



**ST MARY'S**  
**CATHOLIC COLLEGE**  
GATESHEAD

# **St Mary's Catholic College Gateshead**

## **ENROLMENT HANDBOOK 2025**

(Vers1 09.24)

A Year 7 – 12 Catholic College committed to providing Catholic Education in the finest traditions of the College's founding order, the Sisters of St Joseph.

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## Our Josephite History and College Motto

**"READY TO SERVE"**

St Mary's High School was opened in January 1964 in response to the longings of parishioners who wanted a high school for their daughters to attend. The cooperation of the Sisters of St Joseph who owned the land on which the school was built, enabled their wishes to be realised.

In the early 1980s, the school transitioned into a year 7 to 10 co-educational community enrolling students from the schools in the East Lake Macquarie region. In 2015, following a review into the provision of Catholic Secondary education, diocesan authorities committed to transitioning St Mary's to Years 11-12 in 2018-2019. Children from Catholic Primary Schools in the region - **St Paul's Gateshead, St Joseph's Charlestown, St Pius X Windale, St Francis Xavier's Belmont, St Mary's Warners Bay and St Patrick's Swansea** are zoned to enrol at St. Mary's.

**In 2017 the name of the school changed to St Mary's Catholic College, Gateshead**, in preparation for the school's transition to a Year 7 to 12 campus in 2018-2019. The change in name has been accompanied by a change in the school's visual identity with the school crest, colours and uniform changing. It is significant to note that the inclusion of 'Catholic' reflects both our Catholicity and Josephite heritage and the word College reflects our commitment to be a "community of learners".

The College motto is based on the text from St Luke's Gospel **"Behold I am the servant of the Lord"**, (Luke 1:38) which was Mary's response to the invitation to become the mother of Jesus. Our translation of the text **"Ready to Serve"** is at the centre of all we do at St Mary's and all we try to give witness to in our day-to-day relationships with each other.

We honour and strive to uphold the commitment to social justice instilled in the first school community and nurtured during the school's formative years by our founding order, the Sisters of St Joseph.

**Our College Feast Day is celebrated each year on March 25<sup>th</sup> – the Feast of the Annunciation. This is a special day in the annual life of the College. The Feast Day of St Mary MacKillop, the co-founder of the Josephite order of sisters with Fr Tenison Woods, is celebrated on August 8<sup>th</sup> and this is also a day of celebration honouring our Josephite heritage.**

# St Mary's Catholic College, Gateshead

## Our Mission and Vision, Mantra and Motto

### OUR MISSION

*"I come that you may have life and have it to the full"*

***Jn 10:10***

Inspired by the gifts of the Spirit and built on the foundation of the Josephite Sisters, we strive to be a welcoming Catholic College community educating for the fullness of life for all, on the pillars of safety, respect, learning and service.

### OUR VISION

*"I am the servant of the Lord," Mary answered.  
"May your word to me be fulfilled"*

***Lk 1:38***

To be a place of learning, growth and hope centred on and nourished by the love of Jesus Christ.

### OUR MANTRA

- Be Safe
- Be A Learner
- Be Respectful

### OUR MOTTO

*"Ready to Serve"*

## **Pastoral Care and Anti-Bullying**

The College aims to provide a safe, secure and supportive environment for all students; an environment where the dignity, worth and wholeness of each child is revered, safe-guarded and promoted. It is underpinned by adherence to the principles of Restorative Justice, Procedural Fairness and Positive Behaviour Support. Students are challenged to engage in disciplined behaviour, and this is supported and reinforced by clear behavioural expectations.

### **Corporal punishment is banned at St Mary's**

#### **Parents in Partnership**

Parents are the first educators of their children. At St Mary's we acknowledge and celebrate this! Your children bring to our college community the wonder of their unique gifts and talents, hopes and dreams, questions and longings. Parents/carers, more than anyone else in the lives of their children, know these wonders!

Without the continued involvement of their parents in the challenging years of early adolescence, the child is severely hindered! We encourage and embrace all opportunities for parental contact and involvement.

#### **Parent Engagement Group (PEG)**

The parent body agreed in 2021 to replace the Parents and Friends Association with a Parent Engagement Group (PEG) for a trial period of 12 months. The guidelines for the operation of the PEG were ratified by Bishop William Wright on 4 December 2020. Meetings of the PEG are held once per term. The focus of each meeting is on authentic community engagement and includes an educative component that builds capacity amongst parents and carers.

#### **Retreat Program, Community Days and Leadership Training**

The College provides opportunities for the children to develop their inner lives through involvement in camps, community days, the Senior Year 12 retreat and Leadership Training in preparation for leadership as Student Pastoral Council Members, Sporting House, Peer Support Leaders & College Leaders.

The programs provide for the spiritual and character formation of our students as well as building their confidence and competence as leaders.

#### **Parent Information Evenings**

We invite parents to attend information evenings held for particular purposes for each year group. The evenings are designed to support parents in encouraging their children's educational development.

#### **Commitment to "Earth Stewardship"**

During 2004 we began planning for the improvement of our College environment. Parents, staff and students continue to work together on this long-term project with a view to creating and maintaining a place of peace, calm and reflection. In 2024 we offer a course, "Environmental Sustainability" to our students – a curriculum uniquely designed for our context.

#### **Landcare, Vegetable Garden, Bush Garden and Greenhouse**

Students are gifted with wonderful opportunities to care for the earth. The College is a registered Landcarer. The Landcare group has planted thousands of native plants in the College grounds and is actively involved in the regeneration of the Creek, which runs through the College grounds. The College supports the work of Landcare groups outside the College.



Environmental initiatives incorporating a vegetable garden, worm farm, frog garden, greenhouse, Landcare and Waterwatch activities have significantly enhanced the College's physical environment and demonstrated our steadfast commitment to **"Earth Stewardship"**. The College's Landcare work has been recognised by Lake Macquarie City Council with the college consistently winning the High School section of their Annual Landcare Awards.

### **Child Protection and Volunteering at St Mary's**

At St Mary's we value greatly the contribution our volunteers make to our community. Without this assistance, we would not be able to adequately operate the canteen or support a number of other College activities. A College, like St Mary's which values the sense of community so highly, simply cannot function without the assistance of our volunteers.

In order for us to uphold the highest levels of professional conduct we must ensure we respond to policy changes as they arrive. Recent changes require every school volunteer to complete the **Diocesan Volunteer Induction application**. If you have expressed your desire to volunteer at the College, please use the link below to complete the process:

<https://www.mn.catholic.org.au/people/volunteer/>

Once the application is completed, both the volunteer and the College will be notified when the process has been verified so the volunteer may commence at St Mary's.

### **Liturgical and Spiritual Life**

Each time the College community gathers in assemblies, we acknowledge the traditional owners of the land – the Awabakal People – and we pray together. At St Mary's, we commit ourselves to the development of our inner life.

*"We are not threatened by silence. We are completely at home in it. We do not try to hurry things up. We let them follow their natural course – like the seasons."*

We gather to celebrate the change in the Seasons of the Church Year, we begin each year with a Liturgy of the Word, and the College celebrates a farewell liturgy.

### **Creative and Performing Arts**

The Creative and Performing Arts are alive and well at St Mary's. College choir, bands, ensembles, showcase & musical evenings, "Dio-Sounds", "Aspire", drama performances, and our annual art exhibition and "Battle of the Bands" provide further opportunities to celebrate the wonderful talents of our gifted students.



