated ethos of care are integral to the creation of a strong learning environment where collaboration, cooperation and negotiation are fundamental components. The use of a restorative practices methodology when resolving conflict, restoring relationship difficulties, or repairing harm reflects a commitment to the core value of respect, a belief in accountability and an acceptance of responsibility for our actions.

An enormous body of research supports this methodology which is underpinned by the following core tenets:

- Wrongdoing is harmful to people and to interpersonal relationships
- Damage to people or to interpersonal relationships creates responsibilities
- Responsibilities for one's wrongful actions means putting right the wrongs, or fixing the harm that has been done

Restorative Practices can take place in any setting and in many forms, ranging from a restorative chat, an informal discussion, a structured conversation, a class meeting or a full conference.

All restorative conversations – whether unstructured or structured, draw from the following questions:

1. What happened? (Telling the story)
 - What were you thinking at the time?
 - What have you thought about since?
 - What did you have control over?
 - If there were a video camera on the wall, what would it have seen?
2. Who do you think has been affected? (Exploring the harm)
 - Who has been affected? In what ways?
 - Was this fair or unfair?
 - Was this the right or wrong thing to do?
 - Tell me more about that?
3. What do you need you do to put things right? (Repairing the harm)
 - What else might need to happen?
 - How will this happen, tell me more about this?
 - When can this happen?
 - What exactly are you saying sorry for?
4. How can we make sure it doesn't happen again? (Moving forward)
 - What do you need to stop doing/start doing/stay doing?
 - What are your goals to move forward?
 - What do you need to do to reach these goals?
 - What other support do you need?
 - What will happen if this occurs again?

The approach focuses on the relationships which have been harmed by misconduct and how these relationships can best be restored. This involves the student “making things right” and putting strategies and support in place to minimise the chances of the behaviour reoccurring.

Using restorative practices allows those that have been impacted to have a voice and aid in creating a fair outcome for all.

SMC UNIFORM EXPECTATIONS 2021

| Uniform Years 7 - 11 SUMMER | Uniform Years 7 - 11 WINTER |
|---|--|
| <p>GIRLS</p> <ul style="list-style-type: none"> • Skirt – navy regulation • Blouse – blue short sleeved • Jumper – navy wool • Shoes - black leather lace up school shoes (no slip-ons, street or sports shoes allowed) • Socks – navy blue school ankle socks • Sandals – McKinlay (Safari black) • Jacket – navy school jacket <p>BOYS</p> <ul style="list-style-type: none"> • Shorts – navy regulation • Shirt – blue short sleeved • Jumper – navy wool • Shoes – black leather lace up school shoes (no slip-ons, street or sports shoes allowed) • Socks – navy knee length school socks • Sandals – McKinlay (Safari black) • Jacket – navy school jacket | <p>GIRLS</p> <ul style="list-style-type: none"> • Skirt – navy regulation • Blouse – blue short sleeved • Jumper – navy wool • Shoes - black leather lace up school shoes (no slip-ons, street or sports shoes allowed) • Socks – navy blue school ankle socks, or in winter, navy blue opaque tights • Navy school jacket <p>BOYS</p> <ul style="list-style-type: none"> • Shorts – navy regulation • Shirt – blue short sleeved • Jumper – navy wool • Shoes – black leather lace up school shoes (no slip-ons, street or sports shoes allowed) • Socks – navy knee length school socks • Jacket – navy school jacket |
| Senior Uniform Years 12-13 SUMMER | Senior Uniform Years 12-13 WINTER |
| <p>GIRLS</p> <ul style="list-style-type: none"> • Skirt – navy regulation • Blouse – blue short sleeved • Flesh colour tights may be worn in Term 1 and 4 • Choice of 2 shoes: <ul style="list-style-type: none"> ○ Hush Puppies – Monica ADC (Hannahs Botany) ○ Hush Puppies – Marilyn (Elizabeth Michael Uniforms) ○ No street or sports branded shoes allowed • Cardigan – blue • Blazer and school tie to be worn on all formal occasions <p>BOYS</p> <ul style="list-style-type: none"> • Trousers – long navy school regulation • Shirt – blue • Vest – navy blue • Black leather dress shoes (no street or sports shoes allowed) • Plain school black/navy blue socks • Blazer and school tie to be worn on all formal occasions | <p>GIRLS</p> <ul style="list-style-type: none"> • Skirt – navy regulation • Blouse – blue short sleeved • Navy blue opaque pantyhose • Choice of 2 shoes: <ul style="list-style-type: none"> ○ Hush Puppies – Monica ADC (Hannahs Botany) ○ Hush Puppies – Marilyn (Elizabeth Michael Uniforms) ○ No street or sports branded shoes allowed • Cardigan – blue • Tie – compulsory in Terms 2 and 3 • Blazer to be worn on all formal occasions <p>BOYS</p> <ul style="list-style-type: none"> • Trousers – long navy school regulation • Shirt – blue • Vest – navy blue • Black leather dress shoes (no street or sports shoes allowed) • Plain school black/navy blue socks • Tie – compulsory in Term 2 and 3 Blazer • Blazer to be worn on all formal occasions |
| Blazers and ties will be worn to school Masses, school photos and other special designated days as required. | |

