Boonah State High School’s

Responsible Behaviour Plan for Students
2016 - 2019

based on The Code of School Behaviour

1. Purpose

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

Boonah State High School is committed to providing a supportive school environment where all members feel safe and are valued; where social and academic learning outcomes are maximised for all through a quality curriculum, interpersonal relationships and school organisation; where school practices are proactive rather than reactive and where appropriate and non-discriminatory language and behaviours are defined, modelled and reinforced.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

2. Consultation and data review

Boonah State High School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through meetings and workshops held during Term 4, 2015. A review of school data sets from 2013-2015 also informed the development process.

The Plan was endorsed by the Principal and the President of the P&C.

3. Learning and behaviour statement

All areas of Boonah State High School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs. Our school-wide framework for managing behaviour is Schoolwide Positive Behaviour Support.

The Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Boonah State High School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school values to teach and promote our high standards of responsible behaviour:

• Respect ourselves, others and the community
• Act responsibly and ethically
• Value effort

In simple terms, these translate to four guiding statements for student behaviour across all school settings:
• Be Prepared
• Be Responsible
• Be On task
• Be Polite

Our school Responsible Behaviour Plan has been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.
4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

**Universal Behaviour Support**

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Boonah State High School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students which is designed to prevent problem behaviour and to provide a framework for responding to unacceptable behaviour.

A set of behavioural expectations in specific settings has been attached to each of our three school values. The Schoolwide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all school settings.

<table>
<thead>
<tr>
<th>VALUES</th>
<th>DURING CLASS</th>
<th>ALL OTHER TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect ourselves, others and the community</strong></td>
<td>Wear the correct uniform with pride</td>
<td>Follow instructions</td>
</tr>
<tr>
<td></td>
<td>Enter and exit rooms in an orderly manner</td>
<td>Wear the correct uniform with pride</td>
</tr>
<tr>
<td></td>
<td>Follow instructions</td>
<td>Respect the personal space and property of others</td>
</tr>
<tr>
<td></td>
<td>Respect the rights of others to learn</td>
<td>Use polite and respectful language</td>
</tr>
<tr>
<td></td>
<td>Value the opinions of others – listen</td>
<td>Keep the environment clean and tidy</td>
</tr>
<tr>
<td></td>
<td>Respect the personal space and property of others</td>
<td>Keep to the left on stairs and paths</td>
</tr>
<tr>
<td></td>
<td>Use polite language</td>
<td>Walk quietly and orderly so others are not disturbed</td>
</tr>
<tr>
<td></td>
<td>Keep the environment clean and tidy</td>
<td>Listen to others</td>
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<tr>
<td></td>
<td></td>
<td>Use equipment/facilities with care</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use break time to access amenities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wash hands regularly</td>
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<tr>
<td></td>
<td></td>
<td>Attend bus parade as required and wait to be dismissed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leave school grounds promptly when dismissed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Take care and be aware of your belongings</td>
</tr>
<tr>
<td></td>
<td>Be on task</td>
<td>Participate in school and community sporting and social events</td>
</tr>
<tr>
<td></td>
<td>Use equipment/facilities with care</td>
<td>Acknowledge the efforts and achievements of others appropriately</td>
</tr>
<tr>
<td></td>
<td>Be in the right place at the right time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ask for permission to leave classroom</td>
<td></td>
</tr>
<tr>
<td><strong>Act responsibly and ethically</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Value effort</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Be prepared for class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete set tasks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take an active role in classroom activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take pride in own and others achievements</td>
<td></td>
</tr>
</tbody>
</table>
These expectations are communicated to students via a number of strategies, including:
- Reinforcement of school values at School Assemblies and during active supervision by staff during classroom and non-classroom activities;
- Modelling by all school community members;
- Promotion across various media including the school planner, classroom posters, the school website and newsletters;
- School camps at certain year levels with specific focus on leadership skills, teamwork, and personal development that is aligned with and reflective of Boonah State High School’s values.