## Leadership

Students have the opportunity to volunteer to serve as Peer Support Leaders in Year 10 and as members of the breakfast club, "Junior Vinnies" and to be elected as members of the Student Pastoral Council and as College leaders.

Our four sports houses – **Chisholm, Simpson, Kenny and Smith** (named after famous Australians) each have 4 House Captains and 4 House Vice-Captains who assist in developing a sense of community and participation through their efforts at Carnivals and other events during the year.

## Student Pastoral Council

The Student Pastoral Council provides a model of Leadership that reflects and is inspired by our college motto "*Ready to Serve*". The Council comprises 6 representatives from each year group and the College's 4 elected Student Leaders. Council members respond to a call of service and are provided with opportunities for service within and beyond our College community. **The functioning of the Council reinforces the Gospel message that human experience is totally liberated through compassion.**

## Science & Engineering Challenge

The College has an amazing record of success in the National Science & Engineering Challenge. Involvement in the challenge brings rich rewards for students in terms of the development of vital vocational skills and human qualities.

## Breakfast Club

The College's "Ready to Serve" Breakfast Club is run by staff and students who provide a breakfast 'free of charge' 4 days per week to students requiring it.

## "Junior Vinnies"

The College has a junior chapter of St Vincent de Paul. Membership is open to all students who engage in acts of service in support of the needy in our world. Participation in "Junior Vinnies" is a wonderful way of living out the college motto: "Ready to Serve".

## Fresh Fruit

Fresh fruit is available for students, free of charge, from the Canteen and Breakfast Club, on most days. This initiative is supported by a member of the local chapter of St Vincent de Paul.

## Compass

St Mary's Catholic College Gateshead utilises a student information system called Compass. Compass is a comprehensive database enabling the College to effectively manage all information relating to our students. This forms part of a broader implementation of a student information system for the Diocese of Maitland-Newcastle. This solution offers a secure, yet easy connection, to essential information needed by families in relation to their children.

Compass offers features such as the ability to explain student absences, view school alerts, newsletters and student reports. Once the child commences St Mary's Catholic College, every family receives a separate secure login to Compass, which will be provided by the College.

Upon first login, parents/carers will be required to change password details and confirm their email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

## Homepage

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

The screenshot shows the Compass parent portal interface. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star. The user's name, Mrs Molly WEASLEY, is displayed in the top right corner. The main content area is titled "Welcome to the Hogwarts P-12 Portal" and "Compass". Below the title, there is a "Main Menu" button and a "Tools" button. The "Your Child/ren" section displays profiles for Ron WEASLEY and Ginny WEASLEY, each with a list of actions such as "Profile (Attendance, Schedule, Reports)", "Send email to Ron's teachers", "Add Attendance Note/Approval (Approved Absence/Late)", "View Academic Reports", and "Book Parent Teacher Interviews". The "Alerts" section lists several items: "My News", "Insights Cycle Open", "Course Confirmation/School Payments", "Event Consent/Payment Required", and "Attendance: Attendance Note/Approval Required". The "News" section includes "Cauldron Sale" and "Homework Club".

Further information and assistance regarding Compass can be found in the Compass User Guide from the link below:

<http://www.gatesheadsm.catholic.edu.au/files/Compass%20Parent%20Handbook.pdf>

This information can also be found on St Mary's website.

## Uniform

### Enforcing Uniform Requirements

St Mary's is very proud of its school uniform. There is meaning behind the change between the Junior and Senior Uniforms, the colours and the representations of student badges and college emblems.

It is a requirement of attendance at the College that students wear the full school uniform and wear it correctly, at all times. When a student is not in uniform, she/he is expected to have a note of explanation. The note must be shown to their roll-call teacher. It must be signed by the parent/guardian, dated and indicate why and for how long the student will be out of uniform.

If a student does not have a note of explanation, then she/he may be issued with a community service note and a "Uniform Infringement" entry will be recorded on Compass. We ask for parent support to ensure that the situation is rectified promptly. In situations of financial hardship and where a prompt response is difficult, appropriate support will be provided once the school is made aware of the situation.

There must be no 'mixing and matching' of uniform items, especially when transitioning to and from winter season. We appreciate your total support for the efforts of the staff in gaining students complete compliance with uniform requirements.

## UNIFORM REQUIREMENTS

Information can be located on Compass regarding Uniform requirements. This information can also be found on the College website –

<https://www.gatesheadsm.catholic.edu.au/parent-information/uniform/>

The Uniform shop trading hours are:

**Tuesday and Wednesday from 8.30am to 10.30am**

**Thursday from 12.45pm to 3.30pm**

If you have any uniform purchase queries, please contact Kylie, Uniform Shop Manager on 0435 954 372.

If you have any questions in relation to the wearing of the Uniform, please contact the College.

### St Mary's Catholic College Uniform Fitting Information



Welcome to St Mary's Catholic College. We look forward to meeting you for your uniform fitting.

All new students are required to book a fitting appointment during Term 4. **We would encourage you to schedule your appointment as soon as possible to avoid disappointment.** Appointments will be available to book online from September.

Online Shopping is available 24/7 through our website. Determine your size before ordering by using the size charts and size videos available on our website. Orders are available for collection or home delivery despatch during the Uniform Shop's opening hours.



#### Register

Visit [www.alintaapparel.com.au](http://www.alintaapparel.com.au)  
Select 'Uniform Shop' and register or sign in.



#### Book your Fitting

To book your fitting appointment, sign into your account and select 'Appointment' or contact the Uniform Shop during opening hours.  
To cancel or reschedule your appointment, sign into your account and go to 'My Account' then 'Appointments Calendar'.



#### Regular and Extended Trading Hours

Sign in to your account and select 'Home'.  
The Uniform Shop will be open extended hours for uniform fittings during Term 4 and January.



#### Location

Uniform fittings take place in the Uniform Shop located on the School Campus.



#### Flexible Payments & Policies

Cash, Credit Card and Layby (available with a 20% deposit).  
For policy on returns and exchanges, sign into your account and select 'Home'.



#### Custom Sizing Available

Any student that may require custom sizing is required to be fitted and an order placed by October. Please call the shop phone number to arrange an appointment.



0435 954 372



[stmaryshigh@alinta.com.au](mailto:stmaryshigh@alinta.com.au)



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Find us on Facebook and Instagram



## Everyday College Procedures

Please ensure that you and your child are aware of the following to ensure a smooth transition into St Mary's.

### Student ID Card

College photo day usually occurs shortly after the start of Term One. Each student will have their photo taken regardless of whether they will be purchasing photos or not. This photo will then be used to create a Student ID Card that is used for borrowing from the Library and personal ID purposes. Students should carry their ID card with them at all times. For lost or damaged Student ID cards, students will need to pay \$3.50 at the Finance Office for a replacement.

### Monitoring Student Attendance

St Mary's uses the Compass Admin/Wellbeing program to monitor student attendance throughout the day. It is important that members of our community are aware of what to do if they are absent, attend College late or need to leave early.

