

School Permission and Policies

STUDENT NAME _____

SCHOOL PHOTOGRAPHY

Photographs of students are taken to capture Macleod College life. These photographs are used in displays or taken for class projects, school web page, school newsletter, the Dunvegan magazine and occasionally for local newspaper articles.

I agree for my child's photograph to be taken or reproduced.

Signature of Parent/Guardian _____ Dated ____/____/____

LOCAL EXCURSION

Local excursions are excursions within walking distance from the school. Students walk to and from the excursion destination supervised by teachers.

Some examples include:

- surveying people in the local community for Humanities
- planting trees for environmental studies
- orientation program etc.

I agree for my child to participate in local excursions.

Signature of Parent/Guardian _____ Dated ____/____/____

HEAD LICE

Throughout your child's schooling, the school will be arranging head lice inspection of students. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatization.

The inspections of students will be conducted by a trained person approved by the principal and the school council

I hereby give consent for my child to participate in the school's head lice inspection program.

Signature of Parent/Guardian _____ Dated ____/____/____

International Student Program



MACLEOD COLLEGE
A STATE Prep - Year 12 SCHOOL
Inspiring and supporting every child
WWW.MACLEOD.VIC.EDU.AU

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RESPONSIBILITY OF STUDENT VALUABLES

Students are discouraged from bringing valuable items to school. However, if valuables are brought to school the college will not accept responsibility for lost, stolen, or damaged items. Any large sums of money should be handed into the General Office for safe keeping.

I have read the above information regarding the responsibility of student valuables.

Signature of Parent/Guardian _____ Dated ___ / ___ / ____

ATTENDANCE & PROMOTION POLICY

Macleod College believes that students should be given opportunity and encouragement to maximize their learning potential and succeed. It is vital therefore, that students and parents understand that regular attendance and a consistent, solid effort are the key ingredients to learning and success at school.

Students must attend school regularly (as government guidelines) and **no students may miss more than 5 school days over a 10 week term, or 20 school days for the whole school year**. Every absence must be explained by either a parent note or medical certificate, and that lateness will be counted as portions of days adding to the maximum absence days allowed.

Parents need to impress upon children the importance of regular, punctual attendance and consistent solid effort as both of **these factors are now mandated as reasons which can be used for not allowing students to progress to the next year level**.

In situations where a student's attendance rates are below the minimum (i.e. more than 5 days absence per term or 20 days a year) the school will notify you and organise a meeting with the relevant Student Manager or Assistant Principal to discuss the progress of your child to the next year level (obviously, absences through special circumstances or serious illness will be treated differently).

Whilst the college will not take these decisions lightly, both national and world wide research emphasises the direct links between school attendance rates and lack of success as well as lack of social skills and often self esteem.

I have read the above information regarding the college's attendance and promotion policy and understand that the promotion from one year level to another is not automatic.

Signature of Parent/Guardian _____ Dated ___ / ___ / ____

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COMPUTER STUDENT USER AGREEMENT

Macleod College recognises that electronic information skills are now an essential knowledge for students and as future employees.

Macleod uses a Bring Your Own Device (BYOD) Policy as well as providing some subject access to computers and the internet is provided for educational purposes.

The following rules apply for the appropriate use of these facilities.

Students and parents are asked to carefully read and then sign the agreement. Students will not damage hardware or change software including adding any unauthorised programs or files to a college computer.

All students will abide by copyright laws – no illegal copying of software or files.

All students will abide by the **Copyright Act 1968** and the Copyright Amendment (**Digital Agenda**) Act 2000. These acts provide copyright protection to material such as:-

Literacy works (novels, poetry, text books, song lyrics, instruction manuals, journal / newspaper articles);

Artistic works (drawings, paintings, maps, diagrams, charts, photography, design drawings, plans);

Musical works;

Dramatic works;

Computer programs;

Compilations (anthologies, directions, databases);

Films (feature films, television programs, television advertisements, music videos);

Sound recordings (music or voice recorded on CD, DVD);

Television and sound broadcasts.

Students accept responsibility to keep copyright material from entering the college. Students will not download software, games, music, graphics videos or text material that are copyright and will not violate any copyright laws by posting or distributing copyright material.

There are penalties for unacceptable use. Students will be responsible for any misuse of their password. **Passwords must be kept confidential.** Changes in passwords will result in additional costs to the students.

Students will not save games, photos and music that is not related to school work on college computers.

Students will not access inappropriate material or use computers in such a way that causes harassment or emotional harm to other students or members of the school community.

Penalties

First Violation – warning letter to students and parents and/or restriction of access to or suspension of telecommunication privileges, or administration detention. Payment for deliberate computer hardware and software damage or theft.

Second or Serious Violation – parent contact, suspension of computer privileges. Disciplinary action with college Welfare and Discipline Policy which could include suspension and in extreme cases students will be asked to leave the college.

The agreement is part of the school rules and must be agreed to before a student will be given computer access.

Signature of Parent/Guardian _____ Dated ____/____/____