

2017

Parent and Student Information

"Seek Excellence..."

The College Motto reflects our belief that excellence is a direction we set for our lives rather than a destination – the better we get at something, the more we are motivated to try and improve. True excellence is a constant quest for improvement.

We are committed to encouraging all the members of our College Community to seek personal excellence in everything they do.

Contact Us ...

Street Address: 2 Allatoona Avenue SECRET HARBOUR 6173

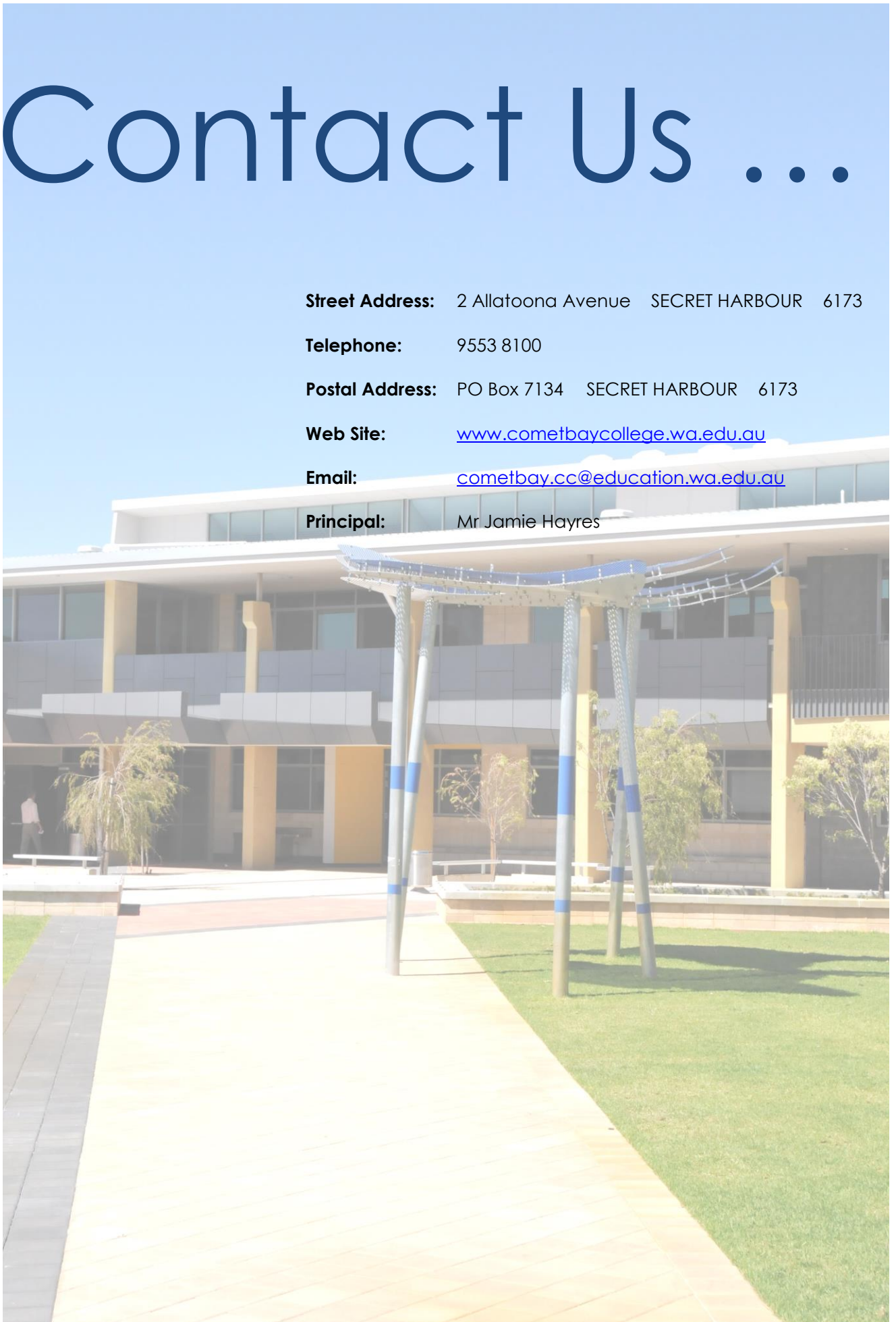
Telephone: 9553 8100

Postal Address: PO Box 7134 SECRET HARBOUR 6173

Web Site: www.cometbaycollege.wa.edu.au

Email: cometbay.cc@education.wa.edu.au

Principal: Mr Jamie Hayres



In this Booklet...