Log-in details for parents/carers are emailed at the beginning of the new academic year or when a new student commences at the College. If you have not received your email stating your user-name and log in details and your Compass account is still inactive, please contact the College and we will arrange for another email to be sent to you. Please see below notes for your information:

- Please take a moment to familiarise yourself with the information contained in Compass by accessing the "Parent Portal – Compass: User Guide" from the College website or from the link on page 7.
- Parents/carers will have the capability through Compass to reset their password in the event they have forgotten it or want to change it. If you have any difficulties, please contact the Front Office.
- Parents/carers have access to the Compass Parent Portal. Each user will require separate email addresses for separate Compass accounts – an email address shared between two people is regarded as a Compass security breach and will not allow access to the account.
- New users when logging on to Compass are given the opportunity to update their details. Mobile phone number updates should be done using the following format - XXXX XXX XXX.
- **Reminder! PLEASE ONLY EXPLAIN WHOLE DAY ABSENCES – PLEASE DO NOT REPORT PARTIAL ABSENCES** through the Compass App. Reporting partial absences may cause inconsistencies with your child's attendance. Please telephone Student Services to explain partial absences.
- SMSs are sent to parents of students who are absent at 9.40am each weekday morning. You will receive a text message if your child was not present during roll call and/or Period 1. Please phone Student Services to explain your child's absence if you receive a text. Please do not respond by text, the Compass system does not accept them.
- If you notify the College beforehand that your child is going to arrive late, you will still receive an SMS. The arrival time of a student will not be amended in Compass prior to them reporting to Student Services, in the event there is an inconsistency of arrival times.
- On occasion you may be sent a text message even though your child is in attendance at school, this may be because they have arrived late and have not signed in at Student Services. Please kindly remind your child that they must report to Student Services if they arrive late to school (8.50am or later) so that their attendance is recorded, otherwise they may continue to be marked as absent. In the event you receive a communication from the school inadvertently, please call the Student Services (4944 4800) and this will be investigated.
- **In line with Government legislation, please ensure your child's absence is explained within 7 days of the absence date otherwise the absence is recorded as unexplained and will remain unexplained even if a note is later received.**

### ***Absent from College***

Each day the college sends SMS messages to the parents/carers of students who have been recorded with an *unexplained absence*. **All absences must be recorded within seven days;** please account for each absence on the day the SMS is received by phoning or emailing the College, or by recording your child's FULL DAY absence directly through Compass. Please **do not** record partial absences as this may cause an inconsistency with your child's attendance.

### **Students Arriving Late for College**

Students arriving late are required to report to Student Services upon arrival. We ask for your support in reminding your child of this procedure to avoid unnecessary worry to parents/carers, should they receive an SMS in error. A note must be provided to the college to explain your child's late arrival.

### **Students Leaving Early**

A student requesting to leave early must be signed out in person, by their parent/carer or emergency contact, at Student Services.

Extenuating circumstances and permanent Early-Leaver passes will continue to be considered by writing to the Principal with your reason. We do request that Early Leaver passes are renewed on a term-by-term basis, a letter of consideration will be required each time.

### **Extended Leave**

In 2012, the Government introduced new non-attendance requirements in all NSW schools. The following information was provided for parents at that time and is again provided as a reminder of the attendance responsibilities to be addressed by parents and students, specifically for extended leave:

If your family holiday of more than ten days is during school time you **MUST** complete an Application Form for Extended Leave (available from Student Services or from the School Documents file from your Compass app. If the leave is approved, the Certificate of Extended Leave is authorised by the Assistant Principal (Learning & Teaching) and communicated to you via email. You will be required to carry a signed copy during the entirety of the leave period, in the event you are asked about your child's non-attendance at school.

In the event that your leave request is denied, the leave – should the students still take it - will be recorded as 'unjustified'

We would request, wherever possible, that you do not withdraw your children from school for family holidays.

### **Students who are Unwell**

If a student is feeling unwell in class - please tell the teacher! The teacher will give the student a note to take to Student Services. The student will then be directed to Sick Bay. If it is necessary for the student to go home, Student Services will ring the parent or contact person and request the student be collected from the college.

***As per the Mobile Device Policy, students must not use their mobile phone to ring their parents/carers directly.*** We have a responsibility to ensure that students are being cared for whilst they are unwell and that our attendance rolls accurately reflect students' attendance at college. When the student is collected from Student Services they will be "scanned-out" by Administration staff and the parent/carer must sign them out authorising the early departure.

## **Taking prescribed medication at the college:**

Parents/Carers are requested to complete a medical information form (available during enrolment process or from Student Services). This will indicate whether the student needs to take regular medication during college hours. It is not allowable for students to carry prescribed medication whilst at college other than an Epipen. **Please bring medication to Student Services for safekeeping and for Student Services staff to administer.**

Students are not to carry their own Panadol. If a student presents to sick bay requesting Panadol, the parent/carer will be contacted for written permission for their child to receive it.

## **Epipens/Medical Requirements**

A student requiring an Epipen should always carry one with them. Parents/carers may also leave a spare Epipen for their child at Student Services. Please note that Student Services have spare Epipens.

## **The College should be kept aware of changes to student medical needs.**

### ***If Students are Anxious or have a Problem:***

There are some days when students need to have someone to listen to them. Sometimes things get piled up and students feel snowed under; sometimes there are sad things that happen to students, sometimes students can feel pretty lonely and need someone other than their friends to listen to them and help them work their way through things. There are many people available for students to talk with. Their **Leader of Wellbeing, College Counsellor, "Beyond the Gates" Social Worker, their Roll Call Teacher, Learning Support Coordinator, Ministry Coordinator, Aboriginal Education Teacher, Careers Advisor, Year 11/12 Mentors, Administration Coordinator, either Assistant Principal and Principal** - anyone who the student feels is the right person to talk to. If a student has a worry about a particular subject, the **Leader of Learning** is there for you as well. Sometimes just finding the words to describe what is worrying a student and speaking them out is all it takes to start getting things sorted!

## **Qkr! App – see help-sheet on the next page**

This easy-to-use phone app gives you the flexibility to place orders from the Cafeteria directly from your phone at any time of day, up to two weeks in advance. It also reduces the need for your child to bring cash to school. Please remember to amend your child's year group on the Qkr! app each year to aid the timely collection of their order.

Parents are reminded, as per the College Mobile Device Usage Policy that students will not be permitted to use their mobile phones during school hours for Cafeteria orders.

## **Student Handbook**

All Students are issued with a Student Handbook at the commencement of each academic year containing orientation information, processes and procedures and a Yearly Planner for organisational purposes to assist them with daily school life.

## **Ordering Lunch**

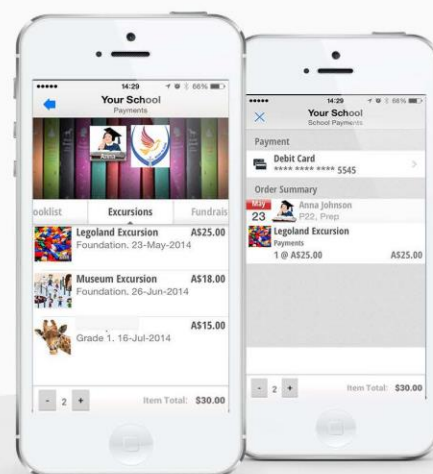
The College Cafeteria is open before roll call when recess and lunch orders can to be placed. No lollies will be sold prior to the commencement of the school day. There is always a teacher on supervision at the Cafeteria to make sure that students line up in an orderly manner. We ask students to avoid the long wait by ordering your lunch through Qkr! Remember, our cafeteria is staffed by volunteers, good manners are appreciated.

