2024 Student & Families
HANDBOOK

St PATRICK'S
Technical College

"WE ARE UNIQUE

YR 10-12
EDUCATION
TRAINING
APPRENTICESHIP
PATHWAYS "

St Patrick's Technical College
KEY CONTACT INFORMATION

ADMINISTRATION

2–6 Hooke Road Edinburgh North SA 5113

T 8209 3700

ADMINISTRATION OFFICE HOURS

Monday to Friday

8.15am - 4.15pm

EMAIL ADDRESS

info@stpatstech.sa.edu.au

WEBSITE ADDRESS

www.stpatstech.sa.edu.au

FACEBOOK

facebook.com/stpatstech

KEY STAFF MEMBERS

Danny Deptula, Principal

Chris Martin, Assistant Principal

Lina Russo, Director of Teaching & Learning

Adrian Ranieri, Director of Students

Sarah Sterai, General Manager Finance & Operations

Anthony Marzullo, General Manager Business Development

Jayne Shortt, Apprenticeship & Pathways Mentor

Jacqui Asser, Year 12 Student Manager

Troy Kingham, Year 11 Student Manager

Genevieve Turnbull, Year 10 Student Manager

Emma Flatman, Social Worker

Carol Lee, Principal's Assistant & Registrar

UNIFORM SUPPLIER

Totally Workwear Salisbury

166 Park Terrace, Salisbury 5109

Ph: 08 8283 2766 / Fax 08 8283 2799

E: shop@twwsalisbury.com

Opening Hours: Monday to Friday 9am - 5pm / Saturday 9am - 12pm

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About
St Patrick's Technical College

Catholic Ethos

St Patrick's Technical College is a Catholic College functioning within a whole system of Catholic schools operating across South Australia.

As a Catholic Vocational College caring for young adults, we live our story by;

- Welcoming all to our learning community
- Offering hope and a sense of purpose to all
- Valuing and serving others
- Respecting ourselves and our environments
- Developing and celebrating each person's unique gifts.

At St Patrick's Technical College, we believe all students are capable learners. Our staff share a strong commitment to caring for and supporting every student's wellbeing and achievement, through the unique pastoral care and mentoring offered by the College.

Our aim is to develop the whole person, laying strong foundations so students graduate as well-educated young people, prepared for the world of work, with an entrenched work ethic and strong values.

Vision

St Patrick's Technical College provides the highest quality vocational and technical education and training, and contributes to the social, economic and environmental wellbeing of the young people and the community in the northern region of metropolitan Adelaide.

Mission

St Patrick's Technical College ensures, within a flexible learning environment, the provision of skills training, education and mentoring for its students that will help them find and achieve their potential in a career which suits them and contributes to addressing skills shortages in the Northern Adelaide region.

Through a diverse, flexible and futures-oriented response to learning, further education and training the College provides a foundation for student's intellectual, physical, social, moral, spiritual and aesthetic development.

The College encourages students to achieve their full potential in their selected trade, in an industry experiencing skill shortages, while undertaking academic studies leading to the successful completion of SACE while keeping open the options for further study including university entry. By fostering the pursuit of excellence, the College equips students for their transition to lifelong and life wide education and training.

St Patrick's Technical College

St Patrick's Technical College is a purpose built, trade training school offering a specialist trade focused SACE program and award-winning apprenticeship training. The College specialises in developing individual programs for students who wish to complete their SACE in conjunction with a School Based Apprenticeship & Traineeship (SBAT).

St Patrick's Technical College began operations in 2007 as the Australian Technical College – Northern Adelaide, an initiative of the Australian Government in partnership with the Catholic Archdiocese of Adelaide and the Northern Adelaide Industry Consortium. In July 2009, the College governance and ownership passed to the South Australian Commission for Catholic Schools on behalf of the Archdiocese of Adelaide, and the College began a new journey as St Patrick's Technical College within Catholic Education South Australia.