| Accessories | Wet/Cold Weather |
|---|--|
| <ul style="list-style-type: none"> • The only jewellery that students are allowed to wear are one pair of small plain gold or silver ear studs worn in the lower earlobe and a watch. • No earrings in upper ear. • Piercing of eyebrows, nose or any other body piercing or tattoos and tongue studs are NOT permitted. • Only blue, navy, white or black hair bands may be worn. • Nail polish, make-up, or tinted moisturiser are NOT permitted. • Necklace with cross or taonga are allowed to be worn. | <ul style="list-style-type: none"> • School jackets are optional but, in the winter, can only be worn over a jersey, not as an alternative to a jersey. • School jackets are allowed to be worn in classes during Terms 2 and 3. • In Terms 1 and 4 the school jacket may be worn in the morning without a jersey underneath. |

- Boys' shorts must be worn tidily at all times.
- Boys' shirts must be tucked in at all times. This includes during interval and lunchtime. If students wish to play a sport, they must change into their PE uniform.
- Boys' socks are worn up at all times.
- Girls' skirt hemlines must be on the kneecap.
- Girls' blouses are not to protrude below the bottom of the jerseys.
- Top buttons of shirts or blouses are to be done up at all times.
- T-shirts are not permitted under school shirts.
- Any clothing worn under the uniform must not be visible.
- Regulation footwear must be worn at all times.
- Shoes are to be clean, polished and properly tied at all times.
- Sports shoes can be only worn in the gymnasium and on artificial turf
- Hair must be neatly presented and off the face. Fringes must be above eyebrows.
- No part of a hair style should be shorter than a number 2.
- No extreme hairstyles (e.g. shaved head, shaved patterns, undercut, dreadlocks, mohawks) or unnatural colours (e.g. dyed, two tone, streaks).
- Hair that is below the bottom of the collar is to be tied back at all times.
- Gel may only be used to keep hair down, not to sculpture it or stand it up.
- Boys are to be clean shaven at all times.
- Scarves are optional but only the school scarf can be worn and only during Terms 2 and 3.

We ask parents to support the College by ensuring your sons and daughters have the correct uniform and help them take responsibility for their appearance by wearing the uniform correctly. These regulations apply when students are at school, representing the school or commuting to and from school.

COLLEGE UNIFORM SHOP

Opening Hours

- Tuesdays 8.00am-9.00am
- Wednesdays 8.00am-9.00am
- Thursdays 2.30pm-6.00pm
- First Saturday of the month (unless this falls on a long weekend) 9.00am-12.00 noon
- The shop will be closed during the School Holidays.