# For quicker, hassle-free canteen and school payments, try *Qkr!* today



Introducing *Qkr!* (pronounced 'quicker') by MasterCard: the easy-to-use phone app that gives you the flexibility to place orders at a time and place that suits you. *Qkr!*:

- Saves you time by letting you order and pay for school items directly from your phone;
- Reduces the need for your child to bring cash to school;
- Reduces the time school staff spend on administrative tasks



## Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Scan the QR code or search for our school name. Our school will also appear in "Locations Nearby" if you are within 4kms of the school

### Step 4 Register your children

When first accessing your school menu, you will be prompted to register your child. This allows you to make school orders on their behalf.

Scan QR code provided by your school



Or search for our school name

If within 4kms of the school, you can select from "Locations Nearby"



**Now you're ready to order and pay for meals and other items...**

**Polite Manners - “please” and “thank you” go a long way at St Mary’s...**

**AND**

**When you make a mistake please say, “I’m sorry”!**

**AND**

**Always be alert and ready to assist others in need.**

## **Parking In, Entering and Leaving College Grounds**

Please note the following important information:

- The vehicular entrance to the College from the Pacific Highway is one way only. All vehicles using this entry must exit the campus via Alvestor Close at the rear of the College or by driving underneath the new Administration building through the car park back onto the Pacific Highway.
- Alvestor Close is not to be used as an entry point.
- Open from 6:45am – 9:15am and from 3:20pm – 5:00pm Monday to Friday. For access outside these times please telephone the College (4944 4800). These times are subject to change.
- A “kiss and ride” section is established on the internal road between The Josephite Centre (Hall) and main buildings of the College
- The “kiss and ride” sections are not parking areas and are only to be used to drop off and collect students.

**When entering the campus, please be aware that student safety is our priority. Please observe the above procedures, reduce your speed (10km/h), and take every precaution to ensure the safety of pedestrians. Please be aware of the pedestrian crossing on the service road between the College and the Josephite Centre and demountable classrooms.**

Finally, please do not park in St Paul’s Primary School car park, the right-hand side of Alvestor Close as you exit College grounds, or across our neighbours’ driveways. Your support is appreciated.

## **Students Who Drive**

Please ensure Student Services is kept up to date with the registration number of student vehicles. There is no off-street parking available to students. Students should be mindful of our neighbours when parking in adjoining streets.

## **Opal Bus Passes**

### **Student Travel using Opal cards**

Please see information sheet on next page.

### **Bus Pass Use for School Excursions**

Should your child attend a school excursion where an Opal card is required, they are not to use their Student Bus Travel card. They must obtain a separate Opal card for these journeys (together with the concession card if 16 or over).

### **Bus Pass Concession Cards for students 16 years and over**

Students 16 years of age or older require a concession card in order to obtain a concession fare on public transport. If your child requires a concession card, please see Student Services.



# The School Opal card

The School Opal card gives eligible students free or discounted travel between home and school using metro, train, bus, ferry and light rail services you nominate in your application.

## Who can apply?

To be eligible for a School Opal card, students may need to live a minimum distance from their school:

### Years K-2 (Infants)

There is no minimum distance.

### Years 3-6 (Primary)

More than 1.6km straight line distance or at least 2.3km walking.

### Years 7-12 (Secondary)

More than 2.0km straight line distance or at least 2.9km walking.



If you live too close to be eligible for free travel, you may still qualify for a School Term Bus Pass, which offers travel on buses between home and school at a discounted rate for the whole school term.

## Who needs to apply

A new application is only required if the student has not had a School Opal card before.

If the student already has a School Opal card and is changing schools, campuses or home address, you will need to update their Opal card for the new school year before mid-December at [apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts)

## How to apply

Applications for next year open at the start of Term 4 this year.

### Step 1

Once the new school has confirmed your child's enrolment, complete the application at [apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts)

### Step 2

The school endorses your application.

### Step 3

Once Transport for NSW has approved the application, a School Opal card will be sent to the address provided on the application.



A parent or guardian must apply for students 15 years and under. Students 16 years and over can apply for themselves.



## Better together

The School Opal card is only for travel to and from school. So it's a good idea to get a Child/Youth Opal card for travel after hours, on weekends or during school holidays.

### Child/Youth Opal card benefits

- Concession fares across the Opal network
- Half-price travel after eight paid journeys each week\*
- \$1 transfer discount for every transfer between modes (metro/train, ferry, bus or light rail) as part of one journey within 60 minutes from the last tap off†
- Set auto top up and link it to your credit or debit card so there's always enough value on the card to travel.

Find out more at [transportnsw.info/opal](https://transportnsw.info/opal) or pick one up from an Opal retailer. To find a retailer in your area visit [transportnsw.info/opal-retailers](https://transportnsw.info/opal-retailers)



Secondary students aged 16 and over can travel with a Child/Youth Opal card when carrying a NSW/ACT Senior Secondary Student Concession Card, available from school offices.

\* Excluding Sydney Airport station access fee.

† The Opal Transfer Discount doesn't apply when transferring between light rail and Sydney Ferries.

### Privacy

For information on how we handle personal information please refer to the Opal Privacy Policy at [transportnsw.info/tickets-opal/opal/opal-privacy-policy](https://transportnsw.info/tickets-opal/opal/opal-privacy-policy) and the School Pass Terms [apps.transport.nsw.gov.au/ssts/#/termsAndConditions](https://apps.transport.nsw.gov.au/ssts/#/termsAndConditions)



## Bus Routes

Families are requested to check the Newcastle Transport Website to reacquaint yourselves with relevant bus routes:

### Bus Route Instructions

- In Chrome (not Internet Explorer), type in “Newcastle Buses plan your trip” (if you scroll down this page and type in the school name, it downloads a map and a PDF bus stop list – only limited stops are displayed)

#### OR:

- Under the Plan your trip tab click on Trip Planner
- Type in pick up point – ie St Mary’s Catholic College, Gateshead
- Destination – eg. Swansea (or vice versa depending on AM or PM)
- Click on Leaving now and type in the approximate leaving time eg. 15:00
- Click on Refine
- Click on School Bus
- Click on Fewest Changes
- You should now have a list of school bus numbers (make note of these numbers as when you leave this page you can’t get back to it without following the previous 6 steps)
- Under the Plan tab - Click on Routes and Timetables
- Type in the bus number – here you can print out pdf timetables

Finally, please ensure that your child has a Student Opal card and they are reminded to Tap On and Tap Off. The data collated from the use of Opal Cards is the primary determiner in having additional services put on our network.



## Future Directions of our BYOD Program 2025

St Mary's Catholic College is a BYOD (Bring Your Own Device) school, where students attending are expected to have a laptop with them each day. This device needs to be charged and fully functional to assist the school in providing the best learning outcomes for your child.

Over a student's time at St Mary's, it is expected that a device suited to junior school (years 7-9) would initially be purchased and then possibly an upgraded device, more suited to a child's elective choices, would be required for senior years (10-12). This process is also dependent on the BYOD program that is implemented at a child's Primary school. Also, parents wishing to purchase the higher specification device in the junior years are more than welcome to do so.

The experience of purchasing a device that meets the needs of your child can be a daunting process for many parents. Technology is constantly evolving, and the retail world can be a difficult place to navigate. We are aware of these issues and as such have offered an option for parents to purchase through a company that aims to make this experience less troublesome. We first offered a partnership with Next Technologies for 2023/4 but will move to LWT {Learning With Technologies} for 2025. They provide a facility where parents are able to purchase a high-quality commercial grade device that is appropriate to the needs of students at all levels in the school. Furthermore, these devices have access to accidental damage protection (optional), 3-year extended warranty, battery warranty and corporate grade hardware that is not available in stores.