The teaching and learning programs at St Patrick's Technical College have been developed specifically to support the trades in which the College delivers pre-vocational training. Core subjects including Mathematics, English and Science are each taught in a context that makes them relevant to a trade-focused career pathway. These programs have been developed with significant input from industry.

St Patrick's Technical College aims to create a real workplace experience for students. From the fully equipped commercial kitchen, specialist workshops and live building sites, to the six to seven weeks of work experience that forms a key component of the teaching and learning programs, the College places a strong emphasis on the transition from school to work and allowing students to go out and explore their passions. The College embeds the subject of Workplace Practices across all courses assisting students in developing interview skills, resume writing and goal setting.

The College boasts a number of staff that hold trade qualifications and have extensive experience in industry. In addition, there is a strong emphasis on pastoral care, with staff participating in formal mentoring aimed at assisting future young apprentices.

Apprenticeships and Industry Partnerships

St Patrick's Technical College works in collaboration with an extensive network of industry associations, employers, training providers and group training organisations to present opportunities for students to start their trade careers through a SBAT. It is important to note that SBATs at St Patrick's Technical College are unique. Due to the flexible approach the College takes to timetabling, St Patrick's Technical College SBATs can maximise their time engaged in paid employment and training with an employer. This enables them to complete up to their second year of their trade qualification while completing the requirements of their Senior Secondary Education.

Whilst the College cannot guarantee a student an apprenticeship, two out of every three students who have attended St Patrick's Technical College since 2007 have gained an apprenticeship.

Personalised Learning and Case Management

Innovative and flexible methods of delivery enable students to meet their individual SACE requirements and to successfully engage in a SBAT. Students engage in individual learning programs, tailored with the support of College staff, that meet their aspirations, vocational goals and industry's needs. The College provides students with the support structures they require for success in their SACE as well as in their Vocational Education & Training (VET) and their SBAT.

The College offers training in identified areas of skill shortages. Specialist VET is offered through a contractual arrangement with partnerships with the following Registered Training Organisations (RTOs); Adelaide Institute of Hospitality (AIOH); Adelaide Training and Employment Centre (ATEC); Motor Trade Association Training & Employment (MTA); PEER Education Employment & Training (PEER) and TAFE SA. Students' learning programs are customised to maximise options for completion of the SACE, VET competencies, as well as recognition of prior learning and self-directed community learning.

Successful students graduate with their SACE and with the opportunity to complete a Certificate II or III qualification.

TERM DATES^

CAMPUS BASED STUDENTS			
TERM	**START**	**END**	**WEEKS**
Term 1 - NEW Students: Yr 10, Yr 11 & Yr 12	Tuesday 30 January	Friday 12 April	11 weeks
Term 1 - RETURNING Students: Yr 11	Wednesday 31 January	Friday 12 April	11 weeks
Term 1 - RETURNING Students: Yr 12	Monday 5 February	Friday 12 April	10 weeks
Term 2 - Yr 10, Yr 11 & Yr 12 Students	Monday 29 April	Friday 5 July	10 weeks
Term 3 - Yr 10, Yr 11 & Yr 12 Students	Monday 22 July	Friday 27 September	10 weeks
Term 4 - Yr 12 Students	Monday 14 October	Friday 25 October*	2 weeks
Term 4 - Yr 10 & Yr 11 Students	Monday 14 October	Classes conclude on Thursday 14 November* Block 7 WEX compulsory (see page 10)	
*Term 4 finish dates are subject to teacher or trainer verification that all student work is completed to the required standard.			