Timetable Schedule	4
2017 Term Dates	4
Student Support Information.....	5
Absentees and Attendance.....	5
Students Arriving Late.....	5
Student Absence Notification via SMS.....	6
Appointments During College Hours.....	6
Email Communication – Our preferred method of contact.....	6
Student Parking Arrangements	6
College Based Social Media and Communication Services.....	7
Unique Student Identifier Number Applications.....	7
Student Rules and Expectations.....	8
Bullying and Harassment	9
Good Standing Policy	9
After Hours Tutorials.....	9
Defence Force Transition Services	9
Student Health Matters	10
Psychologist Services.....	10
Leaving Comet Bay College?	10
Dress Code.....	10
General Information.....	11
Cafeteria	11
After School Hours.....	11
Personal Items.....	11
Bicycles/Skateboards/Scooters.....	11
Change to Contact Details	11
Library.....	12
Student Tax File Number Applications	12
Parents on College Premises.....	12
Student Portfolios	12
Safety and Health	12
Information Technology User Agreement	13
Mobile Phone and Technology Policy	13
Bring Your Own Device Program	13
Bring Your Own Device Agreement	13
Copyright and Plagiarism.....	14
Internet Use and Inappropriate material.....	14
Homework Guidelines	14
2017 Examination Timetable	15
Examination Conduct – Years 10, 11 and 12	16
Examination Room Regulations.....	17
Breaches of Examination Rules.....	17

Timetable Schedule

Students do not enter the college via the main Administration entrance. Please use all side entrances to enter and exit the College, access to college grounds is permitted from 8.00am, with students expected to be on site at 8.30am to allow time to get to their relevant classes.

FIRST SIREN (Move to class)	8.35am
IN CLASS SIREN	8.40am
PERIOD 1	8.40am to 9.44am
PERIOD 2	9.44am to 10.48am
RECESS	10.48am to 11.13am
PERIOD 3	11.13am to 12.17pm
PERIOD 4	12.17pm to 1.21pm
LUNCH	1.21pm to 1.46pm
PERIOD 5	1.46pm to 2.50pm
CLOSE OF DAY	2.50pm (MON – FRI)

2017 Term Dates

Semester One	
Term 1	Wednesday 1 February – Friday 7 April (NOTE: SCHOOL DEVELOPMENT DAYS MONDAY 30 January and TUESDAY 31 JANUARY – Students DO NOT attend on these days)
Break	Saturday 8 April – Tuesday 25 April
Term 2	Wednesday 26 April – Friday 30 June (NOTE: SCHOOL DEVELOPMENT DAY MONDAY 24 APRIL and – Students DO NOT attend on this day) (NOTE: PUBLIC HOLIDAY TUESDAY 25 APRIL – ANZAC DAY - Students DO NOT attend on this day)
Break	Saturday 1 July – Tuesday 18 July

Semester Two	
Term 3	Wednesday 19 July – Friday 22 September (NOTE: SCHOOL DEVELOPMENT DAYS MONDAY 17 JULY and TUESDAY 18 JULY - Students DO NOT attend on these days)
Break	Saturday 23 September – Sunday 8 October
Term 4	Monday 9 October – Thursday 14 December (NOTE: SCHOOL DEVELOPMENT DAY FRIDAY 15 DECEMBER – Students DO NOT attend on this day) (NOTE: Senior School Students Finish Dates differ to the above due to Exams)

STUDENT SUPPORT INFORMATION

The Student Support team coordinates the monitoring and provision of support to students identified as at risk. Staff liaise with parents, staff and external agencies in developing support and management plans for students or identified cohorts. Student Support staff are available to assist students with a wide range of matters including bullying, behaviour, mental/physical health, exceptional circumstances, attendance and other issues that may be affecting their safety or engagement in studies.

Student Support is open from 8.00am to 4.00pm daily. Students may present at triage to request support for the above issues or to report bullying. Parents can contact Student Support through the college switchboard to request to speak to an Associate Dean.

Absentees and Attendance

To confirm/report a student absence please contact Student Support (as early as possible) on: 9553 8144 or 9553 8145

Alternatively, email: cbcattendance.cometbay.cc

Please be sure to include the following information in your email/message:

- Student's full name
- Year group
- Reason for absence
- Duration of the absence

An absence must be covered by a written explanation from a parent/guardian and is to be provided **within three days of the absence**. Notes must be dated, indicating the full name of the student, specify the date(s) and the reason for absence. The Principal will determine if the reason provided is valid. Where a reason for absence is provided and is deemed to be unreasonable, the student may be recorded as TRUANT for that period.

The College provides families with an individual student report detailing any unexplained absences recorded against their child's record, every two weeks. Parents/Guardians are encouraged to contact Student Support to discuss any concerns they may have in relation to their child's attendance.