In partnership with Learning with Technologies a School Purchasing Portal has been prepared specific to the needs of our students, offering a range of devices and accessories.

It will NOT be compulsory that devices are purchased using this portal, we are simply looking to provide an option for parents when purchasing a device for their child. We have spoken with several vendors to investigate devices that best suit our learning requirements here at St Mary's.

With the previous supplier the portal was only open for a limited period of time and parents were required to order well in advance for the following school year. With LWT the portal will remain active, with the turnaround time being significantly reduced. A parent information session will be conducted in Term 4 outlining the process.

# St Mary's Catholic College BYOD Program

## Recommended Minimum Specifications



While there are countless BYOD devices with vast price variations, the following table provides some *minimum* specifications that need to be present for a device to be effective in the classroom. Further information, including a FAQ section, is available on the College website: <http://www.gatesheadsm.catholic.edu.au> (Parent Information tab).

RECOMMENDED LAPTOP MINIMUM SPECIFICATIONS		
ELEMENT	SIZE / DESCRIPTION	WHY?
<b>Operating system (OS)</b>	Windows Pro <i>(Avoid S-Mode)</i>	Our Diocese is a Microsoft Windows Environment. While Macintosh (Apple) machines are acceptable, please note that there is less direct diocesan support available for these devices. DO NOT PURCHASE Chromebook devices OR iPad/Galaxy tablets as they are not compatible within our Windows Network environment.
<b>Display</b>	Screen Size 10 to 15 inch (Touch Screen optional)	10 to 13 inch screens are the standard size of student devices. Larger screens have more weight.
<b>Hard drive (Storage memory)</b>	<b>256GB</b> minimum recommended	There must be enough storage on the device to install the Office 365 suite as well as other applications that will be downloaded onto the device.
	Solid State Drive ( <b>SSD</b> ) <i>(Avoid eMMC)</i>	<b>SSD</b> are by far the more reliable, durable and consistently run due to there being no moving parts. While SSD is suggested, it is not compulsory.
<b>RAM (Working memory)</b>	<b>8GB</b> minimum	When a program is opened, it operates through the working memory. Anything less means that the working memory cannot cope with multiple programs being used at once.
<b>Processor brand</b>	Intel Core i3/i5/i7/i9, Intel Pentium, or AMD Ryzen 3/5/7/9	The main brands are Intel Core, Intel Pentium, and AMD.
<b>Processor speed</b>	Above <b>2GHz</b> recommended	The more programs that are being used, the greater demands on the speed at which the machine can work.
<b>Battery life</b>	Minimum <b>6</b> hours	The students will need at <b>least 6</b> hours battery life. Keep in mind this will deplete over time.
<b>Ports</b>	<ul style="list-style-type: none"> <li>• USB 2 and/or USB 3</li> <li>• USB C recommended</li> <li>• Headphone jack</li> </ul>	USB C port with an adaptor will allow the student to connect their device to an external monitor when required/needed. USB C for charging is an advantage.
WARRANTY, IT SUPPORT AND INSURANCE		
<b>Extended warranty</b>	Parent decision – recommended	New devices by law come with a 12-month warranty. Suppliers often offer extended warranty for the intended life span of the device (3 years).
<b>IT support</b>	Parent decision	Suppliers often offer 24-hour IT support at an additional cost.
<b>Insurance and Accidental Damage Protection</b>	Parent decision – recommended	<b>NB: Personal student property is not covered by College Property Insurance.</b> In a school environment, there is an obvious potential for devices to be damaged. Accidental Damage Protection provides you with assurance that if the device is damaged, that it will be fixed. Check the terms and conditions as there may be an excess on claims.
ACCESSORIES		
<b>Protective case</b>	Strongly advised	Various types but the best form of protection is a hard carry case.

## **BYOD – Frequently Asked Questions**

### **Can I use an apple/mac computer?**

Apple/Mac devices will be able to connect to the college's internet and are able to be used in the BYOD program. If that is a device that is currently owned, it will definitely meet the requirements. Apple iPad's do not meet the requirements of this program.

### **Who is responsible for the security/ virus protection of the device?**

Viruses have the potential to severely damage and disrupt operations within the college's computer network. Students have the right to use their laptop for personal use and can install personal software and connect to the internet from home or other public areas. Students should therefore take appropriate steps to protect their laptop from virus infection.

### **Who is responsible for damages/repairs to the device?**

Parents/ students will be responsible for the repair of their own device.

### **Must my child have a device?**

All students enrolled at St Mary's from 2015 have been expected to have a device that meets the minimum standards outlined.

### **How and where will my child access the internet?**

Students will be provided with internet access wirelessly whilst at college. Access to the internet is filtered and monitored. Students may also utilise their home network and/or public wireless networks for internet access. Provision, troubleshooting and support of these networks are not a college responsibility. Students are reminded that random audits may take place, and any inappropriate downloads or site access will be detected.

### **Will the device be used in every lesson?**

No. The amount of use will vary between faculties and staff. A significant amount of staff training has occurred in recent years in preparation for greater integration of technology in the learning process.

### **How will my child charge their device?**

Students must ensure that their device is fully charged at home and ready for use each day. There will be no charging facilities provided at the college. The specifications state that a substantial battery life is required for such issues.

### **Is there somewhere my child can safely leave their device?**

No, the device is the student's responsibility at all times. Students will not be permitted to leave their devices in classrooms during breaks or overnight.

### **Will my child's files be backed up on the college network?**

Students are responsible for the data on their laptop and making regular backups. The college is not responsible for any data loss arising from laptop malfunction, factory reset or re-imaging during fault diagnosis. Students will be encouraged to use their Microsoft account so that cloud storage can be used to store data.

### **Can the college request to view a child's hard drive or external memory device?**

Audits of student's devices can be requested at any time. The student will be notified and be present during the inspection. Internet access will be strictly monitored, and sanctions applied for inappropriate use.

## Overview of the Curriculum Stage 4 (Years 7 and 8)

KEY LEARNING AREA	Stage 4	
	Year 7	Year 8
Religious Studies	✓	✓
English	✓	✓
Mathematics	✓	✓
Science	✓	✓
HSIE - Australian History & Geography	✓	✓
Languages		Japanese/Chinese
Creative Arts	Music	Art
TAS	Technology <ul style="list-style-type: none"> <li>• Timber</li> <li>• Building and Construction</li> <li>• Engineering Studies</li> <li>• Information &amp; Software Technology</li> </ul>	
PDHPE	✓	✓

## Overview of the Curriculum Stage 5 (Years 9 and 10)

Creative Arts	HSIE	TAS	Non-RoSA Courses
<ul style="list-style-type: none"> <li>• Drama</li> <li>• Music</li> <li>• Photographic &amp; Digital Media</li> <li>• Visual Arts</li> <li>• Visual Design</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal Studies</li> <li>• Commerce</li> <li>• Work Education</li> <li>• Elective History</li> <li>• Elective Geography</li> </ul>	<ul style="list-style-type: none"> <li>• Food Technology</li> <li>• Textiles Technology</li> <li>• Graphics Technology</li> <li>• Industrial Technology:               <ul style="list-style-type: none"> <li>- Timber</li> <li>- Building &amp; Construction</li> <li>- Engineering Studies</li> </ul> </li> <li>• Information &amp; Software Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Big History</li> <li>• Critical Thinking</li> <li>• Environmental Sustainability</li> <li>• ISTEM (Integrated Skills, Technology, Engineering and Mechanics)</li> <li>• International Studies</li> </ul>
Languages	PDHPE		
<ul style="list-style-type: none"> <li>• Japanese</li> <li>• Chinese</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Activity &amp; Sports Studies</li> </ul>		