Boonah State High School implements the following proactive and preventative processes and strategies to support student behaviour:
- A dedicated section of the school newsletter, enabling parents to be actively and positively involved in school behaviour expectations;
- A Behaviour Committee comprised of Year Level Coordinators, a representative of the Wellbeing Centre and a Deputy Principal that is responsible for regular provision of information to staff and parents via review of student behaviour levels and organisation of activities that reward positive behaviour;
- Induction programs in Boonah State High School’s Responsible Behaviour Plan for Students delivered to new students as well as new and relief staff;
- The availability of individual support profiles developed for students with high behavioural needs, enabling staff to make the necessary adjustments to support these students consistently across all classroom and non-classroom settings;
- Fostering the development of engaging and relevant curriculum;
- Completing Risk Assessments for all relevant activities.

Specific policies have been developed to address:
- The use of personal Technology Devices (Appendix 1);
- Bullying (Appendix 2);
- The use Information Technology Devices and the School Network at School (Appendix 3);
- Social Media (Appendix 4).

Reinforcing expected school behaviour
At Boonah State High School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system of Behaviour Levels has been developed. This system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and feedback and allow students to take ownerships of their behaviour.

Specific programs at Boonah State High School that recognise positive student contributions include:
- Recognition and Rewards Scheme in the Junior School;
- Industry and Effort Awards;
- Positive Behaviour Level Support Indicators for Levels 1, 2 and 3 in the Junior and Senior school;
- Reward trips for students of Behaviour Levels 1, 2 and 3 throughout the year;
- Student leadership positions in both the Junior and Senior school.

Behaviour levels
Boonah State High School has adopted a system of behaviour levels in order to encourage and recognise positive school behaviour. Levels 3, 2 and 1 are recognised as positive behaviour levels. Students must apply to move to Levels 1 and 2 in order to recognise and celebrate their school wide positive behaviour. These applications are considered at a weekly Behaviour Committee meeting and successful students are awarded with a certificate and the relevant star badge on whole school assemblies. A letter is also sent to parents to communicate and congratulate them on their student’s success.
The following tables display the attributes required by students on these levels:

<table>
<thead>
<tr>
<th>LEVEL 3 INDICATORS</th>
<th>LEVEL 2 INDICATORS</th>
<th>LEVEL 1 INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Wears uniform correctly.</td>
<td>☐ Always wears uniform to an acceptable standard</td>
<td>☐ Within the bounds of school has demonstrated leadership in some fashion</td>
</tr>
<tr>
<td>☐ Behaves acceptably in class and playground.</td>
<td>☐ Always behaves acceptably in class and playground</td>
<td>☐ Always wears uniform with pride to a high standard</td>
</tr>
<tr>
<td>☐ Is respectful to teachers.</td>
<td>☐ Is respectful to teachers</td>
<td>☐ Always respectful to teachers and peers</td>
</tr>
<tr>
<td>☐ Completes homework to an acceptable standard.</td>
<td>☐ Has participated in at least one co-curricular activity</td>
<td>☐ Always behaves to a good standard in class and playground</td>
</tr>
<tr>
<td>☐ Hands in assessment on time to a reasonable standard.</td>
<td>☐ Always completes homework to an acceptable standard</td>
<td>☐ Participates in all school carnivals</td>
</tr>
<tr>
<td>☐ Demonstrates PROP values</td>
<td>☐ Hands in all assessment on time to a reasonable standard</td>
<td>☐ Hands in all assessment on time and to a good standard.</td>
</tr>
<tr>
<td>☐ Junior students at this level are eligible to receive Junior leadership positions.</td>
<td>☐ Junior students at this level at the end of year 9, have the option of applying to move to Senior level 2 in Term 2.</td>
<td>☐ Junior students at this level are eligible to receive Junior leadership positions.</td>
</tr>
<tr>
<td>☐ Demonstrates PROP values most of the time</td>
<td>☐ Demonstrates PROP values most of the time</td>
<td>☐ Junior students at this level at the end of year 9, have the option of applying to move to Senior level 2 in Term 1.</td>
</tr>
</tbody>
</table>

