



Korowa Student Code of Conduct (Years 5 – 12)

At Korowa we believe in the power of **KINDNESS** and the values of Courage, Respect, Integrity and Service. We expect our students to be Brave, Respectful, Honest, Generous and above all **KIND**.

BE COURAGEOUS	BE RESPECTFUL
<p>Courage to strive for success in learning and life</p> <ul style="list-style-type: none"> • Contribute to the learning environment through active and positive participation and apply a growth mindset to all spheres of School life including co-curricular, House, social service and community life • When faced with challenges and setbacks, practise tenacity and problem solving strategies to work through the problem • Take responsibility for my learning through actively engaging in a dialogue with my teacher and other key staff, including raising concerns, seeking support and practising self-discipline • When facing a challenge, strive to identify the signs of unhelpful or fixed thinking and make the choice to use helpful or flexible thinking strategies • Demonstrate courage and a growth mindset when receiving feedback and when monitoring and evaluating my own performance and progress • View my own setbacks and experiences of adversity with self-compassion and as an opportunity to grow • Actively seek out new responsibilities and challenges 	<p>Respect for Anglican values that promote authentic social responsibility</p> <ul style="list-style-type: none"> • Through thoughts, words and actions, actively demonstrate respect, inclusivity, empathy and generosity towards all members of the School community • Meet the School's attendance, uniform/appearance, punctuality, attitude and behaviour expectations • Meet the School's ICT Acceptable Use expectations as outlined in the Information and Communication Technology Use Agreement - Student Declaration • Respect myself and others by practising healthy physical, emotional, academic and relationship habits • Respect the right of others to learn in a safe and supportive environment, free from distraction, negativity and judgement • Welcome diversity as an opportunity for me to broaden my understanding, by learning about and from, all people and cultures • Respect myself, my peers and the School by behaving in a way that will not put the School's reputation at risk • Respect myself, my peers and the school, by avoiding activities which put my safety at risk, including those associated with the possession and use of drugs, alcohol and other illicit substances. • Demonstrate respect for, and protection of: School property, my property and the property of others • Care for the built environment of the School by demonstrating environmentally sound behaviours
BE HONEST	BE GENEROUS
<p>Integrity in our conduct, relationships and leadership</p> <ul style="list-style-type: none"> • Accept responsibility for my own decisions and behaviours, and when consequences arise from my decisions and behaviours, demonstrate acceptance, good grace and resilience • Be truthful in my interactions with all members of the School community • Adapt my behaviour to suit different roles and situations, including leadership roles • Actively build and maintain productive relationships with all members of the School community • Demonstrate the willingness and capacity to work collaboratively and collegially with all peers from within and beyond my year level • Allow others the space to experience adversity and setbacks in an environment of compassion and empathy • Demonstrate behaviour, both within and beyond the Korowa grounds, that projects a positive image of the School • Report anti-social behaviour and other breaches of School expectations to staff 	<p>Service to our local, national and international communities</p> <ul style="list-style-type: none"> • Actively contribute to the life of the School through participation in co-curricular, House, social service and community events • Seek to increase my understanding of diversity by actively learning about individuals and communities whose experiences and/or world view are different from my own • Seek out opportunities to serve the needs of others in a diverse range of contexts • Actively seek out opportunities to demonstrate acts of kindness within and beyond the Korowa community • Practise servant leadership in positions of responsibility by seeking out and valuing diverse opinions; cultivating a culture of trust through sharing responsibility for tasks; practising humility in my thoughts, words and actions; and, encouraging and developing the leadership capacity of others

Student Behaviour Expectations

At all times, including when travelling to and from School (or other School events), our students are expected to uphold the values and traditions of Korowa and demonstrate behaviours which reflect these values. They are expected to take full responsibility for their behaviour, appearance and possessions, as well as actively contribute to the academic and co-curricular life of our School. Students and staff are expected to behave in ways that ensure that everyone in our community feels safe and is treated justly and with respect.

The Korowa Values and associated behaviours are clearly outlined in the Korowa Student Code of Conduct, available in this School Diary. Underpinning the Korowa Student Code of Conduct is the Korowa Student Behaviour Management Policy (and other associated Korowa student policies), which can also be found in this School Diary.