FULL TIME YEAR 12 SBAT STUDENTS			
TERM	**START**	**END**	**WEEKS**
Term 1 - Full time Yr 12 SBAT Students (#1)	Monday 4 March	Friday 8 March	1 week
Term 1 - Full time Yr 12 SBAT Students (#2)	Monday 8 April	Friday 12 April	1 week
Term 2 - Full time Yr 12 SBAT Students (#3)	Monday 27 May	Friday 31 May	1 week
Term 2 - Full time Yr 12 SBAT Students (#4)	Monday 1 July	Friday 5 July	1 week
Term 3 - Full time Yr 12 SBAT Students (#5)	Monday 19 August	Friday 23 August	1 week
Term 3 - Full time Yr 12 SBAT Students (#6)	Monday 23 September	Friday 27 September	1 week

^Term dates are subject to change - families will be notified accordingly

Attendance, Absences and Daily Timetable

ATTENDANCE

At St Patrick's Technical College, as per a workplace, we expect high standards of punctuality and attendance. We believe these are paramount to students successfully completing their education and training.

Each morning in Pastoral Care (PC), the PC Mentor will check the roll, direct students to important notices, check in on their wellbeing and support students with their Work Experience organisation. On days students are engaged in Home Study, in class during Period 0, attending classes off campus with their RTO or participating in Work Experience, they will not be required to attend PC.

Students are not permitted to leave the College grounds during College hours without prior permission from their parents or carers. If required to leave early, students must sign out at Student Services just prior to departure. If subsequently returning to the College, students must sign back in at Student Services on arrival.

ATTENDANCE HOURS

- Normal College hours are 8:35am to 3:00pm
- PC begins at 8:40am
- As per a workplace, work hours can change based on the employer's requirements. Hence, students may be required to attend tutorial sessions, period 0 and/ or 7 'overtime' sessions if advised by their teachers or RTO trainer. Appropriate notification will be given to students and families of overtime sessions
- Students arriving after 9:00am must report to Student Services to sign in

ABSENCES

Parents or carers must notify the College of student absences by phone call or email as soon as practical. If the day of absence is a VET training day, along with notifying the College, students must also notify their RTO trainer by email. If calling the College prior to 8:15am, please leave a message on the College's voice mail (8209 3700). The College will send a text message to families notifying them of any unexplained student absence or lateness.

DAILY TIMETABLE

TIME	PERIOD
8:00am - 8:40am	0 (if required)
8:35am	Arrival
8:40am - 9:00am	Pastoral Care
9:00am - 9:50am	1
9:50am - 10:40am	2
10:40am - 11.00am	Recess
11:00am - 11:50am	3
11:50am - 12:40pm	4
12:40pm - 1:20pm	Lunch
1:20pm - 2:10pm	5
2:10pm - 3:00pm	6
3:00pm	Dismissal
3:00pm - 3.30pm	Tutorial Time
3:00pm - 3.50pm	7 (if required)
After School Learning Support Tutorials available (see page 10)	

General Information, Expectations and Guidelines

FRONT OFFICE HOURS

Normal office hours are 8:15am to 4:15pm, Monday to Friday.

The College will close for the 2023 Christmas season at 3pm Friday 22 December and re-open on Monday 15 January 2024. Other closure dates & times at the beginning of the year and during the year will be communicated to families.

COMMUNICATION

Email is the College's primary form of communication with families. For more urgent matters, SMS will be used.

SEQTA is the College's learning management system allowing families to be an active participant in their child's learning. SEQTA will provide you information on:

- Student timetables
- Subject information
- Assessment tasks and results
- Jobs board
- Other important information

Instructions on access and use of SEQTA will be forwarded to new parents or carers and students early in the new year. The parent portal, SEQTA Engage, and the student portal, SEQTA Learn, can be accessed at any time using a computer, tablet or smart phone.

The first point of communication for families should be with;

- PC Mentor - for wellbeing and work experience matters
- Subject Teacher - for subject related matters
- Apprenticeships and Pathways Mentor - for VET and employment matters

Students undertaking VET trade courses should communicate directly with their RTO Trainer via email for VET related matters.

KEY COLLEGE DATES

Key College dates and events are published on the College website. The College's official Facebook page provides regular updates and announcements regarding key events for the College year. Visit us at facebook.com/stpatstech.

If you have any queries regarding key dates, please call Reception staff for assistance.