Please contact Student Support on: 9553 8144 or 9553 8145

Students are expected to be at on site by 8.30am. The first siren sounds at 8.35am and Students are to go directly to their Period 1 class where their attendance is recorded.

Students whose attendance falls below 90% for any reason are putting their education at risk.

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Student Support is from 8.00am to 4.00pm daily. Students may present at triage to request support for the above issues or to report bullying. Parents can contact Student Support through the college switchboard to request to speak to an Associate Dean.

Students Arriving Late

After 8.40am:

Students must go to Student Support to sign in. A 'Late Note' will be issued stating the time of arrival and the reason for lateness. This is presented by the student to the class teacher upon arrival to class.

- Students arriving late without notification from a parent/guardian (note/call made to student support) will receive a consequence for their lateness and will result in the loss of the student's Good Standing. Re-instatement of which will need to be negotiated with the relevant Year Coordinator. The College does not consider 'sleeping in' or 'running late' to be an acceptable reason.
- Regular attendance is essential for a student to achieve his / her personal best.
- It is the responsibility of the parent / guardian to ensure that a student attends regularly and arrives on time.
- Parents will be informed if students are regularly late. The time missed will need to be made up in the students own time.

Student Absence Notification via SMS

Parents are notified of their child's absence via SMS (forwarded to the nominated mobile phone number provided on the student record). This is an automatic process whereby if the student is absent from college on any particular day for one or more periods, a message is generated. SMS are forwarded around 11.00am and 4.00pm DAILY.

Parents may respond to the message by phoning Student Support on 9553 8144/9553 8145 or by return text, providing an explanation for their child's legitimate absence. This takes the place of written acknowledgement.

PLEASE ENSURE YOU INCLUDE YOUR CHILD'S NAME IN YOUR RETURN MESSAGE!

Appointments During College Hours

Students needing to leave the College on urgent private business, medical appointments, dental appointments etc must follow the relevant procedure as outlined below:

Leaving grounds without a parent/Guardian but with written permission?

- Report to Student Support to collect a 'Leave Pass' and present your note.

Parent/Guardian collecting a student?

- Parent / Guardian reports to Administration *with identification* to sign the student out.

Returning to school following an appointment?

- The student must report back to Student Support and sign in before going to class. The student will be provided with a 'late note' detailing the reason for their absence and the time of their return. This note is then given to the Classroom Teacher.

Email Communication – Our Preferred Method of Contact with Parents

Have you provided us with a current Email address? Comet Bay College communicates primarily with parents and carers via email. Specifically, ALL formal Student Reports are emailed to families.

Our teaching staff prefer to contact parents via email as it is a much quicker and more effective way to keep in touch. Most teachers email parents regarding matters such as notification of upcoming exams, homework requirements, behavioural concerns and commendations.

Where possible, Administration communications are forwarded to families via email, this being a much more cost effective option, as well as ensuring that parents are kept up-to-date with important information in a timely manner.

We seek your support in ensuring that the email address provided on your child's Student Record is kept up-to-date at all times. Please do not hesitate to contact Administration Staff on **9553 8100** to update your email address at any time.

Student Parking Arrangements

Year 12 students with a valid Driver's License only are permitted to park their car at the college in the designated student parking section. These students' are required to **complete an application form available from Student Support** which details the make, model and registration number of their vehicle. The application is then submitted to the Year 12 Coordinator for approval and a parking permit is issued.

Students are also able to park at the front of the college in the street side parking but they do not need a College Parking Permit to do so.

SCOOTER/MOPED PARKING

Scooters may also be parked at the college within the designated area. Students' are also required to **complete an application form available from Student Support** detailing the make, model and registration number of their scooter/moped. The application is then submitted to the Year 12 Coordinator for approval and a parking permit is issued.

Students riding Mopeds/Scooters are required to park at the front of the school, Southern end of the Allatoona Avenue carpark, adjacent to the bike rack. Whilst this area is under full camera surveillance, it remains the individual student's responsibility to ensure their Moped/Scooter is appropriately secured with a locking device.

College Based Social Media and Communication Services



'Comet Bay College - Skoolbag' App

Download the 'Comet Bay College Skoolbag' App to your Smartphone or tablet to instantly receive notifications of college news and events daily.

Parents can also report a student absence from school directly from their mobile device, view the college calendar and more.



Comet Bay College Facebook Page

Join us on Facebook! We regularly update our page with notifications of college and community news and events.

Unique Student Identifier Number Applications

The recent implementation of this new reform requires all students enrolling into Nationally Recognised Courses to obtain a USI number. Comet Bay College offers a wide range of Nationally Recognised Courses to its Students and therefore requires **all** students to obtain their individual USI.

If you have not already completed this process, please visit the link below to apply for your child's USI, and provide the number to Administration Staff.