Positive Junior School Behaviour Indicators
### Positive Senior School Behaviour Indicators

<table>
<thead>
<tr>
<th>LEVEL 3 INDICATORS:</th>
<th>LEVEL 2 INDICATORS</th>
<th>LEVEL 1 INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students on this level accept their responsibilities at school to enact the school values.</td>
<td>Students at this level are actively involved in their education and school.</td>
<td>Students at this level display commitment to their education, and are very actively involved in the school and community. They fulfil the Behaviour Code at its highest level.</td>
</tr>
<tr>
<td>Students fulfil, and continue to fulfil the Boonah State High School Behaviour Code.</td>
<td>They fulfil the Behaviour Code at a high level.</td>
<td>They meet all Senior Level 2 indicators, plus:</td>
</tr>
<tr>
<td>Respect ourselves, others and the community.</td>
<td>Students fulfil, and continue to fulfil the Boonah State High School Behaviour Code. They meet all Senior Level 3 indicators, plus:</td>
<td>Respect ourselves, others and the community:</td>
</tr>
<tr>
<td>Act responsibly and ethically.</td>
<td>Respect ourselves, others and the community:</td>
<td>Shows initiative and leadership potential,</td>
</tr>
<tr>
<td>Value effort</td>
<td>Act responsibly and ethically</td>
<td>Always demonstrates a positive work ethic</td>
</tr>
<tr>
<td>Value effort</td>
<td>Value effort</td>
<td>Always promotes a positive school image,</td>
</tr>
<tr>
<td>Students who maintain Senior Level 3 or greater are expected to be in attendance at all organised school activities and are entitled to be involved in all school sporting teams, social events and excursions.</td>
<td>Students who maintain Senior Level 3 or greater are expected to be in attendance at all organised school activities and are entitled to be involved in all school sporting teams, social events and excursions.</td>
<td>Consistently displays community involvement,</td>
</tr>
</tbody>
</table>

- **Respect ourselves, others and the community:**
  - Shows pride in personal appearance,
  - Attends, participates and supports all organised school activities (eg. Sports Carnivals),
  - High level of attendance

- **Act responsibly and ethically**
  - Is punctual,
  - Problems are resolved in a non-abusive and non-violent manner,
  - Helps others,
  - Completes all class work & homework

- **Value effort**
  - Promotes a positive school image,
  - Displays community involvement
Responding to unacceptable behaviour
At Boonah State High School, students and staff employ the traffic light system to deal with Classroom Behaviour. Copies of this are available in all classrooms as well as the Student Planner.

5. Consequences for unacceptable behaviour
Boonah State High School makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences. Our school seeks to ensure that responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour. All behaviours and associated contact is required to be entered into One School and referred to the appropriate staff member.

Minor and Major behaviours
When responding to problem behaviour, the staff member first determines if the problem behaviour is major or minor, with the following agreed understanding:

- **Minor** problem behaviour is handled by staff members at the time it happens.
- **Major** problem behaviour is referred directly to the HODS and/or Administration team.

Minor behaviours are those that:

- are minor breeches of the school rules;
- do not seriously harm others or cause you to suspect that the student may be harmed;
- do not violate the rights of others in any other serious way;
- are not part of a pattern of problem behaviours; and
- do not require involvement of specialist support staff or Administration.

**Major** behaviours are those that:
- significantly violate the rights of others;
- put others / self at risk of harm; and
- require the involvement of Heads of Department and/or School Administration.

**Major** behaviours result in an immediate referral to Heads of Department and/or Administration because of their seriousness. When major problem behaviour occurs, staff members must complete the Behaviour tab in One School and refer the incident to the appropriate Year Level Coordinator, Head of Department and Administration.