If you have any questions regarding the school uniform or wish to volunteer in the Uniform Shop, please contact Dianne Guinan: Phone: (09) 272 5601 Email: uniformshop@sanctamaria.school.nz

ELIZABETH MICHAEL UNIFORMS

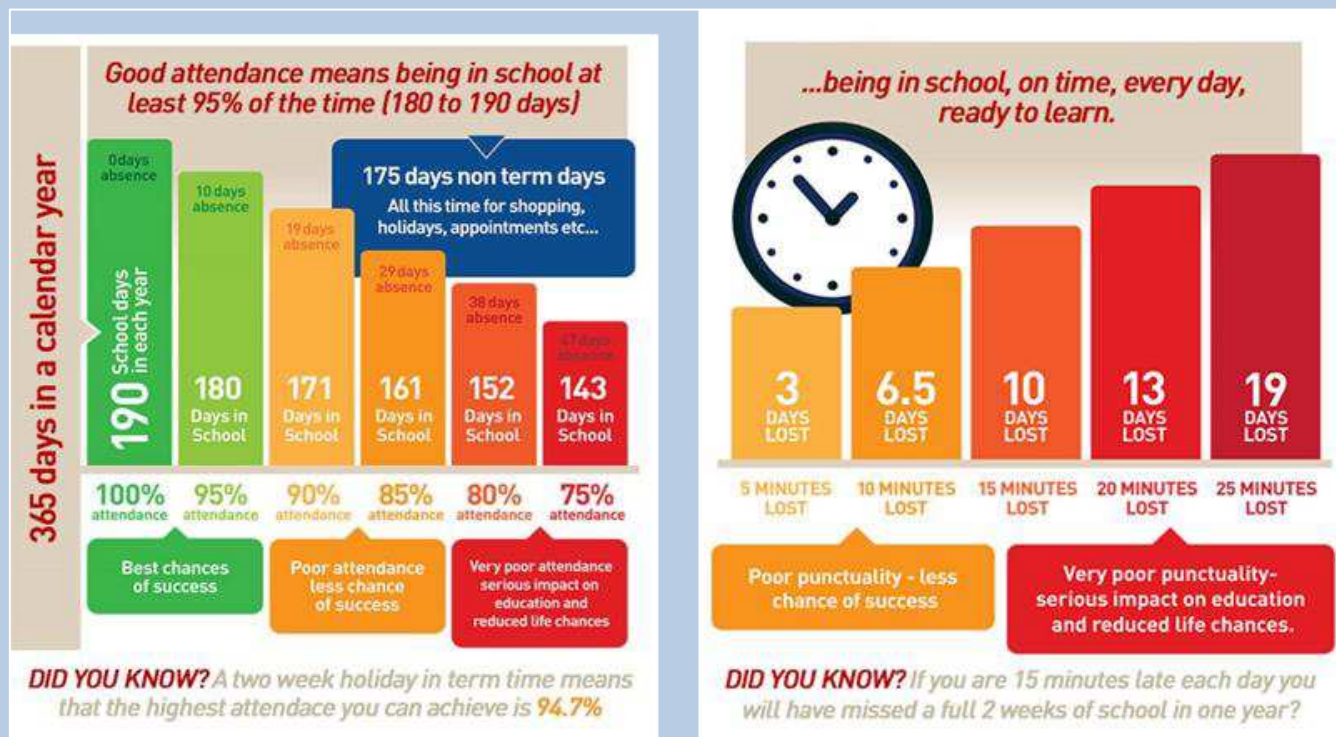
4 Bond Street,
Grey Lynn,
Auckland
P (09) 358 1680
uniforms@elizabethmichael.co.nz
www.elizabethmichael.co.nz



Opening Hours

- Monday to Thursday 9am - 5pm
- Friday 9am - 4pm
- Saturday 9am - 12pm

All new senior uniforms can be purchased from Elizabeth Michael unless the size is known then it can be ordered through the Uniform Shop.