NOTE:

- Please take care to record the number accurately, we may need to contact you in the event an error is made.
- Applications **MUST** be made using the student's **LEGAL** first name **AND** **LEGAL** surname.
- You will be required to provide details from your current Medicare Card and an additional form of ID (for example Drivers Licence). Please have them on hand prior to starting your application.

Further, more comprehensive information regarding the USI is available from the USI website:

www.usi.gov.au

START YOUR APPLICATION HERE:

<http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>

Student Rules and Expectations

COLLEGE RULES	"YES" EXAMPLES	"NO" EXAMPLES
Follow the instructions of all staff	<ul style="list-style-type: none"> • Follow the instruction immediately and politely. • If you wish to question the teacher about an instruction, do so after class or at a more appropriate time. • Comply with instruction, but if aggrieved seek help from relevant Associate Dean in SS. 	<ul style="list-style-type: none"> • Non compliance • Arguing with teacher. • Taking too long to follow the instruction. • Asking a teacher "why" they should have to follow an instruction. • Swearing/being disrespectful in relation to instruction.
Follow all college procedures	<ul style="list-style-type: none"> • Wear clothing that complies with uniform policy. • Choose safe behaviours whilst on college grounds • Remain in class unless you have a written pass • Switch mobile phones and music devices off when entering school grounds and keep hidden from view during the school day. • Comply with all health and safety procedures. (These will be different in different areas). 	<ul style="list-style-type: none"> • Wearing sports top outside of sport/ except Friday • Wearing sport shorts outside of sport • Wearing any non-uniform. • Using a mobile phone on school grounds for any reason whatsoever. • Wandering school grounds without a note. • Getting out of seat without teacher's permission. • Actions which are deemed inappropriate/dangerous to self/others.
Be courteous and respectful to others	<ul style="list-style-type: none"> • Behave in a manner that allows other to learn and be safe. • Choose polite and respectful language • Give full attention to the teacher or designated speaker during lessons or assembly. • Be prepared and punctual • Report bullying and harassment. • Use property as directed by the owner. 	<ul style="list-style-type: none"> • Loud, disruptive or disorderly behaviour. • Put downs, insults. • Inappropriate language. • Any language that aims to hurt another person. • Talking over the top of teacher or designated speaker. • Any behaviour that risks the safety of others. • Verbal or physical assault. • Vandalism. • Theft. • Bringing any unsafe or illegal object or substance to school. • Bringing/using drugs or alcohol. (Other than medication) • Bystanding (watching and not reporting bullying)
Keep the College environment clean	<ul style="list-style-type: none"> • Leave chewing gum at home. • Write and draw on paper rather than on walls or college property. • Utilise rubbish bins. • Eat food outside of the classroom. • Students actively clean up the area they are in. 	<ul style="list-style-type: none"> • Chewing/eating in class. • Graffiti/vandalism. • Littering. • Failing to assist duty staff.

Bullying and Harassment

BULLYING and HARASSMENT HAVE NO PLACE IN COMET BAY COLLEGE



This community identifies bullying as occurring if the act is:

- Repetitive;
- Verbal, Physical, Emotional;
- There is a difference in power between the students;
- The victim recognises it as bullying.

If you feel you are being bullied you need to notify your Teacher, Year Coordinator or Student Support Staff. **If you don't tell anyone, no-one can help you.**

As a member of the College Community you have a responsibility to other students. If you see anyone being bullied, help them by reporting this to your Teacher, Year Coordinator or to Student Support as soon as possible.

Our Bullying and Harassment brochure is available on our website:

www.cometbaycollege.wa.edu.au

Good Standing Policy

A student must have current Good Standing status in order to be eligible to attend any non-curricular activities or excursions such as the school ball, river cruise or inter-school sports.

To maintain good standing a student must have:

- (a) Attendance rates of 90% or higher NOTE: *The college may consider providing extraordinary permission for students with attendance rates below 90% due to extenuating circumstances.
- (b) A behaviour record representative of a student who consistently applies the five college rules.
- (c) A nominal number of ViVo points awarded (to be confirmed in 2017).

NOTE:

- A student will automatically lose Good Standing upon suspension.
- The college may consider providing extraordinary permission for students with attendance rates below 90% due to extenuating circumstances.
- ViVos will be awarded for student attendance rates over 90%.

Students who have lost good standing may re-apply under the following circumstances;

- Negotiation of return of Good Standing conditions with the relevant Associate Dean of Student Support.
- Completion of four weeks on a behaviour monitor card.
- No new incidences of behavioural concern in that time.
- Attendance rate increased to agreed target.