**Ensuring consistent responses to problem behaviour**

At Boonah State High School, staff members issue consequences for problem behaviour are provided with appropriate professional development and/or training. Through this and the behaviour level system, we work to ensure consistent responses to problem behaviour across the school. Disciplinary Behaviour levels are Levels 4, 5 and 6. The following tables display the behaviours that may reflect student placement at each level:

<table>
<thead>
<tr>
<th>LEVEL 4 INDICATORS</th>
<th>LEVEL 5 INDICATORS</th>
<th>LEVEL 6 INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-compliance with the Boonah State High School Behaviour Code: Respect ourselves, others and the community:</td>
<td>Non-compliance with the Boonah State High School Behaviour Code: Respectful yourselves, others and the community:</td>
<td>Non-compliance with the Boonah State High School Behaviour Code: Repetition of Level 4 Behaviour. Respect ourselves, others and the community:</td>
</tr>
<tr>
<td>□ Repeated behaviour that brings the school in to disrepute, (including)</td>
<td>□ Repeated behaviour that brings the school in to disrepute, (including)</td>
<td>□ Repeated behaviour that brings the school in to disrepute, (including)</td>
</tr>
<tr>
<td>□ Use of offensive language</td>
<td>□ Using abusive language or being offensive or intimidating to members of the school community.</td>
<td></td>
</tr>
<tr>
<td>□ Disregard for the property of others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Inappropriate behaviour in classroom, playground and/or online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Repeated disobedience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Repeated failure to comply with the school uniform policy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Act responsibly and ethically:**
- □ Second truancy offence
- □ Repeated lateness to class despite intervention/support
- □ Failure to comply with the “Hands Off” policy
- □ Harassment of others (including sexual, racial, physical, verbal, bullying, in person and online)
- □ Smoking at school, or on the way to or from school in school uniform
- □ Failure to attend detentions despite support
- □ Disregard of WH&S requirements (throwing objects, use of equipment)
- □ Inappropriate use of motor vehicles
- □ Possession/use of pornography/racially/sexually offensive material
- □ Vandalism (minor, removal by student)
- □ Plagiarism

**Value effort:**
- □ Failure to co-operate as a student of the school
- □ Non-completion of work at school or home
- □ Repeated failure to co-operate as a student of the school
- □ Repeated non-completion of work at school or home

**Act responsibly and ethically:**
- □ Theft of school or personal property.
- □ Repeated lateness to class despite intervention/support at Level 4.
- □ Physical assault
- □ Repeated harassment of others (including sexual, racial, physical, verbal, bullying)
- □ Repeated smoking at school, or on the way to or from school in school uniform
- □ Repeated failure to attend detentions despite support
- □ Repeated disregard of WH&S requirements (throwing objects, use of equipment)
- □ Repeated inappropriate use of motor vehicles
- □ Possession/use of pornography/racially/sexually offensive material
- □ Repeated poor behaviour on the way to or home from school.
- □ Vandalism

**Value effort:**
- □ Repeated failure to co-operate as a student of the school
- □ Repeated non-completion of work at school or home
- □ Repeated failure to engage in the...
Students also receive instruction in how to respond appropriately when other students display problem behaviour. Students are encouraged to complete an Incident Report (see Appendix 5) in order to allow Administration to investigate and deal with the matter in an appropriate manner.

6. Emergency or critical incident responses

It is important that all staff have a consistent understanding of how to respond to emergency situations or critical incidents involving severe problem behaviour. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

An emergency situation or critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action.

Severe problem behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety of the student or others is likely to be placed in serious jeopardy.

Basic defusing strategies
1. Avoid escalating the problem behaviour: Avoid shouting, cornering the student, moving into the student’s space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.

2. Maintain calmness, respect and detachment: Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.

3. Approach the student in a non-threatening manner: Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.

4. Follow through: If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students’ attention towards their usual work/activity. If the student continues with the problem behaviour then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour).