BEGINNING OF THE SCHOOL DAY –

All students are to be at school by 8.30am ready to attend homeroom or assembly.

ABSENCE

If a student is going to be absent for the day, a parent / caregiver should let the school office know BEFORE 8.30am on the day of the absence. It is the parents' / caregiver's responsibility to phone the Student Centre (274 4081 option 1) or use the Sancta Maria College App to notify the college every day a student is absent.

If a student is absent during the first two classes of the day and no notification has been received by the school, an automated text message will be sent to parents / caregivers to inform them of their child's unexplained absence.

The student must bring a note explaining the absence to the Homeroom teacher as soon as he / she returns to school, in addition to the phone call as this is a legal requirement.

LATENESS

Students arriving late must report to the Student Centre to obtain a Late Pass. Students will not be allowed into class without this Late Pass. Students must bring a note (signed by their parent/caregiver) to the Student Centre explaining their late arrival.

If this note or e-mail (d.blackbourn@santcamaria.school.nz) is not received by the end of interval the following school day, the student will receive a lunchtime detention. If lateness persists, parents / caregivers will be contacted and students will be given an after school detention on Tuesday or Thursday from 3.20-4.20pm. A meeting may be requested by the dean to address consistent lateness.

ATTENDANCE PROTOCOLS FOR ABSENCE, LATENESS AND LEAVE

LEAVE PASSES

No student may leave the school grounds during the day including morning tea and lunchtime without a valid reason and without following the procedures.

If you wish to take your child out of school during school hours, the student must bring a signed and dated note from a parent/caregiver requesting leave during the day. Students are not allowed to phone or text home without a teacher's permission. Take the note to the Homeroom teacher and obtain a leave pass. Students must show the pass to the subject teacher and go to the Student Centre to be collected. Parent/Caregivers are required to come to the Student Centre and sign the student out.

ILLNESS DURING THE SCHOOL DAY

If your child becomes ill during the school day then they must report to the school's Health Centre at main reception. The school nurse/first aider will make an assessment and if required, will contact the parent/caregiver to organise a pickup from school. Students are not allowed to directly phone or text home. Parent/Caregivers are required to come to the Health Centre at Main Reception and sign the student out.

APPROVED LEAVE DURING THE SCHOOL TERM All requests for leave from school for non-medical reasons (e.g. family holiday during school time) must be made in writing to Mrs Dianne Blackbourn (d.blackbourn@sanctamaria.school.nz) at least two weeks prior to the event.

WHAT BYOD (*BRING YOUR OWN DEVICE*) DO I NEED AND HOW DO I ACCESS SCHOOL'S NETWORK?

All Year 7 to 13 students are asked to bring their own digital device to Sancta Maria College.

At Sancta Maria College, we want to provide 21st century learning experiences using online tools and access to 'own devices' to communicate, collaborate and create new knowledge and understanding.

Sancta Maria College has no intention of becoming a "paperless" school. We still believe that it is important for students to use pen and paper. The digital device will be used to support learning by allowing students to use online resources such as Office 365 and Schoology.

WHAT DIGITAL DEVICE DO YOU RECOMMEND?

One of the many realities in a school environment is that students require a lightweight, highly portable device with a long battery life. Students must carry their device from class to class and will not be able to rely on having an opportunity to recharge their device during the day. In addition to this, the device must also be wireless capable, have a good warranty and be robust. This means that the build quality of the device must be high. A hard case is recommended.

This is a significant factor behind Sancta Maria College recommending computing devices. If you are going to buy a device for your child, we would recommend a Windows 10 or MacOS X device with a 13.3" display, a core i5 processor or better and at least 4GB of RAM. Chromebooks and tablets are not recommended as they are restrictive and do not integrate well with our online learning environment.