In accordance with the Korowa Student Behaviour Management Policy (and other associated policies), if, at any time, a student is unable to meet our expectations regarding behaviour, consequences may be imposed. These consequences will be developmentally appropriate and will be managed on a case by case basis by the Principal, a member of the Executive Team, or delegate, and may include warnings, additional duties, withdrawal of privileges, detentions, suspension or withdrawal of enrolment.

As is articulated in both the School's Student Code of Conduct and the Student Behaviour Management Policy (and other associated Korowa student policies), our students are not permitted to vape, smoke, drink alcohol or use recreational drugs on school premises, on camps or excursions. Similarly, no student is permitted to drive to School. Wellbeing Support Services are available to assist all students with issues that concern them. Students in Years 7-12 can access these services independently.

Attendance Expectations

Students across the School are expected to attend all lessons and activities. Parents should notify the School, before 9.00am, if a student is to be absent from School. The relevant details are below.

Junior School (ELC – Year 6)	8808 8844
Student Services (Years 7 – 12)	8808 8810
Absentee email (ELC – Year 12)	absentees@korowa.vic.edu.au

In the case of an unexplained absence, the School will contact the parent or guardian.

Students may not leave the School grounds during the day without permission. If a student needs to leave the classroom during a lesson, they should seek permission from their teacher. The student should go straight to their destination and return promptly.

Students requesting permission for an extended absence must submit a written request from their parents to the Principal.

Students enrolled in VCE studies are expected to maintain a 100% attendance record and should refer to the VCE Student Handbook for a full explanation of their requirements.

Students in Years 11 or 12 are permitted to arrive in time for their first period of the day and sign out and leave School prior to the end of the School day if they have no other School commitments. This arrangement takes effect only when written permission is provided by the student's parent.

Medical certificates are to be provided when appointments occur during school hours.

Late Arrivals and Early Leavers - Junior School

If a student is not in class at the commencement of their first scheduled class they will be marked as absent. In the case of an unexplained absence, the School will contact the parent or guardian. If a Junior School student arrives after the commencement of class, they must sign in with their ID card at the terminal in Junior School Reception.

Students leaving early must present a written note from a parent to the Junior School Office; confirm receipt of an email sent to the Junior School Office by their parent; or, be in the presence of a parent when signing out of the School.

Students who are unwell should initially be assessed by the School Nurse who will determine whether they should go home and will contact the parent accordingly.



Late Arrivals and Early Leavers – Senior School

All students are expected to be in class at the commencement of their first scheduled class. If a student is not in their classroom for the first lesson, they will be marked as absent. Students who arrive late will be asked to go directly to Student Services to sign in. In the case of an unexplained absence, the School will contact the parent or guardian. Students who arrive late must sign in with their Student ID Card at the terminal located in Student Services. A record of lateness is kept by Student Services and if lateness becomes persistent and/or students do not have appropriate documentation, the relevant Head of Year will address this concern with both the student and their parents.

Students leaving early must present a written note from a parent to Student Services; confirm receipt of an email sent to Student Services by their parent; or, be in the presence of a parent when signing out of the School.

Students who are unwell should initially be assessed by the School Nurse who will determine whether they should go home and will contact the parent accordingly. Unwell students are not permitted to sign out unless the School Nurse has provided an assessment.



Uniform Expectations

Students are expected to dress and present themselves in a way which both reflects the Korowa Values and meets our uniform expectations.

Students are required to have both the winter and summer uniform. Summer uniform is worn during Terms 1 and 4. Winter uniform is worn during Terms 2 and 3. During the last two weeks of Terms 1 and 3, and the first two weeks of terms 2 and 4, either summer or winter uniform may be worn; however, students should not mix summer and winter uniforms, nor should they mix summer/winter uniform with items from the sports uniform.

Correct sports uniform, including the cherry cap (Years 3-12) and the white sun hat (ELC - Year 2) must be worn to all PE lessons, sport practices and matches.