COLLEGE PHOTOGRAPHS

Photographs (including for student ID cards) will be taken during the first half of Term 1. Families will be notified of the exact dates and uniform requirements. Photo package information and costs will be distributed accordingly.

All students are required to have their photograph taken, however, purchase of the photographs is optional.

STUDENT ID CARDS

Once a student has been issued with their student ID card it is important they have their card with them at all times. They will need to present their student ID card to Student Services whenever they need to borrow a laptop or other resources. For public transport concessions, please note that student ID cards issued in the previous year are valid until the end of February of the new year and should be retained until the new student ID card has been issued.

GRADUATION & AWARDS DINNER

Graduating students and families will receive an invitation to attend the St Patrick's Technical College Graduation & Awards Dinner which is usually held in mid-November each year.

LOCKERS

All students, with the exception of Year 12 Full Time SBATs, will be allocated a locker. Students must have a lock. To ensure the lock fits College lockers, a recommended combination lock is available for purchase from the front office. Alternatively, families may choose to supply a padlock or other lock that fits the allocated locker.

Students are to keep their lockers locked at all times and avoid bringing valuables to the College.

Students must not interfere with others' locks or lockers.

Bags are to be kept in lockers throughout the day and not taken into learning spaces, left outside lockers or learning spaces, or carried during the day.

FOOD & DRINK FACILITIES

A mobile food van visits the College daily at recess and lunch breaks. By special arrangement, the food van offers the College community half price sandwiches, rolls and wraps at lunchtime. Students also have access to a vending machine at break times.

Students are encouraged to bring their own recess and lunch to the College. Microwave ovens, sandwich presses, filtered water and kettles are provided for student use in the student lunchroom.

Students are not permitted to leave the College grounds for recess or lunch or utilise food delivery services to obtain food during the day.

EFTPOS and Credit Card facilities are available at the food van and vending machine, however, students should note that in line with our mobile phone procedure, mobile phones cannot be used for tap and go purposes.

BRING YOUR OWN DEVICE (BYOD)

BYOD is a program where students bring a personal laptop, notebook or tablet to the College to use as their primary technological device.

In line with industry and contemporary teaching and learning practices, the College requires all students to have access to a device to use throughout the day. For this reason, the device needs to be brought to the College fully charged and with a battery life of at least 5 hours. If the device needs to be recharged during the day, a tagged and tested charger and cable must be used. Testing and tagging of students' chargers and cables is a service offered at no cost to all students early in Term 1 of each year.

The College connects compatible devices to a filtered Internet service during normal operational hours. The College's Microsoft Office 365 license extends to all students, offering free use of the full suite of MS Office applications at no cost.

OPTIONS

For families contemplating purchasing a device, there is a link on our website (www.stpatstech.sa.edu.au) where families can purchase a laptop that meets the minimum BYOD specifications and carries a 3-year warranty.

Alternatively, local retailers such as Harvey Norman, Officeworks, JB Hi-Fi and the Apple Store Adelaide are examples of retail outlets whose staff are experienced with assisting families to choose a BYOD option that best meets the needs of students.

MINIMUM REQUIREMENTS FOR YOUR EXISTING OR NEW DEVICE

The College does not prescribe a particular device, however, we recommend the following minimum technical specifications:

- 2.5GHz or faster x64-bit processor (CPU)
- 128GB SSD drive and 8GB RAM
- Dual band Wi-Fi (2.4Ghz/5Ghz)
- 6.5 hours actual battery life (if using an existing device, test the battery life by using word processing and web browsing to determine how long it lasts)
- 11.6" screen
- Keyboard and mouse
- Windows 10, 11 or Mac OSX

THE HUB & STUDENT SERVICES

The Hub and Student Services are open from 8:15am–3:30pm and during recess and lunch breaks.

All payments must be made at Reception. Teaching staff cannot collect money from students.