Minimum specifications for a notebook are:

- Screen size: 13 inch or larger
- Processor: Core i5 recommended
- RAM: 4GB (8GB recommended)
- Built in wireless

Smart phones do not have the functionality required and are not part of the BYOD programme.

WHEN CAN I USE MY DIGITAL DEVICE AT DURING SCHOOL?

Guidelines for the use of digital devices at Sancta Maria College.

- Devices may be used before school up until the first bell at 8.30am. From that point, they must be switched off.
- Students may use their digital devices during class-time, although, only with permission from their teacher, and only for what the teacher deems 'educationally sound' purposes. Valid uses may include researching, listening to lectures or podcasts, using specifically approved apps, viewing specific videos linked to learning etc.
- Students are not to use digital devices on school grounds at interval or lunchtime.
- Students may use devices in the library during interval and lunchtime, but only for study/homework purposes. They may not text or make phone calls or play games or watch videos or listen to music.
- On leaving the school grounds at the end of the day, we ask that students wait until they have left the College before using their digital devices.
- Students who need to check messages from parents may do so ONLY at the Student Centre. The student must be physically present inside the Student Centre and have received permission from one of the deans or receptionist.

CYBER-SAFETY

The measures to ensure the Cyber-safety of Sancta Maria College's staff and students are based on our values as expressed in the school's Charter.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices and student-owned devices bring great benefits to the teaching and learning programmes at Sancta Maria College, and to the effective operation of the school. Our school has Cyber-safety practices in place, which include User Agreements for all school staff and students. The overall goal of the school in this matter is to create and maintain a Cyber-safety culture which is in-keeping with the values of the school, as well as legislative and professional obligations.

This User Agreement includes information about your obligations and responsibilities, the school's expectations and the nature of possible consequences associated with Cyber-safety breaches which undermine the safety of the Sancta Maria College environment.

All students will be issued with a User Agreement and once signed and returned to school, students will be able to use the school ICT equipment/devices, student-owned devices, and have access to the school's internet service. The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for approved educational purposes appropriate to the school environment only. This also applies to accessing the Internet through any device whilst at school or during any school-related activity.

A copy of the latest Digital Use Agreement is included in Appendix 1.

SANCTA MARIA COLLEGE APP

The Sancta Maria College App is available for download. Download it from the App Store on your Apple device, or the Play Store on your Android device. Just search for Sancta Maria College.

App Features:

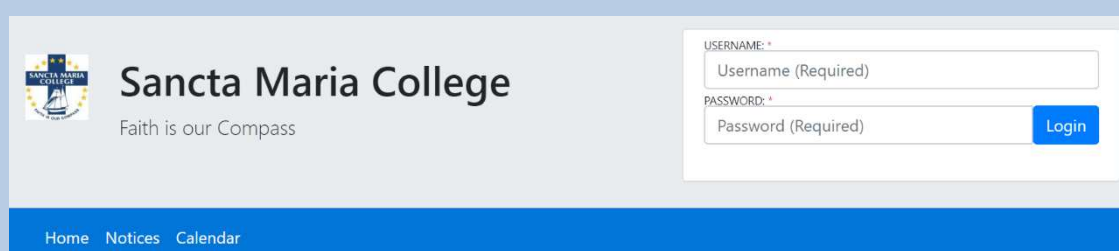
- Direct dial / email absentee
- Subscribe to and receive timely alerts from various school groups
- View and add school events to your phone's calendar
- Receive the Daily Notices to your phone
- School site map



COLLEGE WEBSITE (<https://www.sanctamaria.school.nz>)



THE PARENT PORTAL (<https://portal.sanctamaria.school.nz/index.php>)



SCHOOLGY (<https://schoolgy.sanctamaria.school.nz/home>)

Sancta Maria College COURSES GROUPS RESOURCES

Economics: 13ECO-2-1
Sancta Maria College

Add Materials Options

Course Options

Materials

Course Objectives

Updates 1

Gradebook

Grade Setup

Mastery

Badges

Attendance

Members

Analytics

Workload Planning

OneNote Class Notebo...

