Harrisville State School

Parent Handbook



The Code of School Behaviour

Better Behaviour Better Learning

Queensland state schools promote learning, creativity and innovation as the platform upon which to build prosperity and quality of life for all Queenslanders. State schools are strongly committed to providing a quality, futures-oriented education that enables all students to achieve their full potential. They prepare students for an active role in democratic life and society. High expectations, equity, inclusiveness and the building of social capital are key features of state schooling in Queensland.

Essential to effective learning is a safe, supportive and disciplined environment that respects the following **rights**.

- The rights of all students to learn
- The rights of teachers to teach
- The rights of all to be safe.

The Code of School Behaviour defines the **responsibilities** that all members of the school community are expected to uphold and recognises the significance of appropriate and meaningful **relationships**.

It outlines a consistent standard of behaviour for all state school communities in Queensland, inclusive of students, staff and parents. *The Code* has been developed to deliver the best possible outcomes for students, recognising the close relationship between learning, achievement and behaviour.

School communities will use *The Code* as a basis for providing:

- positive support to promote high standards of achievement and behaviour
- clearly articulated responses and consequences for inappropriate behaviour.

Each school will detail particular strategies to promote appropriate behaviour as well as consequences for unacceptable behaviour within its *Responsible Behaviour Plan for Students*.

The *Education (General Provisions) Act 2006* provides that – principals must give an enrolment agreement to the student's parents or adult or independent student, before enrolling a student. Parents or students will be asked to sign the agreement. This agreement sets out the rights and obligations of students, parents and staff at the school and will require all parties to abide by *The Code of School Behaviour* and other endorsed conditions stipulated by the school.

EDUCATION QUEENSLAND



The Code of School Behaviour

Better Behaviour Better Learning

State schools in Queensland are committed to providing quality learning opportunities that enable all students to achieve within safe, supportive and disciplined learning environments. Staff are to maintain high standards of ethical behaviour as established in the Department of Education's Code of Conduct. All members of school communities are to abide by *The Code of School Behaviour* in accordance with the following **standards**.

All members of school communities are expected to:

- conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Students are expected to:

- participate actively in the school's education program
- take responsibility for their own behaviour and learning
- demonstrate respect for themselves, other members of the school community and the school environment
- behave in a manner that respects the rights of others, including the right to learn
- cooperate with staff and others in authority.

Parents are expected to:

- show an active interest in their child's schooling and progress
- cooperate with the school to achieve the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child.

standards



Schools are expected to:

- provide safe and supportive learning environments
- provide inclusive and engaging curriculum and teaching
- initiate and maintain constructive communication and relationships with students and parents
- promote the skills of responsible self-management.

Principals are expected to:

- play a strong leadership role in implementing and communicating *The Code* in the school community
- ensure consistency and fairness in implementing the school's *Responsible Behaviour Plan for Students*
- communicate high expectations for individual achievement and behaviour
- review and monitor the effectiveness of school practices and their impact on student learning
- support staff in ensuring compliance with *The Code* and facilitate professional development to improve the skills of staff to promote responsible behaviour.

Regional Directors or delegate are expected to:

- endorse the school's *Responsible Behaviour Plan for Students* that aligns with *The Code* and complies with legislation
- ensure that school plans are implemented consistently, fairly and reasonably
- exercise leadership in support of school principals' responsibilities under *The Code* and promote improvement of the professional skills of principals accordingly.

Senior Officers of Education Queensland are expected to:

- determine policy directions and monitor the efficiency and effectiveness of resource allocations and services to support responsible behaviour throughout Queensland schools.

Consequences for Unacceptable Student Behaviour

Student behaviour that does not comply with the expected standards is not acceptable. The *Responsible Behaviour Plan for Students* will set out the range and level of responses and consequences for student behaviour that is not consistent with these standards.

Consequences are to be applied to:

- provide the opportunity for all students to learn
- ensure the safety of staff and students
- assist students who exhibit challenging behaviours to accept responsibility for themselves and their actions.

In applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of school community members will be considered at all times.