Students across the School should take note of the following particular uniform expectations:

- The hem of the winter skirt and summer dress should touch the top of the knee
- The blazer is the outer garment of the winter uniform when outside the School grounds
- Jumpers should always be worn under the blazer when outside the School grounds
- Hair must be of a natural colour and style
- Hair below collar length should be worn in a neat ponytail
- Students may wear a watch and one simple gold or silver stud or sleeper in each ear lobe. No other jewellery (including cartilage piercings) may be worn. Any other jewellery/adornment will be confiscated by staff and held in Student Services/Junior School Reception until the conclusion of the term
- Coloured nail polish, make-up and non-school badges and school bags are not acceptable
- If a ribbon is worn it is expected to be a Korowa ribbon (white, cherry or grey) with both the summer and winter uniform
- All students may wear their House ribbon (grey, pink, navy or red) to House events
- The blazer must be worn to all Chapel Services and Assemblies
- Scarves should not be worn to Chapel Services or Assemblies
- In ELC - Year 2, the white Korowa Sunhat must be worn at Recess and Lunch (Terms 1 and 4)
- In Years 3 - 8, the Cherry Sports Cap must be worn at Recess and Lunch (Terms 1 and 4)





Managing Personal Property

ID CARD

All Years 3-12 students are issued with an ID card. New students are provided with their ID card approximately 2 weeks after their first school photo is taken. The Korowa ID card is used by students to sign in and out at Student Services/ Junior School Reception; when borrowing items from the library; when accessing photocopiers and printers; and as a debit card in the Sandra Ivory Cafe (Years 3-12). It is also proof of student status and age in Australia and can be used as proof of identity for external examinations. The initial issue of the ID card is free; however, a replacement cost for lost cards will be charged. Students in Years 5-12 are provided with \$10 printing credit per semester. Additional credit can be purchased in the Senior School Learning Commons.

LOCKERS AND STORAGE SPACES

Students across the School are issued with a locker or a storage space at the start of the year.

Students in Years 7 - 12 are expected to provide their own lock and this is retained for their use each year.

LOST PROPERTY

It is expected that all belongings are clearly labelled with each student's name. This includes items of clothing and other items such as drink bottles, lunchboxes and pencil cases.

In the Junior School, students should seek assistance from their Class Teacher to locate lost property items. Unnamed items found in the Junior School will be stored in the Junior School Lost Property Box located in the Junior School foyer.

In the Senior School, Lost Property is stored in Student Services.

All unclaimed uniform items will be disposed at the end of the term.

VALUABLE ITEMS

Large sums of money and valuable items should not be brought to School. In exceptional circumstances, they should be left at the Junior School Office or Student Services for safekeeping. Senior School students should keep all belongings inside their locked locker.

The School will assume no responsibility for the loss of or damage to any electronic device, equipment or sum of money brought to School from home.

MOBILE PHONES

Students are welcome to bring with them to School their personal mobile phones; however, these items are the responsibility of the student and the School accepts no responsibility for loss or damage. Before a student can bring a mobile phone to School, the student and their parents are required to complete the Student General Agreement found in this School Diary via Operoo. Students are expected to use the mobile phones in a way that meets the expectations of both the Korowa Student ICT Responsible Use Policy.

In the Years 7 - 8, students are expected to store their mobile phone in their locker during the course of the school day. In Years 9 - 12 students are encouraged to do so. Mobile phones are not to be accessed during class time, unless for a specific learning purpose articulated by the teacher, or with express permission from the teacher.

In the Junior School, mobile phones are to be handed to the Class Teacher at the beginning of the day for safe keeping. Mobile phones can be collected from the Class Teacher at the conclusion of the School day.

All students must seek permission before recording (including photos) members of the Korowa Community (students, teachers, staff and visitors). All students are also required to seek permission before posting on social media or other websites, images (photo and video) of members of the Korowa Community.

Being Sun Smart

Korowa is a SunSmart School and, as such, takes very seriously the need for students to be protected against UV rays of the sun while at School. All students should have their own sunscreen lotion/cream in their bag (roll-on is preferred). Students in ELC – Year 8 are expected to wear the Korowa cap/sunhat when outdoors in Terms 1 and 4. Junior School students are also expected to wear their straw hat to and from School in Terms 1 and 4.

The cherry cap (Years 3-12) and the white sun hat (ELC-Year 2) must be worn to all PE lessons and sports practices and matches.

Konnect

Konnect, Korowa's Learning Management System is a comprehensive online, interactive teaching and learning environment and is the primary source of online communication between the School and students. Parents are also encouraged to access Konnect regularly, to access information shared by the School.



Homework and Study

The teacher will set homework tasks that will help reinforce what students have learnt in class.

Each department has its own homework guidelines and will provide them with expectations about its completion at the start of the year or semester. Homework and home study will help them develop their skills in lifelong learning, persistence and self-management which are skills that are highly valued in the workforce. To assist in planning a homework schedule, students should factor in time for both homework and home study.