AS 3.3 Microeconomic Concepts (5 Cr Internal)

1. Demand and Utility

Demand and Utility - Course Notes.pdf 673 KB

Demand and Utility - Answers.pdf 519 KB

Demand and Utility Study Notes Template.docx 190 KB

Demand Summary - teacher.pdf 189 KB

Demand - ACDC Economics

Demand - mjmfoodie

Change in Demand vs Change in Quantity ...

The Demand Curve - Marginal Revolution University

The Demand Curve Shifts - Marginal Revolution ...

Maximizing Utility Practice and the Law of ...

Utility problem - answers.pdf 558 KB

Formative Assessment AS 3.3 Part 1 - MU + Demand Questions.docx 23 KB

Upcoming 7 Add Event

No upcoming assignments or events

FACEBOOK PAGE (@sanctamariacollege)

SANCTA MARIA COLLEGE
FAITH IS OUR COMPASS

Sancta Maria College
@sanctamariacollege

Home

TURN-IT-IN (<https://www.turnitin.com/about>)

turnitin

Higher Education Secondary Education Resources Community Support

Turnitin for Secondary Education

Help students write authentically — from first draft to final submission

APPENDIX 1: CYBER-SAFETY AND DIGITAL DEVICE USER AGREEMENT

SECTION A: INTRODUCTION

The measures to ensure the Cybersafety of Sancta Maria College outlined in this document are based on our values as expressed in the school's Charter.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices and student-owned devices bring great benefits to the teaching and learning programmes at Sancta Maria College, and to the effective operation of the school. Our school has Cybersafety practices in place, which include User Agreements for all school staff and students. The overall goal of the school in this matter is to create and maintain a Cybersafety culture which is in-keeping with the values of the school, as well as legislative and professional obligations.

This User Agreement includes information about your obligations and responsibilities, the school's expectations and the nature of possible consequences associated with Cybersafety breaches which undermine the safety of the Sancta Maria College environment.

All students will be issued with a User Agreement and once signed and returned to school, students will be able to use the school ICT equipment/devices, student-owned devices, and have access to the school's internet service. The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for approved educational purposes appropriate to the school environment only. This also applies to accessing the Internet through any device whilst at school or during any school-related activity.

SECTION B: EXPECTATIONS AND GUIDELINES TO HELP KEEP SANCTA MARIA COLLEGE STUDENTS CYBERSAFE

INTERNET

Only the internet gateway provided by the school may be accessed while on campus. Virtual private networks (VPN) are not to be used. Personal internet connective devices such as but not limited to cell phones are not permitted to be used to access outside internet sources, such as through 3G or 4G, at any time.

SECURITY AND DAMAGES

Responsibility to keep the device secure rests with the individual owner. The Sancta Maria College network, its staff and employees are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the school's usual procedures, similar to other personal artefacts that are impacted in similar situations. It is recommended that skins (decals) and other custom methods are used to physically identify your device from others. Additionally, protective cases for technology are strongly encouraged.

USING DIGITAL DEVICES AT SANCTA MARIA COLLEGE

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students bringing digital devices to school must adhere to the school's expectations and guidelines.

Additionally, technology may only be used to access files on computers or internet sites which are relevant to the classroom curriculum. Gaming is not permitted.

The school's network filters will be applied to all students' connection to the internet and attempts should not be made to bypass them. Virtual private networks (VPNs) are not permitted to be installed on devices used in school.

Files may have to be saved onto the device, an external drive, or another media device. It is the owner's responsibility for the repair of any malfunctioning / damaged devices. Charging of your device will be available on a limited basis and is at the discretion of the classroom teacher.