## Overview of the Curriculum Stage 6 (Years 11 and 12)

RELIGIOUS STUDIES	ENGLISH	MATHEMATICS	SCIENCE	HSIE	CREATIVE ARTS	LANGUAGES	PDHPE	TAS	VET
Studies of Religion 1U	English Advanced	Mathematics Advanced	Biology	Aboriginal Studies	Drama	Chinese Beginners	Community & Family Studies	Design & Technology	Business Services (Cert III)
								Engineering Studies	Construction (Cert II)
Studies of Religion 2U	English Standard	Mathematics Standard	Chemistry	Ancient History	Music 1	Japanese Beginners	Exploring Early Childhood	Enterprise Computing	Hospitality (Cert II)
									Skills for Work and Vocational Pathways (Cert II)
Studies in Catholic Thought 1U	English Studies	Mathematics Extension	Earth & Environmental Science	Business Studies	Music 2	Japanese Continuers	PDHPE – Human Movement Science	Food Technology	
Studies in Catholic Thought 2U	English Extension 1	Numeracy	Investigating Science	Economics	Photography, Video & Digital Imaging		Sport, Lifestyle & Recreation	Industrial Technology: Timber	
			Physics	Geography	Visual Arts			Industrial Technology: Graphics	
				Legal Studies				Industrial Technology: Multimedia	
				Modern History				Software Engineering	
				Society & Culture				Textiles & Design	
								Marine Studies	
<b>COMPULSORY COURSES</b>									



## Unique Student Identifier (USI) - Years 11 - 12



Australian Government

- Unique Student Identifier (USI) is a reference number made up of numbers and letters.
- Creating a USI is free.
- It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.
- **ALL** Years 11 – 12 students are to present a USI reference number as part of the enrolment process and will be required to enter this on the Student Acknowledgement Forms online submission.
- All students applying for a university degree, must have a USI.

### Steps to create your USI

1. Before you start you must have a form of identification such as:
  - Australian Passport
  - Non-Australian Passport (with Australian Visa)
  - Australian Birth Certificate
  - Australian Driver's Licence
  - Medicare Card
  - Certificate of Registration by Descent
  - Centrelink Concession Cards
  - Citizenship Certificate
  - ImmiCard
2. LOG onto [www.usi.gov.au](http://www.usi.gov.au)
3. Click on 'Create a Student USI'
4. Follow the prompts to complete USI

### Disability Provision

Any student considering applying for these provisions should discuss their eligibility with Mr Stephens, Learning Support Coordinator. The closing date for applications is the last day of Term 1. Please note that SMCC does not make decisions about applications. The NSW Government Education Standards Authority (NESA) make determinations based on evidence supplied in applications.

## **Student/Parent Acknowledgement Agreements and Information**

During the Enrolment Interview, parents/carers will be requested to sign the Student/Parent Acknowledgement of Enrolment (2025) Agreements and Information sheet to confirm their understanding, agreement and authorisation.

- Religious Education Agreement
- Statement of Understanding
- Cybersafety Agreement
- Personal Technology Device – Acceptable Use Policy
- Parent Declaration for Social Media Involvement
- Permission Slip for Off-site Activities
- Personal Protective Equipment

## Religious Education Agreement – Years 7 to 12

Religious Education is the foundation of our existence as a College. Academic studies in Religion comprise a compulsory and core aspect of the curriculum. These courses are designed to engage students in a deeper understanding of the role of religion in our society.

Further to these studies, our College is also committed to the moral, spiritual and faith development of our students. This is achieved by involving students in social justice activities, Catholic liturgy and by maintaining an atmosphere of respect based on the model of Jesus Christ.

With Christ as our light and guide, we live the values of the Gospel and encourage our students to become active, engaged members of the Catholic community. Our prayer, liturgy, formation camps, retreat, and social justice programs are all essential elements of our life at the College and the development of our students.

All students are expected to engage in this study of Religious Education and participate in our liturgical programs as members of our College community.

**It is mandatory for students at St Mary's Catholic College  
to participate in the Year 12 Retreat**

### Attendance is Compulsory



Parent Declaration

*By completing the Student/Parent Acknowledgement Agreements and Information sheet (to be signed at interview), you have confirmed you have read and agreed to the St Mary's Religious Education Agreement.*

## Statement of Understanding – Years 7 to 12

Students will accept the offer of enrolment at St Mary's Catholic College and give an undertaking to abide by the following conditions.

1. I recognise and accept the aims of the College as a Catholic school and will support its religious practices and programs. I will attend and participate fully in all RE classes and College liturgies.
2. I understand that my attendance and participation at Year 12 retreat is mandatory. Only the principal can provide an exemption from this activity.
3. I will accept the rules and discipline and will abide by the directions given for the good management of the College. In particular I agree that I shall:
  - Respect the rights of all people in the College community and their property.
  - Be polite and courteous at all times.
  - Be punctual to all my commitments.
  - Wear my designated College uniform correctly at all times.
  - Be well groomed.
  - Remain on the College premises unless I have approved leave.
  - Strive to behave in a manner that will be a credit to myself and the College in any activity, attending excursions, and especially when travelling to and from the College.
4. Realising that the six years of secondary education will require my best efforts, I will accept the conditions of study, which include attendance at all classes, and the work involved in such studies, as prescribed by the College and the NSW Education Standards Authority (NESA). I understand that academic commitments normally take precedence over casual employment and external sporting involvement.
5. Realising the harmful nature of vaping and tobacco products, alcohol and illegal drugs, I agree to abide by the regulations which forbid their use and / or possession:
  - On my way to and from the College
  - At the College
  - On excursions, retreats, socials or any College associated activity
6. I will use social media in a positive way.
7. I will take an active part in College activities and will try to foster a sense of community spirit in the College.
8. I will not advertise or organise any activity which contradicts the values that the College upholds, and I will not use the College's name in association with any social function without the approval of the principal.

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Parent Declaration

***By completing the Student/Parent Acknowledgement Agreements and Information sheet (to be signed at interview), you have agreed to this Statement of Understanding***

# Cybersafety User Agreement for Secondary Students – Years 7 to 12



\_ This document contains this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Secondary Students

Section C: Cybersafety Use Agreement Form.

- 
1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
  2. Discuss the cybersafety rules with your child.
  3. Sign the user agreement form (Section C) and return that page to the school office.
  4. Please keep Sections A and B for future reference.