Preparation for tests and examinations involves the revision of class material and practice of questions. Study also allows students to make links to class material so that they can consolidate what they have learnt, widen their understanding and make connections with related concepts and real world examples.

Students are encouraged to complete homework and study in a quiet place at home which is well lit, tidy and has access to their textbooks. Distractions such as social media or television should be turned off while a student is working or studying.

Student Policy Documents

All student policy documents are accessible to students and parents via Konnect. These policies include, but are not limited to the Korowa Student Behaviour Management Policy, the Korowa ICT Policy (Students), the Korowa Student ICT Responsible Use Policy and the Korowa Bullying Prevention and Intervention Policy.

Prizes Awards and Colours in the Senior School

At a range of times throughout the academic year, students from across the School will be recognised for their achievements in academic, co-curricular and service pursuits, through the presentation of prizes, awards or colours, many of which are presented at Speech Night. The criteria for these prizes, awards and colours can be found on Konnect.



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Korowa – A Safe Environment For Everyone

All children and young people who come to Korowa Anglican Girls' School have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

WHAT DO I DO IF I AM FEELING UNSAFE AT SCHOOL?

If you are feeling unsafe or have any concerns for your safety or that of a fellow student whilst at School, on an excursion or camp, or when participating in any online activities, you should immediately discuss the matter with your parents or any member of the Korowa staff that you feel comfortable with.

The staff member will need to document the conversation and will ask whether you are comfortable with them involving the School Counsellor or another Korowa Child Protection Officer in the conversation.

Korowa's Child Protection Officers are:

- The School Counsellor
- The School Psychologist
- The School Chaplain
- The Head of Junior School
- The Head of Senior School
- The Risk and Compliance Co-ordinator.

The Korowa staff member (together with the Child Protection Officer, where you have agreed to them being present) will discuss the matter with you and will document the conversation.

If a Child Protection Officer was not involved in the initial conversation, the staff member will then report directly to one of the Child Protection Officers.

WHAT WILL KOROWA DO IN RESPONSE TO YOUR REPORT?

The Korowa staff involved will:

- Ensure that they accurately document your concerns;
- Ensure the matter is handled sensitively and in a confidential manner; and
- Take steps to protect you from further harm.

Korowa has clear behavioural expectations from all our staff and all adults who may interact with you. If you have any concerns, please ensure you speak to your parents, or contact a Korowa staff member of your choice.



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Speak up – it's your right

Victoria's Child Safe Standards are designed to keep you safe.

Why the standards came about

In 2013, the Victorian Government looked at how safe organisations are for children and young people.

It found that sometimes children and young people have not been kept safe by organisations and the adults who work in them.

More needed to be done to keep children and young people safe in the future.



What are they for?



Out of home care providers, schools, churches, sports clubs, dance schools and other organisations have to keep you safe.

This means:

- Only choosing adults who are safe to work with you.
- Listening to you about what makes you feel safe.
- Acting to protect you if someone hurts you or makes you feel unsafe.

What they mean for you

You can expect to be safe and to feel safe, wherever you go and whatever you do.

You can expect that adults that work with you know how to keep you safe.

You can tell an adult if you don't feel safe and they have to help you.





Korowa Student Behaviour Management Policy

SOURCE OF OBLIGATION

The Victorian Registration Standards (s 4.3.1(6)) require that our student policies relating to the discipline of students must be based on principles of procedural fairness and must not permit corporal punishment.

BEHAVIOUR MANAGEMENT POLICY

Every Korowa student has the right to:

- a stimulating learning environment free from bullying and intimidation;
- feel safe and happy at school; and
- be treated fairly and with dignity.

Student behaviour management (discipline) is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.

This Behaviour Management Policy sets the framework through which Korowa manages student behaviour and discipline.

PROHIBITION OF CORPORAL PUNISHMENT

It is our policy that corporal punishment is not permitted.

The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include summary dismissal.

MANAGING STUDENT BEHAVIOUR

Korowa seeks to develop a values driven culture of positive behaviours by setting clear expectations of students and their behaviours. Strategies for developing this culture include:

- clearly outlining the School's Student Code of Conduct;
- clearly setting expectations with respect to student behaviour;
- establishing specific teaching and learning programs;
- communicating expectations with the wider school community;
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to formal acknowledgement; and
- maintaining records with respect to student behaviour management.