5. Debrief: Help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.

Physical Intervention
Staff may make legitimate use of physical intervention if all non-physical interventions have been exhausted and a student is:
- physically assaulting another student or staff member; or
- posing an immediate danger to him/herself or to others.

Appropriate physical intervention may be used to ensure that Boonah State High School’s duty of care to protect students and staff from foreseeable risks of injury is met. The use of physical intervention is only considered appropriate where the immediate safety of others is threatened and the strategy is used to prevent injury.

Physical intervention can involve coming between students, blocking a student’s path, leading a student by the hand/arm, shepherding a student by placing a hand in the centre of the upper back, removing potentially dangerous objects and, in extreme situations, using more forceful restraint.

It is important that all staff understand:
• physical intervention cannot be used as a form of punishment;
• physical intervention must not be used when a less severe response can effectively resolve the situation and the underlying function of the behaviour.

Physical intervention is not to be used as a response to:
• property destruction;
• school disruption;
• refusal to comply;
• verbal threats; and
• leaving a classroom or the school, unless student safety is clearly threatened.

Any physical intervention made must:
• be reasonable in the particular circumstances;
• be in proportion to the circumstances of the incident;
• always be the minimum force needed to achieve the desired result; and
• take into account the age, stature, disability, understanding and gender of the student.

Record keeping
Each instance involving the use of physical intervention must be formally documented. The processes can be found at http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Health-and-Safety-Incident-Recording,-Notification-and-Management.aspx online.

7. Network of student support
Students at Boonah State High School are supported through positive reinforcement and a system of universal, targeted, and intensive behaviour support by:
• Parents
• Teachers
• Support Staff
• Year Level Coordinators
• Head of Department
• Administration Staff
• Guidance Officer
• Advisory Visiting Teachers
• Wellbeing Centre Staff
• Senior Guidance Officer
• School Chaplain
• Indigenous Liaison Officer
• School Based Police Officer
• School Based Youth Health Nurse
• Youth Support Coordinator.

External support is also available through the following government and community agencies:
• Disability Services Queensland
• Child and Youth Mental Health
• Queensland Health
• Department of Communities (Child Safety Services)
• Police
• Scenic Rim Regional Council
• Fassifern Community Centre.

8. Consideration of individual circumstances
To ensure alignment with the Code of School Behaviour when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times.

Boonah State High School considers the individual circumstances of students when applying support and consequences by:
• promoting an environment which is responsive to the diverse needs of its students
• establishing procedures for applying fair, equitable and non violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
• recognising and taking into account students' age, gender, disability, cultural background, socioeconomic situation and their emotional state
• recognising the rights of all students to:
  o express opinions in an appropriate manner and at the appropriate time
work and learn in a safe environment regardless of their age, gender, disability, cultural background or socio-economic situation, and
receive adjustments appropriate to their learning and/or impairment needs.

9. Related legislation

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Criminal Code Act 1899
- Anti-Discrimination Act 1991
- Commission for Children and Young People and Child Guardian Act 2000
- Judicial Review Act 1991
- Workplace Health and Safety Act 2011
- Workplace Health and Safety Regulation 2011
- Right to Information Act 2009
- Information Privacy (IP) Act 2009

10. Related policies and procedures

- Statement of expectations for a disciplined school environment policy
- Safe, Supportive and Disciplined School Environment
- Inclusive Education
- Enrolment in State Primary, Secondary and Special Schools
- Student Dress Code
- Student Protection
- Hostile People on School Premises, Wilful Disturbance and Trespass
- Police and Child Safety Officer Interviews with Students, and Police Searches at State Educational Institutions
- Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems
- Managing Electronic Identities and Identity Management
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Temporary Removal of Student Property by School Staff

11. Some related resources

- Bullying, No Way!
- Schoolwide Positive Behaviour Support
- Code of Conduct for School Students Travelling on Buses

Endorsement

____________________________________  _________________________________
Principal                                P&C President

Effective Date: 31 December 2015
Appendix 1 – Use of Personal Technology Devices

BOONAH STATE HIGH SCHOOL
THE USE OF PERSONAL TECHNOLOGY DEVICES AT SCHOOL

‘Learning Life Together’

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Personal Technology Devices include, but are not limited to, games devices (such as Portable gaming devices, smart watches, laptop computers, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods/iPads® and devices of a similar nature.