Schools use a range of consequences that are authorised by Education Queensland which include:

- suspensions
- exclusions
- cancellations of enrolment.

These consequences are to be used as the last resort for serious behaviour after consideration has been given to all other responses. Access to alternative programs and input from other agencies may be necessary for students who repeatedly do not comply with expected standards of behaviour.



Values principles

The Code of School Behaviour is based on the following **values** and **principles.**

Values

The Department's Strategic Plan defines the following values.

- **Professionalism:** committing to the highest standards of accountability and performance
- **Respect:** treating all people with respect and dignity
- **Innovation and Creativity:** fostering safe environments that support innovative and creative practice
- **Diversity and Inclusiveness:** encouraging all Queenslanders to participate in education and cultural activities
- **Excellence:** supporting the pursuit of excellence.

Principles

The Code is underpinned by the following principles.

- State schools expect high standards of personal achievement and behaviour.
- The foundation of positive classroom behaviour is effective teaching, inclusive and engaging curriculum and respectful relationships between staff and students.
- Positive behaviour is enhanced through a whole school approach and effective school organisation and leadership.
- Partnerships with parents, the wider school community and other support agencies contribute to positive behaviour in schools.
- Staff expertise is valued and developed.
- Standards of expected student behaviour are linked to transparent, accountable and fair processes, interventions and consequences.
- Responses to inappropriate student behaviour must consider both the individual circumstances and actions of the student and the needs and rights of school community members.

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HARRISVILLE STATE SCHOOL

Pride to Achieve

Address: 17 Hall Street, HARRISVILLE, QLD, 4307
Phone: 07 5464 7333
Mobile : 0436 646 686
Email: admin@harrisvilless.eq.edu.au
the.principal@harrisvilless.eq.edu.au
Internet: www.harrisvilless.eq.edu.au
ABN: 82 458 528 520

UNIFORM POLICY

The following policy is intended to be a positive, compassionate and non-judgemental document aimed at assisting those parents/guardians within the community who wish to further the development of school tone, tradition and pride through the wearing of uniforms. Uniforms are one of the indicators of the value the community places on the education offered by the school. Parents are asked to strongly encourage the wearing of the full correct uniform. Neatness and tidiness are essential at all times.

UNIFORMS/STUDENT DRESS CODE.

Information from Education Queensland and the Queensland Council of Parents and Citizens Associations regarding the wearing of school uniforms indicates:

The student dress code and associated standards at Harrisville State School are contained in this document. This forms one of the conditions of enrolment. Should you require clarification feel free to enquire when your child is enrolled.

By enrolling your child at our school, you are indicating that you accept the code of dress and required standards as determined by the P & C and management of the school.

The P & C of the Harrisville State School resolves that it supports a student dress code policy for Harrisville School because it believes that a student dress code policy at school promotes the objectives of the Education (General Provisions) Act 2206 and in particular that it:

a) promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
b) promotes a supportive environment at the school by fostering a sense of belonging and pride; and
c) fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.

UNIFORMS - School polo shirt, royal blue wide brimmed hat, and royal blue shorts for boys/royal blue skirts, shorts or skorts for girls. Black or white sneakers/runners with blue or white socks are to be worn. No underclothing should be visible.

All items need to be permanently labelled.

The school has a NO hat – NO play policy

The uniforms and the recommended wide brimmed hats are available from the P&C uniform convener. Education Queensland requires children to wear protective hats for outdoor activities. Second hand uniforms are available as well.

Winter Uniform – (Boys and Girls)

While we wish to maintain a high standard of uniform throughout the year, we realise that in the cold winter (Term 2 and 3); students need to wear warm clothing. School tracksuits plain royal blue tracksuits; available from local stockiest may be worn during the cold winter months. Alternatively, a plain royal blue cardigan or pullover may be worn over the summer uniform. Both boys and girls may wear blue tracksuits over the sports uniform during the winter months. Multi-coloured parkas, leather jackets, army jackets, jackets with large motifs or slogans are not acceptable. Jeans of any kind are not part of the uniform.