After Hours Tutorials

Comet Bay College operates a number of after school tutorials, across the English, Mathematics, Science and Humanities and Social Sciences (HASS) learning areas. The 2017 schedule will be provided to students at the commencement of Term 1, 2017.

Defence Force Transition Services

The role of the Defence Force Transition Officer encompasses maintaining a strong communication with students and parents; the distribution of an informative monthly Newsletter; continuing to create supportive relationships with students and the extended families of the Australian Defence Force.

Please contact our Defence Force Mentor on 9553 8191.

Student Health Matters

Any student with diagnosed health issues must have a medical action plan for each health issue. These plans need to be updated annually or as and when the need arises. This enables us to take the best care of your child/ren while they are on site and is also a legal requirement of the College.

Parents also need to ensure that all contact details are updated regularly as this is vital information in the event of an emergency.

Please contact Administration Staff for further information, or should you require a Medical Action Plan for your child. To discuss any health issues pertaining to your child:

Psychologist Services

Our College Psychologist is available to assist with a range of services, including:

- Support in Case Conferences.
- Maintain records of all parent and student contact.
- Develop College Attendance Plans as necessary.
- Monitor students on Attendance Plans.
- Coordinate with Managers regarding Case Management.
- Initiate involvement of outside agencies as needed (eg. SIDE etc)

To make an appointment, please contact 9553 8127.

Leaving Comet Bay College?

A '**Clearance Form**' must be completed when a student leaves the College. Clearance Forms are available from Student Support. Teachers and Administrators will check college records to ensure that the student has **returned all College resources on loan**, (eg. library books, resources etc) and that all College Accounts are paid in full prior to their departure.

Staff from the relevant areas (as detailed on The Clearance Form) will endorse The Form and the student is required to return The Form to Administration Staff PRIOR to their LAST DAY OF ATTENDANCE.

Dress Code

The Uniform and Dress Code applies at all times when students are required to wear their College uniform before, during and after school.

The College Board has endorsed a Dress Code for all students attending Comet Bay College. We believe that a college dress code:

- Enhances the public image of the college.
- Assists in building College spirit.
- Ensures students are safely dressed for specific College activities.
- Enables teachers to quickly identify our own students from intruders on College premises.
- Enables teachers to quickly identify our students on excursions.
- Encourages equity among students.
- Prepares students for work as most work places have dress codes.
- Is economical for parents.
- Students are to comply with the Dress Code to be eligible to participate in excursions, camps and extra-curricular activities, including the 'Reward Days' that are held each term.
- It is not acceptable for any student not to comply with the College Uniform Policy.

For more detailed information, please refer to The Comet Bay College Dress Code available from our website: www.cometbaycollege.wa.edu.au

GENERAL INFORMATION

Cafeteria

The College operates a cafeteria that provides healthy food choices for our students, for recess and lunch, including fresh rolls, sandwiches, wraps, salads and range of hot foods and snacks. Students wishing to order lunch must do so in the morning before school. Orders can be picked up directly from the Cafeteria at lunchtime.

Facilities include a café-style indoor eating area.

It is expected that students dispose of their litter thoughtfully, in the numerous bins provided around the college grounds.

After School Hours

After the last siren of the day, students should leave the College grounds as soon as possible. Exceptions are those students who have approved commitments under Teacher Supervision eg. tuition or dance programs.

Personal Items

Large sums of cash and valuable items are not to be brought in to the College as security cannot be guaranteed and staff cannot take responsibility for any student's loss.

In the case of Physical Education classes, valuable items (ie. watches, bracelets etc.) are to be handed to the Teacher who will store these items in a secure place for the duration of the session. Students are responsible for collection of their items from their teacher at the end of the lesson.

Bicycles/Skateboards/Scooters

Bike Racks are located to the front of the college, Southern end of the Allatoona Avenue carpark. Security Cameras are installed directly overhead in the interest of providing greater safety, security and convenience for our students' and their bikes. The area is also fully enclosed and undercover, and will be secured during school hours. Students are still required to ensure their bike is locked securely within the compound.

The racks will be open for student use at the following times, and locked outside of these hours:

OPEN from **7.30am to 9.00am** (Before school)

OPEN from **2.30pm to 3.30pm** (After school)

Flexi students arriving outside of these times are required to lock their bikes against the Bike Rack fence. Student Support Staff will assist students requiring access to the racks outside of these times, in the event of (authorized) early release from school.

Students are required to access the bike racks from the front of the college using the footpath and entering via the southern carpark entry. Students are advised NOT to ride their bikes through the carpark or college grounds.

The College cannot take responsibility for lost or stolen bikes/scooters. In the event of theft, the incident must be reported to the Police.

Students are reminded that helmets are compulsory (by law) and must be worn whilst riding bicycles/scooters/skateboards etc for their own safety.