If students choose to bring valuable personal technology devices including mobile telephones and mp3 players to school there is a risk of damage or theft. The school cannot guarantee the safety of these items and suggest that student’s keep them on their person at all times.

Confiscation
Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. Students will be directed to place the item in the Green Technology Box that is situated in each classroom. They will be made available for collection at the end of the lesson unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

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

Personal technology device etiquette
Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during assemblies and classes. Personal technology devices may be used in an appropriate manner at lunch breaks and before and after school.

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

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

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in the school environment is not permitted unless express consent is provided by the supervising staff member.
A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students may be subject to discipline (including suspension and recommendation for exclusion) if they breach the policy by being involved in recording and/or disseminating material (through text messaging, display, internet uploading or other means) or are knowingly the subject of such a recording.

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

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

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

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

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

Special circumstances arrangement
Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.
Appendix 2 Bullying Policy

BOONAH STATE HIGH SCHOOL
BULLYING POLICY

‘Learning Life Together’

Boonah State High School strives to create positive, predictable environments for all students at all times of the day. The supportive learning environment that we are creating is essential to:

- achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
- raising achievement and attendance
- promoting equality and diversity and
- ensuring the safety and well-being of all members of the school community.

There is no place for bullying at Boonah State High School. Those who are bullied and those who bully are at risk for behavioural, emotional and academic problems. These outcomes are in direct contradiction to our school community’s goals and efforts for supporting all students.

Bullying behaviours that will not be tolerated at Boonah State High School include name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging, sending offensive or degrading images by phone or internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumours.

Bullying may be related to:

- race, religion or culture;
- disability;
- appearance or health conditions;
- sexual orientation;
- sexist or sexual language;
- children acting as carers; or
- children in care.

At Boonah State High School there is broad agreement among students, staff and parents that bullying is an observable and measurable behaviour. When considering whether or not bullying has occurred, we will avoid speculation on the intent of the behaviour, the power of individuals involved, or the frequency of its occurrence. Whether bullying behaviour is observed between students of equal or unequal power, whether it occurs once or several times, and whether or not the persons involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion, that is, as categorically unacceptable in the school community.

Rationale

Many bullying behaviours are peer-maintained through the actions of bystanders. That is, peers react to bullying in ways that may increase the likelihood of it occurring again in the future. Reactions include joining in, laughing, or simply standing and watching, rather than intervening to help the person being bullied. Whilst our school would never encourage students to place themselves at risk, our anti-bullying procedures involve teaching the entire school a set of safe and effective responses to all problem behaviour, including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.

The anti-bullying procedures at Boonah State High School are an addition to our schoolwide positive behaviour support processes. This means that all students are being explicitly taught the expected school behaviours and receiving high levels of social acknowledgement for doing so.
Adding lessons on bullying and how to prevent and respond to it is a subset of procedures that our students are already accustomed to.

**Prevention**

Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our schoolwide universal behaviour support practices will be maintained at all times.

This will ensure that:

- Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour
- All students know the three school values and have been taught the expected behaviours attached to each rule in all areas of the school
- All students have been or are being taught the specific routines in the non-classroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms
- All students are receiving high levels of positive reinforcement for demonstrating expected behaviours, including those associated with following our routines, from all staff in the non-classroom areas of the school
- A high level of quality active supervision is a permanent staff routine in the non-classroom areas. This means that duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move through the designated supervision sectors of the non-classroom areas.