BORROWING RESOURCES

Students may borrow laptops, books, magazines and other multimedia equipment from Student Services. A student ID card is required.

All borrowed items must be returned to Student Services. Lost, damaged or unreturned items will attract replacement charges.

If a staff member is not present at Student Services to return equipment, students are asked to report to Reception. Students must not leave any items on the counter in Student Services. In the unlikely event another person takes the item, the borrowing student will still be responsible for the replacement of the item.

PHOTOCOPYING & PRINT

Students have an allowance for printing that should last the whole year for the purposes of school work.

Students are required to pay for photocopying once their allowance has been exhausted. Students can purchase extra credit at Reception using cash or EFTPOS.

The default printer is located in The Hub. It is both a black & white and colour printer, which can print A4 and A3 sizes. This printer also acts as a colour scanner. See Student Services staff for help with scanning.

Charges are set out below:

Page Size	Black & White Cost Per Copy	Colour Cost Per Copy
A4	10c	50c
A3	20c	$1.00

SICK ROOM & FIRST AID

Students feeling unwell or injured are to report to the First Aid Officer at Reception after consultation with their teacher, where possible. We take all student concerns seriously and students will be monitored over a short period of time, where considered applicable.

If a student needs to go home, the First Aid Officer will contact a parent or carer in the first instance and ask them to collect the student. It is important students do not contact parents or carers directly. The First Aid Officer will contact parents or carers for a discussion or to arrange for the student to be collected. It is a legal requirement we follow this process to ensure the safety of your child and all students at the College.

If a student needs to attend a pre-arranged medical appointment, we ask that a note from a parent or carer be shown to the PC Mentor on arrival and to Student Services prior to signing out and departing.

WORK EXPERIENCE & PLACEMENT (WEX)

WEX is a compulsory part of the St Patrick's Technical College Work Ready Skills program for all campus-based students. WEX is not applicable for part-time or full-time School Based Apprentices and Trainees (SBATs) as they are already in paid employment.

It provides the opportunity for students to;

- Explore and experience an area of interest or their trade choice
- Learn, grow and develop real workplace skills
- Acquire important industry connections
- Gain valuable feedback from employers about their general employability skills such as attitude, work ethic, initiative, WHS, punctuality, presentation, problem solving abilities, communication and teamwork skills.

WEX helps students to learn in a workplace without the direct supervision of a teacher. Students get the opportunities to observe a variety of work as well as undertake supervised work appropriate to their age, maturity, competence and skill level.

A significant number of students are offered apprenticeships by employers following a successful WEX block.

As per the table below, Year 10 and Year 11 campus-based students must complete seven compulsory WEX blocks per year, and Year 12 students six compulsory WEX blocks scheduled during term time.

		YR 10	YR 11	YR 12
Block 1	Mon 4/3 to Fri 8/3	WEX	WEX	WEX
Block 2	Mon 8/4 to Fri 12/4	WEX	WEX	WEX
Block 3	Mon 27/5 to Fri 31/5	WEX	WEX	WEX
Block 4	Mon 1/7 to Fri 5/7	WEX	WEX	WEX
Block 5	Mon 19/8 to Fri 23/8	WEX	WEX	WEX
Block 6	Mon 23/9 to Fri 27/9	WEX	WEX	WEX
Block 7	Mon 18/11 to Fri 22/11	WEX	WEX	--
OR	Mon 25/11 to Fri 29/11	WEX	WEX	--

All Year 11 & Year 12 students undertaking VET trade courses with a RTO are expected to attend their usual trade training day during WEX blocks. Hence, WEX blocks will only be 4-days per week for Year 11 & Year 12 VET trade course students. For RTOs to finish VET courses in one year, some trade areas will also require Year 11 & Year 12 VET trade course students to undertake week-long VET trade course blocks during the year. These week-long blocks will be scheduled during WEX blocks or school holiday periods.