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I cannot use school ICT equipment until my caregiver, and I have read and signed the User Agreement Form and returned it to school.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone, even if I believe it is meant as a joke.
6. I understand that the rules in this User Agreement also apply to mobile phones and other personal mobile devices. I will only use my mobile phone(s) and personal mobile devices at the times that I am permitted to during the school day, that is, before the first bell of the school day, and during class-time with permission from my teacher. I am not allowed to use digital devices on school grounds at interval or lunchtime. If I need to make a call home, I can go to the Student Centre or Main Reception.
7. I will immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when requested by teachers.
8. I will not take images or record video of any teacher or student without their permission.
9. I will not share, transmit or post inappropriate or unauthorised images/videos of any person on campus on public and/or social networking sites.
10. To ensure appropriate network filters, I will only use the school's wireless connection in school, and I will not attempt to bypass the network restrictions by using 3G or 4G network or virtual private networks (VPN).
11. I understand that bringing devices on premises which could infect the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information will result in disciplinary action. The school has the right to collect and examine any device that is suspected of causing problems or to be the source of an attack or virus infection.
12. I understand the college has the right to inspect files on any device bought on campus irrespective of whether it has been the cause of a problem / attack / virus. (This covers devices that may contain pornography / objectionable material obtained offsite and stored on the student-owned device.)
13. I understand it is the owner's responsibility for the repair of any malfunctioning / damaged devices and that Sancta Maria College does not supply technical services for student-owned devices.
14. I will not physically share my personal devices with other students, unless I have written parent permission to do so.
15. I will not use devices outside at lunchtime and interval as it is prohibited. I may only use my device, with permission, at lunchtime when in the library.
16. While at school, I will not:
 - Access, or attempt to access, age-restricted or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school (for example, VPN).
17. If I accidentally access objectionable material, I will:
 - Not show others
 - Close the window immediately
 - Report the incident to a staff member immediately
18. I understand that I must not illegally download any files such as music, videos, games or programs. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

19. I understand that these rules apply to any privately-owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
20. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - Not eating or drinking near ICT equipment
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member
21. I will respect the ICT property of other students, such as phones, laptops and tablets, and treat it with care. This includes:
 - If a device is found unattended, bringing it to the Student Services office immediately
 - Never turning on, logging onto, or digitally accessing the device of another student without express permission to do so from the student who owns that device
 - Not touching or being reckless with another student's device in any way
 - Accepting that if another student's device comes to harm or damage due to my actions, I will be responsible for my actions, and may be eligible to pay compensation to that student
 - If I wilfully violate the privacy of another student's device, am found in possession of such a device without express permission from that student to be so, or cause physical harm to another student's ICT property, I may be eligible for criminal prosecution and/or school sanctions
22. I understand that I am never obliged or required to bring any personal device onto school grounds, and if I choose to do so, I am entirely responsible for the safety and security of that device. To these ends, it is recommended that:
 - You keep the device on you at all times, never leaving it in an un-locked classroom, or unattended in any public school area
 - You do not share log-in information with anyone else
 - You turn off any 'automatic log-in' details you may use for any personal account
 - You password/PIN-protect any device, and do not share this password/PIN with anyone else
23. I will not access personal/social media/social networking sites on any device, during any lesson, unless specifically invited to do so by my teacher, or without the express permission from my teacher.
24. I will never access personal/social media/social networking sites using school resources, at lunch time unless specifically asked to do so by a teacher
25. I understand that any negative/insulting/disrespectful or otherwise objectionable statements/posts/comments/instant messages or 'likes' which are seen by the school as a form of bullying/harassment or intimidation, will be considered a violation of the User Agreement and will be dealt with accordingly.
26. I will report any material I find objectionable or consider bullying or harassment of another student to a teacher, and where possible make record of said material via a 'screen shot' or other means.
27. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to monitor and restrict access to certain sites and data, including email.
28. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
29. I understand that if I break these rules, the school may inform my caregivers. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