Boonah State High School records inappropriate behaviour on One School and uses behavioural data for decision-making. This data is entered into our database on a daily basis and can be recalled as summary reports at any time. This facility allows the school to track the effectiveness of its anti-bullying process, to make any necessary adjustments, and to identify specific bullying behaviours that may need to be revisited or revised in the instructional process.
Appendix 3 Information Technology Acceptable Use Policy and Agreement

BOONAH STATE HIGH SCHOOL
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

‘Learning Life Together’

The Boonah State High School Information Technology resources provide staff and students with opportunities for educational excellence by facilitating resource sharing and communication.

A student is given rights to these resources when he/she and his/her parent/guardian sign an agreement to abide by this Acceptable Use Policy. Rights will include access to the school network, storage space on the school network and printing rights. Each student is given a credit of $10 for printing, which is equivalent to 100 pages. Students enrolled in computing and Business Ed subjects have a larger allocation. Students are given access to an e-mail account on the school account.

Facilities are generally available at lunchtimes, as well as during various classes.

The following guidelines will assist students to use the IT resources in a responsible manner:

General Points
- Network and Internet accounts are to be used only by the authorised owner of the account.
- Students must not intentionally seek information on or obtain copies of passwords belonging to other users.
- Students must not modify any files or data belonging to other users.
- It is important that no user deliberately wastes computer resources (e.g. unnecessary printing) or disadvantage other users (e.g. monopolising equipment, network traffic etc.).
- Students must not offer, provide or purchase products or services through the BSHS network.

Electronic Mail
E-mail can be a valuable communication tool, both within and outside the school. Boonah State High School grants e-mail access to students, and the following points must be observed:
- Appropriate language shall be used at all times.
- E-mail should not be used to transmit chain letters or threatening or offensive material.
- Students should not join Listservs without permission from the HOD (ICT).
- E-mail is not a secure form of communication. It is possible that your e-mail may be intercepted and read by others. You should therefore take extra care over the content of your e-mail messages.
- Students should only use the e-mail account provided by the school while on the school network. No other e-mail service may be accessed at school.
- Students should not include personal information in e-mail messages, such as home addresses or telephone numbers of yourself or others.

Internet
- Students may access the Internet for curriculum-related and limited personal use.
- Students should make every effort to avoid sites that contain inappropriate or offensive material. This includes sites that are pornographic, racist, terrorist, anti-social or discriminatory. If you reach such a site, you must tell your teacher immediately. Inappropriate material should not be published on the internet.

What if?…
- You find a computer logged on.
Response: You should immediately log out.

- You receive offensive or abusive e-mail.
  Response: Forward it to netadmin@boonahshs.eq.edu.au

- You forget your password or wish to change your password.
  Response: Contact your teacher.

- You wish to add more money to your printer account.
  Response: Place money into an envelope available in office, complete the front of the envelope and place it in the box situated at the front counter.

Limitation of Liability

BSHS cannot guarantee that what is provided by the school system will be error free or without defect. While all due care is taken to maintain the system, BSHS will not be held responsible for:

- Loss of data or interruptions to service.
- The accuracy and/or quality of the information obtained through the Internet.
- Financial obligations arising through the unauthorised use of the system.

Penalties For Misuse

BSHS reserves the right to monitor all activities on the school’s network. Students who misuse the school network in any way can expect to have their accounts suspended or even cancelled completely. This may mean that assessment deadlines will not be met and marks will be lost. Offences involving obscene or otherwise offensive material and other serious offences will also be dealt with under the school’s Responsible Behaviour Plan. The Head of Department will notify parents of any breaches and resulting penalty.
BOONAH STATE HIGH SCHOOL
INFORMATION TECHNOLOGY ACCEPTABLE USE AGREEMENT

‘Learning Life Together’

Student Agreement. I have read the accompanying letter and the following contract and hereby agree that while using the school network:

I WILL NOT –

- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material;
- Threaten, abuse or harass any other user;
- Send offensive, racist or sexist messages; (a misspelled word will be treated as its correctly spelled equivalent);
- Send anonymous or falsely addressed electronic mail;
- Bring Boonah State High School into disrepute in any way whatsoever;
- Allow anyone else to use my account or give my password to anyone else;
- Use another student's account or tamper with another student's account in any way;
- Use chat channels;
- Use Internet for business purposes or for financial gain;
- Use Internet for political purposes;
- Attempt to change the system in any way;
- Attempt to bypass security;
- Run unauthorised program files or documents on the school network;
- Access any e-mail except the school e-mail account while on the school network.