Skateboards are not permitted on college grounds at any time.

Change to Contact Details

Parents are required to notify the College in writing as soon as possible of any change to a student's contact information.

This requirement is to keep our records accurate in case of emergency. It is vital that an alternative emergency contact is also supplied.

Library

Our Information Learning Centre has an excellent range of research materials for students across all learning areas. The selection is expanding rapidly in keeping with the current curriculum. We also have an abundance of fiction, magazines, graphic novels and audio books to foster the love of reading.

The Library is open at lunchtime every day, on the arrival of the duty teacher. Students are welcome to come in and loan books, read, study or chat quietly with their friends. Resources can be returned before school or at lunchtime.

Students may loan a maximum of 4 resources at any one time. Loan periods vary with the maximum being 14 days. Whilst all students are strongly encouraged to borrow resources, it is imperative that all items are returned on time and by their due date for return.

Student Tax File Number Applications

Students are no longer able to apply for a Tax File Number through the college. For details on how to apply for a Secondary Student Tax File Number, please visit the Australian Taxation Office website:

www.ato.gov.au

Parents on College Premises

College premises are private property under the 'Management of the Principal'. To ensure the safety of our staff and students, all persons, including parents, who wish to make contact with anyone on College premises, must first report to the Front Office to announce the nature of their business. In the case of student collection, identification will be requested and students will be located by staff and directed to meet their legal parent/guardian in reception.

Parents are not permitted to wander The College grounds unescorted as this is in breach of our security procedures.

Student Portfolios

Students are encouraged to maintain a Personal Portfolio of all official documents issued to them by The College. For example, College reports, merit awards, honour certificates, competition placements, written statements, letters of commendation etc. Such evidence is frequently required by future employers and for admission to further study.

Safety and Health

It is strictly prohibited to bring any form of weapon, controlled substance (tobacco, alcohol), illegal substance (drugs, solvents) or any associated items (bullets, matches, lighters, smoking implements, aerosol cans, etc) onto college premises.

Offenders will be suspended, parents notified and, where the law has been broken, the Police notified. Smokers will initially be counselled, then suspended for repeat offences.

Students are not to bring the following items onto our College premises:

- Liquid paper (white out), rubber bands, spray cans, computer disks, chewing gum, marker pens, laser pens, or any other item that, in the Principal's professional judgement, may be put to inappropriate use.
- Students must move around the college in a careful and considerate manner. Running is not permitted in corridors or walkways.
- Students are not to communicate with, or encourage unauthorised persons to enter college premises.
- Students are not to leave the college grounds without permission.
- Students must not cross public roads during college hours without a teacher's supervision.
- Students out of class during lessons must carry a written pass from a teacher.

It is a legal requirement that students in practical areas must meet the following criteria:

- For Design and Technology, Science and Home Economics practical work, students MUST wear enclosed footwear that fully protects the top of the feet.
- Tie back or cover long hair.
- No large dangling earrings and all loose clothing must be tucked in when using potentially hazardous equipment (eg. stoves, D & T equipment).
- Wear safety glasses when required to do so by teachers.
- Comply with all other health and safety rules as required by teachers.

- For reasons of hygiene, students are required to bring a full change of clothing for all sport and physical education activities.
- Students failing to comply with safety and/or hygiene rules may not enter any practical area or participate in any practical activity.

Information Technology User Agreement

The provision of Information and Communication Technology (ICT) at CBC provides students with access to email, the internet and other digital equipment. The availability of such resources encourages students to develop their skills and potential in a safe and supportive environment. The use of CBC network and resources is of significant educational value but can pose the risk of exposure to inappropriate and offensive material if used incorrectly.

The use and access to ICT at CBC is a privilege, and failure to adhere to CBC Users agreement and Policy will result in the restriction of access to network facilities within the College.

The Agreement document is signed by the students and parents/guardians prior to enrolment indicating acceptance of the Information Technology User Agreement terms.

Mobile Phone and Technology Policy

The use of mobile phones and personal electronic devices can be disruptive to the learning environment and the safety of students. It is understood that for communications and safety reasons, students may wish to have a mobile phone with them while they are travelling.

The following points relate specifically to the use of mobile phones at school and during school excursions, camps and extra-curricular activities:

- Students **MUST** have their mobile phones and personal music devices **switched off and out of sight** at all times once on school grounds.
- Mobile phones are brought to school at the owner's risk, and no liability will be accepted by the school in the event of loss, theft or damage of any device.
- Emergency calls or urgent messages to students are handled from the front office or Student Support, and if necessary, relayed directly to the student.
- Emergency calls or urgent messages from students may be requested at the front office or Student Support, and if acceptable, permission will be granted.
- During school excursions, camps and extra-curricular activities, the supervising teacher may direct students to contact their parents/guardians in an emergency situation only eg. the returning bus is delayed extensively.