If having trouble securing WEX in scheduled blocks, students are expected to use their school holiday breaks as alternative or extra WEX opportunities. Students experiencing difficulty identifying a suitable employer for WEX, or requiring further information regarding WEX, should contact their PC Mentor, in the first instance, or the Apprenticeships and Pathways Mentor.

Advanced planning for WEX is strongly recommended. This planning could include:

- Being proactive in approaching employers for WEX opportunities and then follow-up phone calls, emails, etc.
- Ensuring the St Patrick's Technical College Workplace Learning Agreement is fully completed including all relevant signatures (employer, parent or carer and student). This document is available for download from SEQTA and the College website.

Students are encouraged to seek WEX with employers who are known to support SBATs and/or are in need of apprentices.

Students should always be on the lookout for apprenticeship opportunities in their area of interest by checking advertisements posted on SEQTA or sent to their College email.

AFTER SCHOOL LEARNING SUPPORT TUTORIAL TIME

After School Learning Support (ASLS) Tutorial Time occurs Monday to Thursday in the Hub. Students will be required to attend based on a teacher's recommendation. Teachers will communicate with families if ASLS Tutorial Time is required. ASLS Tutorial Time is provided to assist students to meet due dates for assessment tasks.

COLLEGE REPORTS

The College provides continuous reporting on student progress through the SEQTA learning management system. Student reports will be available through SEQTA Engage and SEQTA Learn. Year 10 and 11 students receive a College report for each semester. Year 12 campus-based and SBAT students receive a report at the end of Semester 1.

VET reports will be supplied by the RTO at various times throughout the year.

STUDENT PROGRESS INTERVIEWS

Student Progress Interviews are opportunities for teachers, students and families to meet to discuss individual student progress. Interviews usually take place mid Term 2 and 3.

STUDENT WELLBEING

Pastoral Care Mentors play an integral role in the success of every student at St Patrick's Technical College and should be the first point of contact for parents or carers regarding any student wellbeing issues. The Pastoral Care Mentor will help liaise with teachers if the need arises.

In addition, student wellbeing matters are addressed by the Student Wellbeing Team. The Student Wellbeing Team consists of the Social Worker, the year level Student Managers, the Director of Students and the Assistant Principal. They work together to provide additional wellbeing support.

All staff also provide students with individual support and guidance.

TRANSPORT

PUBLIC TRANSPORT

For students using public transport we recommend use of the Adelaide Metro – Plan My Journey website. This will help students plan their travel arrangements getting to and from the College.

You can access this website at www.adelaidemetro.com.au/plan-a-trip/plan-my-journey

STUDENT DRIVERS

The College is committed to ensuring accountability of students to their parents or carers, as well as the College, by fostering a safe and responsible environment for students. To appropriately licenced students, the College extends the privilege of driving to and from the College and using the College's student parking facilities.

Permission to drive to and from the College and use the student parking facilities requires student drivers to be registered with the College. Student drivers, a parent or carer of the driver and, if relevant, a parent or carer of any passenger, must sign an 'Application to Drive a Vehicle to School' form. The 'Application to Drive a Vehicle to School' form can be obtained from Student Services.

Licencing and associated student mobility must be taken seriously, and permission will only be granted by the College following a signed agreement with the parents or carers and student. Student mobility is often a factor helping to determine employability. The loss of a licence can often lead to the termination or suspension of an apprenticeship.

The details, including make, model and registration, of all vehicles driven by students must be recorded with the College. This includes multiple entries for those who have access to more than one vehicle to drive to and from the College.

Students are not permitted to carry other students as passengers (except siblings) to and from the College without the written permission of their parents or carers and the parents or carers of the passenger. Student passengers must be listed, along with consent, on the 'Application to Drive a Vehicle to School' form of the driver. There are specific passenger limit laws that apply to P1 Provisional Licence holders which must be obeyed.

Students are required to abide by all road rules and drive in a safe and responsible manner. Students may only park in the designated student parking areas. They must always follow College stipulated rules, signage directions and instructions given by staff. Students may be denied permission to use the College's parking facilities due to traffic breaches.