PROCEDURAL FAIRNESS

Students have a right to procedural fairness in dealings that involve their interests. This includes decisions relating to student behaviour management and discipline. The principles of procedural fairness include the right to:

- know what the expectations are, and what behaviour is expected of students;
- have decisions determined by a reasonable and unbiased person;
- know the allegations that have been made, and to respond to them;
- be heard before a decision is made; and
- to have a decision reviewed (but not so as to delay an immediate action).

Korowa is committed to ensuring procedural fairness when managing student behaviour and discipline.

STUDENT BEHAVIOUR EXPECTATIONS

Students are expected to meet the behaviour expectations of the School and abide by the directions of teachers and staff. The Student Behaviour Expectations are clearly outlined in the School Diary which includes the Student Code of Conduct document. There are a number associated Korowa Student Policies connected to this document, all of which can be found on Konnect.

Korowa Student Behaviour Management Policy (Cont)

CONSEQUENCES

In accordance with this policy (and other associated student policies), if, at any time, a student is unable to meet the School's expectations regarding behaviour, consequences may be imposed. These consequences will be developmentally appropriate and will be managed on a case by case basis by the Principal, a member of the Executive Team, or delegate, and may include:

- warnings;
- additional duties;
- withdrawal of privileges;
- detentions;
- suspension; and
- withdrawal of enrolment.

The decision to withdraw the enrolment of a student may only be made by the Principal (or delegate). The decision to suspend a student may only be made by the Principal and/or the Deputy Principals (or delegate).

PROCEDURES FOR SUSPENSION, EXPULSION AND EXCLUSION

Korowa has developed specific procedures that must be followed when considering the suspension or withdrawal of enrolment of a student. A copy of these procedures will be made available upon request.

INDIVIDUAL BEHAVIOUR MANAGEMENT PLAN

Individual behaviour management plans may be made in certain circumstances to support a student to build the capacity to demonstrate the School's Behaviour Expectations.

Behaviour Management Plans will take a range of forms and will be negotiated between School staff, students and parents/guardians, and will consider the student's:

- age;
- developmental needs; and
- behavioural context.

Desired behaviour/goals of the student will be clearly described. The plan may outline changes required to the learning environment to support the student to modify their behaviour.

The School will refer the student to other support available as required, and review, assess, change and modify the plan as needed.

IMPLEMENTATION

This policy is implemented by:

- staff training and professional development opportunities in behaviour management as required;
- communicating this policy to the School community;
- monitoring the effectiveness of the policy; and
- reviewing and evaluating the policy bi-annually.

These policies and procedures are communicated to staff, students, guardians, parents and the School community through:

- this School Diary
- Konnect; and
- Staff Handbooks.

Information and Communication Technology (ICT) Student Use Agreement

ELC – YEAR 4

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, intimidating, abusive, threatening, violent, inappropriate or hurtful online behaviours)
- Never disrespecting the rights of others, including using obscene, offensive or inappropriate language
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Keeping my Korowa password/s private and secure
- Always seeking permission before recording (including photos) members of the Korowa community (students, teachers, staff and visitors)
- Ensuring my electronic communication reflects a positive image of me, others and Korowa
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Reporting any unacceptable use of ICT to a staff member immediately, including any inadvertent access of inappropriate material or hurtful electronic communication
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me and my school
- Carrying my iPad carefully using two hands and storing it safely in a locked trolley when not in use
- Carrying out Internet searches using the Search Engine approved by the teacher. At Korowa we recommend these two Search Engines in the Junior School:
 - KidClicks: www.kidclicks.org
 - KidRex: www.kidrex.org
- Not downloading unauthorised programs, including games
- Not using the School crest in any form or forum
- Not uploading to social media or other online sites, images of myself or others in School Uniform
- Handing my mobile phone to my teacher at the beginning of each school day

Underpinning the Korowa Information and Communication Technology Student Use Agreement (ELC–Year 4) is the Korowa ICT Policy (Students) and the Korowa Student ICT Responsible Use Policy, both of which can be found on Konnect. If a breach of either of these policies occurs, consequences may be imposed, as outlined in the Student Behaviour Expectations section of this School Diary.