Jewellery/Accessories

Due to Workplace Health and Safety requirements, jewellery is restricted to one pair of stud or sleeper earrings (one in each ear) and a watch. Rings, necklaces, nose studs/rings or other body piercing is not permitted. Clear nail polish only is permitted, make-up is not permitted. Junk jewellery is not permitted. Blue or white hair accessories are recommended.

Harrisville State School P&C Association.

Flexischools Details

10/09/2026

Harrisville State School will be uses **Flexischools** for parents to place uniform and lunch orders. Australia's #1 school ordering solution, Flexischools, operates in more than 1700 schools across Australia, enabling parents and students to order and pay for school lunches, uniform shop items, and school community events online or via the Flexischools app.

Flexischools App

Parents simply download the Flexischools app from the

Apple Store
https://apps.apple.com/au/app/flexischools/id1420774608
Google Store
https://play.google.com/store/apps/details?gl=US&hl=en_AU&id=com.flexischools
and follow the prompts to create an account.

You can download the App and find registration and online ordering instructions here
https://flexischools.com.au/parents

If you already have a Flexischools account for another family member then just select the Profile icon on the app and +Add New Student.

Please Note, Orders must be placed by 9am every Thursday Flexischools is the only way we can accept orders for tuckshop this year, ordering via text is no longer available.

Please feel free to contact Jessica if you require assistance: 0412147652

Kindest Regards,
Harrisville State School P&C

Homework in State Schools

Role of parents and caregivers with homework

Through their Parents and Citizens' Association, parents can have a key role in the development of a school's homework policy.

Parents and caregivers can help their children by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

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Refund Guidelines

At Harrisville State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Melissa Hamilton

Principal

Advice for State Schools on Acceptable Use of ICT Facilities and Devices

This advice supports the Information and Communication Technology (ICT) Procedure.

The department allows restricted access to its ICT facilities and devices which includes network, printers etc. using either departmental or personal owned devices.

If in doubt when implementing technical requirements around the management of personally owned mobile devices and access to the department's ICT facilities and devices, advice can be sought from the Service Centre on 1800 680 445. Policy advice can be sought directly from Manager, Information Policy on 3034 4313. Additionally, information is available at Service Centre Online: https://qlddet.service-now.com/sco/.

Personal mobile device access

The department is aware that limited personally owned mobile device access is essential for the effective running of schools. The department reserves the right to restrict access of personal mobile devices to ensure the integrity of the network and a safe working and learning environment for all network users. These mobile devices include but are not limited to laptops, tablet devices, voice recording devices (whether or not integrated with a mobile phone or MP3 player), games devices (e.g. PSPs, Game Boys), USBs, DVDs, CDs and smart phones.

School employees personal mobile device access

Principals are to ensure that school employees follow the requirements under the *Information and Communication Technology (ICT) Procedure*'s bring your own (BYO) personal mobile device section.

Student personal mobile device access

The departmental position is that mass access to the network by students' wholly owned personal mobile devices could compromise the integrity of the ICT network. Principals however can determine that for educational purposes a student can have access to the ICT network. This connection is provided only if the mobile device meets the department's security requirements (see iSecurity site for details) at a minimum installing, running and updating anti-virus software. Schools wanting students to connect to the department's ICT network are required to develop procedures to ensure that such provisions are assessed against the department's security requirements (where necessary undertaking a risk assessment) and that students and their parents/guardians are provided with the necessary education and assistance to be able to meet these departmental requirements.

The procedures are to include:

- providing advice to all students and their parents on appropriate security requirements (see iSecurity site for details)
- advising teacher/supervisor as soon as any breach of security is suspected
- the right to restrict/remove student access to the intranet, internet, email or other network facilities if they do not adhere to the school's network usage and access policy, guideline or statement
- ensuring that students are aware of occupational health and safety issues when using computers and other learning devices.

Schools that are implementing or have implemented the BYOx process need to also ensure steps have been taken to provide a safe and effective learning environment for students while meeting the department's security requirements. This includes advising parents/guardians that the devices provided allows access to their home and other out of school internet services and that such services may not include any internet filtering.