Students who must leave the College grounds for any reason during the day must have permission from their parents or carers. This must be communicated to Student Services staff before students can leave the College. Students must also follow the protocol of signing in and out at Student Services.

For the protection of vehicles, student parking areas are out of bounds to students during the College day, unless explicit permission has been granted by a staff member.

Students are reminded to ensure they are aware of the restrictions placed on drivers with a Learner's Permit or a Provisional Licence.

STUDENT SET-DOWN / PICK-UP ZONE

To alleviate traffic congestion around the College at the start and end of the day, we use a designated student set-down or pick-up zone at the rear of the College.

The following diagram shows the designated set down or pick up zone (yellow) and indicates the direction of traffic flow (red).

This drive through area on the College grounds provides a safe zone to load and unload students off the surrounding streets and away from nearby businesses.

Staff members will be on duty at the beginning and end of the day to ensure the area is being used safely by students and drivers alike.

In order to assist in the smooth running of the student set-down or pick-up zone, drivers are encouraged to move on quickly when loading or unloading students. This zone is not a car park - it is intended to keep traffic flowing.

Students who are being picked up at the end of the College day will be instructed to meet near the zone. On wet days, the covered area adjacent to the main College building provides adequate vision to the zone so that students are able to wait in a dry area.

BICYCLES

The College provides a bike rack for the storage of bicycles. Owners of bicycles, who leave their bicycles in the bike rack, are reminded they do so at their own risk. The College strongly advises that bicycles are kept locked. Only student bicycle owners are permitted in the bike rack area, and only for the purpose of dropping off or collecting their bicycle.

Bicycles are to be walked through the College grounds.

SCHOOL-BASED APPRENTICESHIP & TRAINEESHIP (SBAT)

Students enrolling at the College as an SBAT, or students who gain an SBAT while at the College, will require specialised assistance to manage personal, employer and College demands. Our Director of Students and our Apprenticeship & Pathways Mentor are available to assist SBATs with managing school work, training and SACE requirements.

Importantly, the unique program for Year 12 SBATs at St Patrick's Technical College means Year 12 SBATs can spend much more time in a workplace than at the College. Provided SBATs follow the College program and successfully complete relevant subject requirements they should graduate with the SACE and be in full-time employment.

To fulfil the requirements of the SACE, and to comply with the rules for employment as an apprentice, employers will need to release SBATs for training at a RTO (e.g. TAFE SA, PEER, MTA, ATEC, AIOH, NEVC etc.).

For full time Year 12 SBATs on the standard six week SBAT SACE schedule (as outlined below), if for any reason you are unavailable to return to the College for a designated SBAT SACE week, you or your employer must inform the College's Apprenticeship & Pathways Mentor. If this is the case, an alternative period will be negotiated.

FULL TIME YEAR 12 SBAT SACE WEEKS

Week 1	Monday 4 March	Friday 8 March
Week 2	Monday 8 April	Friday 12 April
Week 3	Monday 27 May	Friday 31 May
Week 4	Monday 1 July	Friday 5 July
Week 5	Monday 19 August	Friday 23 August
Week 6	Monday 23 September	Friday 27 September

Please note, any adjustments made to the above dates will be communicated via SMS to SBATs and families.

During the six SBAT SACE weeks at the College, your Daily Timetable will start at the normal time of 8:35am. SBATs will be required to wear their full College trade uniform.

As Year 12 SBATs complete SACE requirements, adjustments will be made to attendance requirements allowing you to complete more time at work.

STUDENT UNIFORM & GROOMING

The uniform is a defining feature of the St Patrick's Technical College community. The College is very proud of its unique uniform. We also expect our students to be proud to have the opportunity to wear the unique College uniform.

The College uniform is a very public expression of who we are and what we value. The College maintains high uniform standards and expectations as employers have high standards and expectations. The College's uniform expectations are relevant to what students may expect in the workplace. It is vital our young adults meet the needs and expectations of employers so they will be employable.