Mobile phones will be confiscated if seen on school grounds.

On the third confiscation, the student's parent/guardian will be required to visit the college in person to collect the device.

Please visit our website for a copy of the Mobile Phone and Technology Policy:

<http://cometbaycollege.wa.edu.au/about-us/collegepolicies/>

Bring Your Own Device (BYOD) Program

Comet Bay College courses promote excellence and provide challenging and stimulating learning experiences and opportunities. We recognise the importance of providing students with access to 21st Century skills, knowledge and values that now underpin the Australian Curriculum that is being implemented over the next two years.

After trialing the iPad program for the past two years, we would like to offer all students in 2017 the opportunity to participate within the program.

Please visit our website for a copy of the BYOD Program – Information for Parents:

<http://cometbaycollege.wa.edu.au/about-us/collegepolicies/>

Bring Your Own Device (BYOD) Agreement

The Bring Your Own Device Agreement refers to students bringing **personally owned** mobile devices to the College for educational use. **Personally owned devices** are defined as **iPads – all variants, Tablets, Laptop computers**. The BYOD agreement relates to the connection to, and use of personally owned devices at Comet Bay College. The agreement outlines the terms of the provisions, including the level of service agreed to by Comet Bay College, students and parents/guardians. Students are **fully responsible for the care and safe-keeping** of their personally owned device **AT ALL TIMES**.

The Bring Your Own Device (BYOD) Agreement is available for students to collect from the College Information Learning Centre (Library) or please visit our website for a copy of this document:

<http://cometbaycollege.wa.edu.au/about-us/collegepolicies/>

Copyright and Plagiarism

Copyright is applied to artistic and intellectual works whether or not they contain a copyright notice. This includes information from CD-ROMS, the internet, printed material, maps, text, graphics, photographs, maps, charts etc. To follow copyright laws, users;

- must acknowledge the source of information;
- must NOT use CBC facilities to copy and / or distribute software (including games);
- must NOT use CBC facilities to copy and / or distribute DVDs, movies etc.

Plagiarism is the direct copying of another's work. If suspected, plagiarism will be addressed in accordance with the Comet Bay College Assessment Policy.

Internet Use and Inappropriate material

Internet access provided by CBC is for curriculum related information. Students must not use their account to access material that is unrelated to the curriculum. Students must not access any material/sites (Images, Videos, Text etc.) that may be deemed offensive, in particular those including;

- Pornography
- Racist content
- Offensive language
- Culturally offensive content
- Sexually explicit content
- Unethical content
- Drugs (Growing, paraphernalia etc)
- Blogs/Chat Rooms etc unless used as part of a classroom strategy
- Social Media (eg. Facebook, etc)

Whilst some of the above are legitimate curriculum topics, teachers should provide students with appropriate sites for use.

Homework Guidelines

Homework has a large and consistent effect on learning, especially when done regularly. Teachers, students and parents have responsibility for establishing and maintaining an effective home study program. Homework may be broken down into two components – completing class work and working on assignments or studying work covered in class to consolidate understanding, and revising for tests or other assessments.

In presenting homework, Teachers will:

- Clearly explain what is required, preferably in writing.
- Set clear and reasonable deadlines for when work is due.
- Mark and return work promptly to reinforce students' learning.
- Contact parents if work is not submitted, repeatedly late or substandard.

Students are Responsible for:

- Making sure they understand what is required and ASKING the Teacher if they need help.
- Recording homework correctly in their diary.
- If absent, checking with their friends or their Teacher/s to find out what homework, if any, was set.
- Organising their time to cover all set work from different learning areas.
- Letting Teachers know if they are being given too much homework all at the same time.

Parents are Responsible for:

- Encouraging students by showing an interest in their education – valuable support can be given by simply asking students to talk about what they did at college – parents do not have to understand the work, just talking about their work helps students to understand it better.
- Regularly checking the student's homework diary and contacting Teachers if the student does not seem to be getting enough homework.
- Encouraging a homework routine and making sure the student has a quiet place to work with no distractions.
- Not accepting that the student 'has nothing to do' – even if there is no set homework, students can always benefit from doing extra reading, going over work covered that day or practising the basics, such as spelling and maths tables (see section in diary).

How Much Homework/Study is Appropriate?