Information and Communication Technology (ICT) Student Use Agreement (Cont)

YEARS 5-12

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner, ensuring my electronic communication is appropriate and reflects a positive image of me, others and Korowa
- Never participating in online bullying (e.g. sending or forwarding messages and supporting others in harmful, intimidating, abusive, threatening, violent, inappropriate or hurtful online behaviours)
- Never disrespecting the rights of others, including using obscene, offensive or inappropriate language
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me and my school
- Not uploading to social media or other online sites, images of myself or others in School Uniform
- Not using the School crest in any form or forum
- Not engaging in any activity that impacts negatively the reputation of the School or members of the School community
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Keeping my Korowa password/s private and secure
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Always seeking permission before recording (including photos) members of the Korowa community (students, teachers, staff and visitors)
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network with a user name or password of another student
- Not engaging in illegal activities such as threatening the safety of others or engaging in criminal activity
- Refraining from seeking out, creating, downloading or transmitting any inappropriate, objectionable, unauthorised or illegal content/material
- Refraining from downloading material without the appropriate permission and not downloading unauthorised programs, including games, movies and music
- Not installing or downloading copies of software that is not licensed by the School
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the School's policies and carrying out Internet searches using Safe Search settings
- Reviewing and ensuring that I meet the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult (parent or teacher)
- Not opening any attachments or clicking on any links embedded in an email unless I have confidence in the identity of the sender
- Storing my computer and mobile phone in a locked locker when not in use
- Carrying my computer in an appropriate bag/case
- Handling ICT devices with care and promptly notifying IT Services of any malfunction, loss or damage on my computer
- Ensuring my computer is fully charged and available for use at the beginning of the School day
- Making regular back-up copies of my personal work files to the Korowa network or a storage device
- Not tampering with or damaging computer hardware or software
- Seeking teacher permission before using a mobile phone, headphones or other personal technology during classes
- Checking Korowa student emails daily and managing the storage of sent and received emails
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Reporting any unacceptable use of ICT to a staff member immediately, including any inadvertent access of inappropriate material or hurtful electronic communication

Underpinning the Korowa Information and Communication Technology Student Use Agreement (Years 5-12) is the Korowa ICT Policy (Students) and the Korowa Student ICT Responsible Use Policy, both of which can be found on Konnect. If a breach of either of these policies occurs, consequences may be imposed, as outlined in the Student Behaviour Expectations section of this School Diary.

Korowa Student Bullying Prevention and Intervention Policy

WHAT IS BULLYING?

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders. Bullying can take many forms including:

- Physical bullying which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- Psychological bullying is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- Indirect bullying is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.
- Cyber bullying is the ongoing abuse of power to threaten or harm another person using technology. Cyber bullying can occur in chat rooms, on social networking sites, through emails or on mobile phones.

WHAT BULLYING IS NOT

There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:

- Mutual Conflict Situations which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation; or
- One Off Acts (of aggression or meanness) including single incidents of loss of temper, shouting, swearing or breakdown of friendships do not normally constitute bullying.

WHAT ARE THE SIGNS THAT SOMEONE IS BEING BULLIED?

Major behaviour changes in a student may be indicative of bullying. Such behavioural changes may include:

- Crying at night and having nightmares;
- Refusing to talk when asked "What's wrong?";
- Having unexplained bruises, cuts or scratches;
- An unwillingness or refusal to go to school;
- Feeling ill in the mornings;
- A decline in quality of school work;
- Becoming withdrawn and lacking confidence;
- Beginning to bully siblings; and
- Acting unreasonably.

Parents/guardians are encouraged to recognise signs of bullying and notify the School through a trusted staff member immediately (such as a Class Teacher/Advisor, Co-ordinator, School Counsellor), if they suspect their child is a victim of bullying.

KOROWA'S APPROACH TO THE PREVENTION AND MANAGEMENT OF BULLYING BEHAVIOUR

Korowa recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School is respected and accepted. Bullying is not tolerated at Korowa. It is our policy that:

- Bullying be managed through a 'whole of school community' approach involving students, staff and parents/guardians as required;
- Bullying prevention strategies be implemented within the School on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying and respond appropriately;
- Bullying response strategies be tailored to the circumstances of each incident;
- Staff act as positive role models, emphasising our no-bullying culture; and
- Bullying prevention and intervention strategies are reviewed on an annual basis against best practice.