## ***Important terms used in this document:***

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, ICT device as they come into use*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.*

\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

## Section A: Introduction

The school's computer network, Internet access facilities, computers and other school ICT equipment bring great benefits to the teaching and learning programs and to the effective operation of the school. The use of the school's ICT equipment is for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on or off the school site. Parents need to note that while our school has rigorous cybersafety practices in place, it is not possible to completely eliminate the risk of exposure to inappropriate online content.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

You should be aware that general internet browsing by your child from home or other locations other than school are not monitored or filtered by the school.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

All students will be issued with a user agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

## Section B: Cybersafety Rules for Secondary Students

1. I cannot use school ICT equipment until my parent(s) and I have signed my Cybersafety User Agreement form and the completed form has been submitted to school.
2. I will log on to school ICT with the username the school has issued me with. I will not allow anyone else to use my username. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use ICT including social media (e.g. Facebook, Twitter etc.) to upset, offend, harass, bully or threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
  - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material.
  - b. Download, save or distribute such material by copying, storing, printing or showing it to other people.
  - c. Make any attempt to bypass security, monitoring and filtering that is in place at school. This includes but is not limited to the use of Internet proxy anonymisers.
8. If I accidentally access inappropriate material, I will:
  - a. Not show others
  - b. Turn off the screen or minimise the window and
  - c. Report the incident to a teacher immediately

9. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with the Copyright Act 2006. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I understand that these rules apply to any privately owned ICT equipment (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment must be appropriate to the school environment. I also understand that the school can view the contents stored on these devices when brought to school or a school activity.
11. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
12. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
13. I will respect all ICT systems in use at school and treat all ICT equipment with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to gain unauthorised access to any system
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
14. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

### **Section C: Secondary School Cybersafety User Agreement**

Schools and the CSO will be doing their best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment and devices at school, or at school-related activities. Working progressively with students and their families, teachers will encourage and develop an understanding of the importance of cybersafety.

This includes providing children with strategies to keep themselves safe in cyberspace and attending to enquiries from parents or students about cybersafety issues.

We will respond to any breaches in an appropriate manner as per the CSO Workplace Internet, Email and Network Usage Policy document.

To the student/parent/caregiver/legal guardian, please:

1. Read this page carefully to ensure that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the school office
4. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

Student responsibilities include:

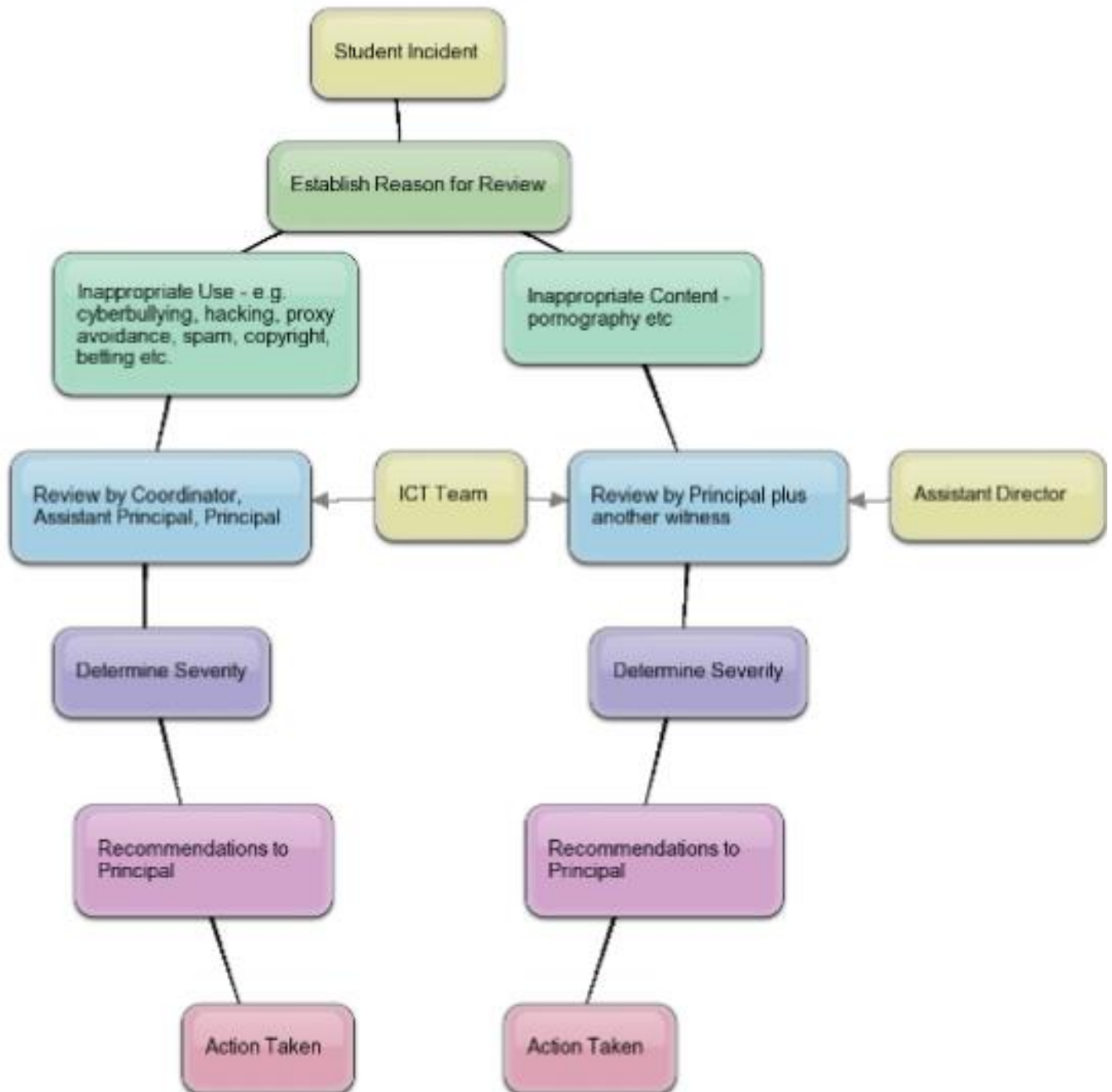
- Reading this cybersafety use agreement carefully and discussing the agreement with my parents.
  - Following the cybersafety rules and instructions whenever I use the school's ICT
  - Following the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location
  - Avoiding any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
  - Taking proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may be responsible for the cost of repairs or replacement
  - Keep this document somewhere safe so I can refer to it in the future
  - Asking the school's staff if I am not sure about anything to do with this agreement.
- 

Parent Declaration

***By completing the Student/Parent Acknowledgement Agreements and Information sheet (to be signed at interview), you have agreed to the Catholic Schools Secondary School Cybersafety User Agreement.***



## Student Incident Report Flowchart Workplace Internet, Email and Network usage



## Personal Technology Device (PTD) – Acceptable Use Policy

APPLICABLE TO	All Students and Parents of St Mary’s Catholic College
DOCUMENT OWNER	St Mary’s Catholic College Leadership Team – AP Wellbeing & Engagement
APPROVAL DATE	18 December 2023
APPROVED BY	St Mary’s Catholic College Leadership Team
LAST REVIEW DATE/S	January 2016
NEXT REVIEW DATE	1 December 2024
RELATED DOCUMENTS	Anti-Bullying Policy for Students Policy 2019 Suspension, Expulsion and Exclusion Procedures 2019 Complaints Resolution Diocesan Procedure 2022 Student Wellbeing and Pastoral Care Policy 2022 Students Wellbeing and Pastoral Care Framework 2022 Cyber Safety Agreement

### Rationale

The St Mary’s Catholic College community is guided by the mantra of learning, safety, and respect. This policy is in support of St Mary’s as a safe and respectful learning community and in response to growing evidence of the negative effects of excessive mobile phone use on young people. We wish to nurture healthy social connections between all students in our care and encourage each to develop a positive and balanced relationship with evolving technology. In this policy, a Personal Technology Device (PTD) will be defined as both a mobile phone, smartwatch, and earphones/pods used for voice, video, photo or text messages as well as music, gaming, social media, and other applications.