This depends on individual progress, but as a general guide:

Year 07:	1 hour / night during the college week	5 hours / week
Year 08:	1 hour / night during the college week	5 hours / week
Year 09:	1.5 hours / night	7.5 hours / week
Year 10:	At least 2 hours / night during the college week.....	10 hours / week
Year 11:	2.5 to 3 hours / night during the college week	12.5 to 15 hours / week
Year 12:	3 to 4 hours / night during the college week.....	15 to 20 hours / week

2017 Examination Timetable

Term 1

Years 7 / 8 / 9 / 10 29 March – 5 April 2017 (inclusive)
Year 10 OLNA TESTING 7 March – 24 March (inclusive)

Term 2

Year 7 & 9 NAPLAN 9 - 11 May 2017 (inclusive)
Year 11 1 June – 9 June 2017 (inclusive)
Year 12 29 May – 6 June 2017 (inclusive)

Term 3

Years 7 / 8 / 9 / 10 13 - 20 September 2017 (inclusive)

Year 12 Mock Examinations – Stage 2 and 3 English and Mathematics
(all other Stage 2 and 3 examinations held during the second week of the school holidays)

Term 4

Year 11 Examinations 3 - 10 November 2017
(inclusive)
Year 12 Stage 2 and 3 External WACE Written Examinations 1 Nov – 21 Nov 2017
Year 12 Stage 1, 2 & 3 External Practical Examinations
(Drama, Dance, Music, Physical Education) 23 Sept – 1 Oct 2017

NOTE: *The above dates are accurate at the time of going to print. Students will be notified of their exam schedules closer to the date.*

Wherever possible, advance notification of absence is required. In cases where a student is unable to attend a scheduled assessment task, and where appropriate supervision is guaranteed, permission may be negotiated to complete that task in an alternative venue.

Examination Conduct – Years 10, 11 and 12

IMPORTANT EXAM INFORMATION

1. Students should be at the examination room at least 10 minutes before the commencement time of the examination.
2. Students who come late to the examination will not be given extra time to make up the time missed.
3. Students will not be admitted to the examination room after 30 minutes has passed from the start of the exam, other than under exceptional circumstances and by the permission of an Associate Principal.
4. Students must attend the exams in school uniform. Students not appropriately dressed run the risk of being sent home to change, and thus missing out on some of their exam time.
5. Students must not wear caps or hats in the examination room. Veils or headwear, worn for cultural, medical or religious reasons as part of a student's normal attire when attending school, can be worn during an exam.
6. Students should make sure that they have been to the toilet before coming to the examination room.
7. Students are not allowed to enter the examination room until requested by the Supervisor.
8. Students are to place bags where directed by the Supervisor.
9. **What to bring to the Exams:**
 - Pens, pencils, highlighters, eraser, ruler, compass, protractor and other items specified by particular subjects, eg. string for Geography.
 - Approved calculator (This will vary for different subjects. Make sure you are aware of the type of calculator you may use for a particular subject).
 - Only clear pencil cases may be left on the desk; other pencil cases should be left on the floor during exams or in your bag.
 - Students may bring water into the examination room providing that the water is in a clear plastic bottle.
10. **What NOT to bring to the Exams.**
 - Mobile Phones
 - iPods/MP3 players
 - Food (including chewing gum), except in special circumstances, eg. medical, and authorised by the Year 11 Associate Principal before the Examination Period commences
 - Calculator instruction booklets
 - Blank paper
 - Map templates
 - External storage media
11. No books or notes may be taken into the examination room except in Mathematics where students are allowed up to 2 A4 sheets of notes. These sheets may be written on both sides, but may not have notes stuck to them. They must be left on the desk at all times.



Examination Room Regulations

1. When students wish to contact the Supervisor they must raise their hands and wait for the Supervisor to ask what they want.
2. Students must not move out of their seats without the permission of the Supervisor.
3. Students may NOT leave the examination room before the end of the exam.
4. No student may contact any other student to borrow equipment – even through the Supervisor. If you have forgotten to bring something you need, you will have to do without it.
5. There is to be no communication of any kind with another student during the exam.
6. From the moment that the Supervisor asks students to enter the room there must be no talking.
7. If Reading Time has been allowed, no student may have their pen/pencil in their hand during that time.
8. Students should write clearly with pen (preferably blue or black) or pencil.

Breaches of Examination Rules

1. Students who break any rules of the examination – especially if the Supervisor is of the opinion that cheating may have occurred or was about to occur – will have their examination papers confiscated immediately and may receive a mark of 0%.
2. Possession of unauthorised materials: cancellation of whole or parts of a student's paper where unauthorised materials are considered to be relevant to the subject being examined (whether or not actual use is established).
3. Removal of examination materials from the examination room: unauthorised removal of examination materials will result in cancellation of parts removed.
4. Examination Room behaviour: blatant disregard of the examination room regulations will result in the removal of the student from the examination room. The student will be escorted to Student Support and normal College discipline will apply (parents will be rung and asked to collect their child from school).