BULLYING PREVENTION STRATEGIES

Korowa recognises that the implementation of whole school prevention strategies is the most effective way of eliminating, or at least minimising, incidents of bullying within our community. Our students are supported to live our school values through our personal qualities and behaviours. These values underpin all that we do and reinforce our expectations regarding the way in which students treat one another.

Korowa Student Bullying Prevention and Intervention Policy (Cont)

STUDENT RESPONSIBILITIES

- Each student has the responsibility to report any instance of bullying whether they are the recipient or a witness;
- Each student has the responsibility to not support or encourage bullying behaviour, but to encourage and help the person being bullied to do something about it;
- If a student has it drawn to their attention that their behaviour is of a bullying nature, they should take it seriously, reflect on their behaviour, check it out by asking an adult if it is inappropriate, apologise and stop the offending behaviour immediately.

REPORTING BULLYING

Students and their parents/guardians are sometimes reluctant to pursue bullying incidents for fear that it will only make matters worse.

A key part of Korowa's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying (and parents/guardians) that:

- Bullying is not tolerated within the School;
- Their concerns will be taken seriously; and
- The School has a clear strategy for dealing with bullying issues.

Bullying incidents can be advised to the School verbally (or in writing) through any of the following avenues:

- Informing a trusted teacher;
- Informing the School Counsellor;
- Informing a student's Co-ordinator/Head of Year;
- Informing the Head of School; or
- Informing the Deputy Principal or the Principal.

RESPONDING TO BULLYING

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts.

In all circumstances the School:

- Takes bullying incidents seriously;
- Provides assurance to the victim that they are not at fault and their confidentiality will be respected;
- Takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders;
- Takes time to understand any concerns of individuals involved;
- Maintains records of reported bullying incidents; and
- Will escalate its response when dealing with persistent bullies and/or severe incidents.

Actions that may be taken when responding to bullying include:

- Restorative Practices approaches including the Method of Shared Concern Approach*; the No Blame Approach*; and, the RULER Relationship Management Approach*;
- Notification of/Consultation with parents/guardians;
- Offering counselling to persistent bullies/victims (this may include referral to an external provider);
- Implementing effective follow up strategies; and
- Disciplinary action at the Principal's discretion including suspension and withdrawal of enrolment of persistent bullies, or in cases of severe incidents.*

RESPONSIBILITY OF STAFF

All staff members are responsible for:

- Modelling appropriate behaviour at all times;
- Dealing with all reported and observed incidents of bullying in accordance with this policy;
- Ensuring that any incident of bullying that they observe or is reported to them is recorded appropriately; and, referred to the appropriate staff member to investigate the incident
- Demonstrating vigilance in monitoring students that have been identified as either persistent bullies or victims; and
- Acknowledging the right of parents/guardian to speak with the School if they believe their child is being bullied.

* These approaches may be used to intervene in group or relational bullying situations. They are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents. Details regarding these approaches can be found on Konnect.

Student General Agreements

In accordance with Korowa procedures, all students are expected to adhere to the agreement below. This agreement will be noted and referred to as required. The relevant agreement below will be shared with, and signed by Parents using Operoo.

STUDENT GENERAL AGREEMENT YEARS 5 -12

We have read the Korowa Student Code of Conduct, the Korowa Student Behaviour Management Policy, the Korowa Bullying Prevention and Intervention Policy and other student expectations and policies as outlined in both the School Diary and on Konnect, and agree to meet these expectations.

We have read Korowa Information and Communication Technology (ICT) Student Use Agreement and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement and the Korowa Student ICT Responsible Use Policy.

We understand that the School reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' computers and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network, for material that would constitute a breach of this policy.

We understand that there are actions and consequences established within the School's Student Code of Conduct and Behaviour Management Policy if a student does not behave appropriately and in accordance with the documents outlined above.

PARENT GENERAL AGREEMENT ELC – YEAR 4

We have read the Korowa Student Code of Conduct, the Korowa Student Behaviour Management Policy, the Korowa Bullying Prevention and Intervention Policy and other student expectations and policies as outlined in both the School Diary and on Konnect.

We have read Korowa Information and Communication Technology (ICT) Student Use Agreement and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement and the Korowa Student ICT Responsible Use Policy.

We understand that the School reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' computers and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network, for material that would constitute a breach of this policy.

We understand that there are actions and consequences established within the School's Student Code of Conduct and Behaviour Management Policy and agree to work with the School to support our child to meet these expectations.