I also agree that I WILL –

- Use my Internet access solely for educational purposes;
- Observe all copyright laws, including those relating to computer software;
- Respect the rights and privacy of other users;
- Report any obscene or offensive material I encounter;
- Report any security lapse that I may discover; (Do not go looking for security problems, as this will be construed as an illegal attempt to gain access to the system).

(Student’s Name) ___________________________ Form Class ________ MIS Log In __________

I realise that, if I do not abide by the above rules, the penalties as outlined in the Internet Policy may be applied.

Signed: ________________________________ Date: ______________

(STUDENT SIGNATURE)

I, ______________________________________ as parent/caregiver of the above named student, have read the accompanying letter, the Student Contract and Information Technology Policy governing the use of the network at Boonah State High School. I agree to support the School in enforcing the rules therein. I realise that, while every reasonable effort will be made by the school, no absolute guarantee is given that my daughter/son will not encounter offensive material.

I give permission for my daughter/son at Boonah State High School to be given access to the school network, Internet and e-mail.

Signed: ________________________________ Date: ______________

(PARENT/CAREGIVER SIGNATURE)
‘Learning Life Together’

Boonah State High School embraces the opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and applications (apps) can provide positive social development experiences through an opportunity to develop friendships and shape identities.

When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided, use can lead to negative outcomes for the user and others.

Boonah State High School is committed to promoting the responsible and positive use of social media sites and apps.

As is set out in the school policy for preventing and responding to incidents of bullying (including cyberbullying) it is unacceptable for students to bully, harass or victimise another person whether within Boonah State High School grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of Boonah State High School, whether those behaviours occur during or outside school hours.

This policy reflects the importance of students at Boonah State High School engaging in appropriate online behaviour.

Role of social media

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

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

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

Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.

The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.

Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.
**Appropriate use of social media**

Students of Boonah State High School are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:

- Ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information, is not shared.

- Thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying in a face to face situation.

- Remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.

- Never provoking, or engaging with, another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.

If inappropriate online behaviour impacts on the good order and management of Boonah State High School, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.

Disciplinary consequences may include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.

Boonah State High School will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. Such an incident will be a matter for parents and/or police to resolve.

**Laws and consequences of inappropriate online behaviour and cyberbullying**

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

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

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

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

There are significant penalties for these offences.

Boonah State High School strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Boonah State High School expects its students to engage in positive online behaviours.
BOONAH STATE HIGH SCHOOL
STUDENT INCIDENT REPORT

Date: _______ / _______ / _______  Time: _________________

Students Name: ___________________________________ Form: _______________________________________

Where did incident happen?:
_________________________________________________________________________________________
_________________________________________________________________________________________

People Involved:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Brief Record of Incident: (to be completed by student involved)
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Witnesses:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Respect ourselves, others & the community – Value effort – Act responsibly & ethically

O:\C:\student\Office\Office_Admin\Templates\SMS OFFICE FORMS\2009\Student incident report postisma.doc

Signature

Office Use Only

Parent/Caregiver Contacted:
☐ Yes  ☐ No

First Aid Administered:
☐ Yes  ☐ No

Ambulance Called:
☐ Yes  ☐ No

Health & Safety Incident Report:
☐ Yes  ☐ No

Suspension:
☐ Yes  ☐ No

Entered on One School:
☐ Yes  ☐ No

Regional Office Contacted:
☐ Yes  ☐ No

Notes:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Signature

Date