### Aim

- To optimise student learning experiences in class.
- To provide opportunities for students to experience and develop quality interpersonal relationship skills.
- To address the concerns that students are developing unhealthy habits in regard to the use of personal technology devices and related applications.
- To develop an awareness in all students that respect for others in their learning environment is paramount.
- To encourage responsible use of personal technology devices.
- To avoid classroom interruptions and behavioural issues that are caused by personal technology devices.
- To provide consistency in policy and procedure across the College that is clearly understood, agreed upon and followed by staff, students and parents.

### Rights and Responsibilities

Students and parents are to adhere to the following expectations about and around the use of personal technology devices (PTD).

### Students

- 2.1 Students have the right to own and carry PTD to the College.
- 2.2 Upon arrival to the College to 3.08 pm including roll call, lesson periods, meal breaks, transition between classes, assemblies, liturgies, sporting activities, study periods, and bathroom breaks; PTD are not to be used and should be switched off and securely placed in the student’s bag.
- 2.3 Students have sole responsibility for the safe storage of PTDs brought onto College grounds.
- 2.4 Students are expected to check class schedules and notices via Compass on their laptops before the commencement of period 1 each day.
- 2.5 If a student is sick, injured, or distressed they must notify a teacher, who will take the necessary care of the student. The student will be escorted to Student Services where contact will be made with the parent or carer.
- 2.6 Students needing to contact parents/carers should do so via Student Services.
- 2.7 If a student is found accessing a PTD during the school day they will comply with staff direction to log the PTD at Student Services for the remainder of the day.

## **Parents / Carers**

- 3.1 Parents/carers are asked to support the College in its attempt to provide classroom environments conducive to maximum learning opportunities.
- 3.2 Parents/carers are advised to contact Student Services if communication with their child is required during the school day.
- 3.3 If parents/carers need to collect their child/children at any time during the school day, they are asked to make contact via Student Services.
- 3.4 Parents/carers are asked to provide a method of payment for their children other than PTD for canteen and Café purchases.
- 3.5 Parents/carers are asked to support the College policy and collect PTDs from Student Services if repeated [3] confiscations occur.

## **Procedure**

- 4.1 Students will place their PTD in their bags for the duration of the school day [Arrival - 3:08 pm] including SPORT and all offsite school activities.
- 4.2 Students observed accessing their PTD during the school day will be directed by staff to hand their device in at Student Services for the remainder of the school day. Students can sign out and collect their property at the conclusion of the school day.
- 4.3 A confiscation register will be kept with Student Services. Repeat confiscations [3] within an academic year will require a parent/carer to collect the device from Student Services.
- 4.4 Repeated [2] parent/carer collection will result in a student, parent/carer, LoWE conference.
- 4.5 The College accepts no responsibility for lost, stolen, or damaged personal technology devices brought onto College grounds.

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Parent Declaration

***By completing the Student/Parent Acknowledgement Agreements and Information sheet (to be signed at interview), you have agreed to the St Mary's Personal Technology Device Acceptable Use policy***

## Parent Declaration for Social Media Involvement - Years 7 to 12

Our school social media pages are available to all, providing families with the latest information regarding happenings at our school. The pages allow the school to give quick reminders of events and update any last-minute changes when a note to the whole school is not possible. The school can also share some of the achievements or highlights of school events.

It is important to note that this will not replace any of the school's existing forms of communication so there is no disadvantage in not having access to online social media pages. It will just be another means of communication for anyone who is interested.

In line with the CSO's Social Media Acceptable Community Use and Content Policy parents are asked to follow these important guidelines when using the school's official social media pages.

Please read these carefully.

- The school's social media pages are designed to give up-to-date information to members of the school community. It is not a space to vent frustrations or name and shame anyone in our community. Parents wishing to make a complaint should refer to the CSO's Complaints and Grievances Resolution Policy (2013) and the accompanying support documents.
- Parents are asked not to share information, photos, videos, etc. of any individual other than themselves without clearly expressed permission prior to publication.

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Parent Declaration

***By completing the Student/Parent Acknowledgement Agreements and Information sheet (to be signed at interview), you have agreed to the Catholic Schools Parent Declaration for Social Media Involvement***

## Permission for Off Site Activities - Years 7 to 12

In order to provide our students with increased teaching and learning opportunities it is essential that permission be granted for each student to leave the College campus to conduct such activities at surrounding facilities within the local area and surrounding suburbs.

In the event that an activity is held 'off site' it would be beneficial that students receive annual permission to travel to and from venues situated within a 5km radius of the College. Such permission would allow students to make their way to and from the venue safely and respectfully. Information regarding such activities will still be made available via Compass.

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Parent Declaration

***By completing the Student/Parent Acknowledgement Agreements and Information sheet (to be signed at interview), you have agreed to grant permission for your child to attend off-site facilities.***

## Personal Protective Equipment - WHS Requirements in Technology Classes – Years 7 to 12

To ensure all students meet Work, Health and Safety requirements in Technology lessons at St Mary's Catholic College, students are required to comply with the current Work Health and Safety guidelines. Please ensure that your child meets all the necessary requirements as explained in detail below.

**Hair:** All students are to have their hair fully contained during all practical lessons. If hair exceeds collar length or a long fringe, students do have several options:

- Wear hair in a bun or tied back
- Wear a hair net, bandana, or disposable cap



Option 1



Option 2



Option 3



Option 4

**Shoes:** Students must have fully enclosed solid leather shoes with a leather tongue, as per the College uniform policy. If students have PDHPE that day, students have the option of changing their sport shoes into the correct footwear prior to class. Shoes are not to have air holes and are NOT to be swapped with another student.

If a student is unable to wear correct footwear they will be excluded from the practical class for the duration of the lesson and given an alternate activity which reinforces their understanding of the requirements of the WH&S Act. If a student is unable to meet the footwear requirement on three occasions, a warning letter will be sent home.

Correct footwear for use with main school uniform – shoes must be black polishable leather. The leather must cover the whole upper foot for safety. Suede shoes, boots, joggers, and sneakers are not permitted. See example photographs following of appropriate shoes:



**Safety Glasses:** Students must always wear Safety glasses in the practical workshop. Students have paid for one pair of safety glasses in school fees and will therefore be supplied with them during lessons.



### VET Hospitality

As a requirement of Work Health and Safety, students of Hospitality are required to wear a full chef's uniform with their covered, black leather school shoes for practical classes and in some cases, for Work Placement.

B & B Total Supplies have arranged a compliant uniform package for all students at St Mary's. The students will be fitted for correct sizing of the uniform and will be delivered to the college in time for commencement of practical lessons. The cost of this uniform (approx. \$90) will be added onto school fees.

### Allergies, Intolerances and Food Sensitivities

Parents of students who commence a Food Technology Course will be requested to provide up to date information regarding food allergies, intolerances and/or food sensitivities. Correspondence will be sent home with your child, please complete and have your child return to their teacher, when requested.

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Parent Declaration

***By completing the Student/Parent Acknowledgement Agreements and Information sheet (to be signed at interview), you have agreed to the St Mary's Parent Declaration for WHS Requirements in Technology Lessons.***





**ST MARY'S**  
**CATHOLIC COLLEGE**  
GATESHEAD

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