Student access to the department's ICT facilities and devices

The Smart Classrooms strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/school's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the *Code of School Behaviour* and any specific rules of their school. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - ICT facilities and devices should be used appropriately as outlined in the *Code of School Behaviour*
  - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

School specific ICT responsible use procedure

The *Information Communication and Technology (ICT) Procedure* provides direction to school principals around formulating a school procedure on access to the department's/school's ICT facilities and devices for parents and/or students to understand and acknowledge. This may take the form of a procedure, policy, statement or guideline and may require consultation with the school community. Acknowledging through signing seeks to support an understanding of what is lawful, ethical and safe behaviour when using or accessing the department's network and facilities by students and their parents. Principals may seek sign-off either on enrolment of students or alternatively at the start of each school year.

The following dot points are to assist schools with the formulation of their own procedure. Further guidance on drafting this section can be sought from the *Use of ICT Facilities and Devices Guideline*.

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally owned mobile devices to the department's information and communication technology (ICT) network, where this benefits the student's educational program.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal mobile device, if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the *Code of School Behaviour*.
- Students are to be aware of occupational health and safety
- issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Responsibilities for using a personal mobile device

- Prior to any personal mobile device being used approval is sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Follow any advice provided on best security requirements e.g. password protection (see iSecurity site for details).
- Students and parents are to employ caution with the use of personal mobile devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being confiscated by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use mobile devices for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- use personal mobile device for private use before or after school, or during recess and lunch breaks
- seek teacher's approval where they wish to use a mobile device under special circumstances.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use the mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures

- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Note: The Australian Mobile Telecommunications Association (http://www.amta.org.au/) has published materials which may be of use to schools including a template which can assist in creating an acceptable use policy.

Web filtering - Removing online content

The following information is provided as a guide to state schools when seeking to remove and report the uploading of inappropriate images/ footage to websites, particularly where school employees and/or students are involved, or if the school is in some way associated.

Incident awareness
The incident may come to your attention through employees, students, parents, community members, the media etc.

Step 1: Incident investigation
Principal or their delegate undertakes immediate investigation of the incident by reviewing the web content of concern.

Website is accessible
Assessing the website of concern to review content to determine if further action is required.

Website is inaccessible
If the website is blocked contact the Service Centre by phone on 1800 680 445 to discuss options for available or escalate to the Cybersafety & Reputation Management Team for further investigation.

Step 2: Where employees, students or any school community members have been threatened, or are in danger as a result of the incident, the principal should take the school's usual emergency response process or report the incident to the regional director.

Step 3: Requesting removal of content from a website
If the student responsible refuses to delete the inappropriate or offensive content or the identity of the person who posted the material is not known, then the principal, delegate, or victim should report the content to the site's service provider and ask to have it removed.

Where the website provides contact information
Coordinate with those directly involved for removal of information. Alternatively, where possible, directly request the website to remove the content.

For assistance in removing content seek advice from the Cybersafety & Reputation Management Team on (07) 3034 5035, Cybersafety.ReputationManagement@dete.qld.gov.au or Regional Technology Manager.

Step 4: Minimising access to offensive content
The principal should assess whether the website housing the offensive content requires blocking through the school and departmental network.

Website does not require blocking
No further action is required.

Request blocking of a website
School level: Request to block a website through school's Regional Technology Manager.
Departmental level: Request to block website through the Service Centre on 1800 680 445.

Step 5: Reporting incidents
For employee misconduct contact the Ethical Standards Unit, email: ethicalstandards@deta.qld.gov.au or phone: (07) 3234 1514

For further information about the removal of inappropriate images/footage on websites, contact:
Cybersafety & Reputation Management Team
Learning Technologies
Phone: (07) 3034 5035
Email: Cybersafety.ReputationManagement@dete.qld.gov.au

Assistance on removing content from the internet can also be sought from your Regional Technology Manager.

Security and licence

This document has an information security classification of public.

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