The uniform is to be worn in a way that adds value to the student, by showing personal discipline, reflecting self-pride and a respect for the College. The uniform is also a means of helping to develop unity and pride within our College community.

A condition of enrolment at the College is that the uniform is worn correctly and as outlined in these procedures. The College uniform items for each year level and trade area are detailed in pages 14 to 17.

YEAR 10 STUDENTS

- The College polo top may be worn tucked in or out

PE UNIFORM

- The College polo top is to be worn as part of the PE uniform
- PE shorts should be plain black and the acceptable minimum length is mid-thigh
- Plain black track pants are acceptable in place of the PE shorts
- Any suitable and clean sneakers can be worn during PE lessons
- Appropriate sport socks to be worn
- The College cap or bucket hat is required for outdoor PE lessons
- Students must wear their regular Trade uniform to and from the College each day. On days where practical Health & PE lessons are scheduled, students must bring their sneakers and PE shorts/pants to get changed into.
- When getting changed into PE uniform or back into Trade uniform at the College, students must do so during a break prior to their scheduled Health & PE or Trade Applications lesson

YEAR 11 & YEAR 12 STUDENTS

- The College polo top may be worn tucked in or out
- For trades with the College hi-vis trade shirt or jumper, these must be worn as the outer garment in workshops

UNIFORM CLEANLINESS

Students must travel to the College, or their RTO for off campus lessons, and present for their first period with clean and unmarked outer College uniform garments (shirts, jumpers, pants). This is considered a usual workplace expectation.

Please note - To avoid unnecessary expense, students working in trade areas where there is a high chance of clothing becoming dirty or permanently stained e.g. Automotive, need to ensure they are conscious of being able to wear clean and unmarked outer uniform garments to the College or their off campus RTO each morning.

WORKSHOP AREAS

Each workshop area and certain activities have specific WHS requirements. As such, students must follow any reasonable uniform directions as requested by College staff or RTO trainers.

COOLER WEATHER

In the event of cooler weather, students may 'bulk up' underneath and wear additional non-College uniform items such as singlets or leggings under the College uniform, on the condition they are not visible at any time. Other non-regulation items of clothing are not permitted.

FOOTWEAR

- Plain dark socks
- Shoes must be kept clean and tidy

WORK EXPERIENCE UNIFORM

Students are required to wear their St Patrick's Technical College uniform, unless the host employer advises other attire is more appropriate for their specific workplace.

PERSONAL PROTECTIVE (SAFETY) EQUIPMENT

Glasses, gloves and earmuffs are required to be purchased for certain trade areas and must be used as instructed by College staff or RTO trainers.

BEANIE OR CAP

A student can wear the College approved beanie or cap;

- To and from the College
- In the outdoor areas of the College
- In the Automotive, Construction, Plumbing and Metals workshops, based on the expectations of College staff or RTO trainers
- During work experience, based on the expectation of the supervisor or employer.

Note: The College beanie or cap must be clean and in good condition with logo to be worn facing the front.

COLLEGE BAG

Only the designated official College backpack may be used.

As per a workplace, bags must remain in the student's locker throughout the day and are not to be taken into learning spaces.

UNIFORM ACCESSORIES

Accessories to the uniform, if worn, should be suitable for a workplace environment and not be noticeable.

Piercings

Up to two simple plain stud or sleeper earrings per ear, in the lobe or outer part of the ear, may be worn. Studs may be no bigger than 5mm in diameter and sleepers no bigger than a 5-cent piece.

All other visible piercings, except a non-visible insert for a nose piercing, are not permitted. e.g. nose, tragus, septum, eyebrow, facial, clear inserts to keep open extra piercings, spacers.

Rings

Up to two small simple plain rings per hand may be worn.

Necklaces

One thin simple plain necklace with one small simple pendant may be worn.

Bracelets

Only designated medic alert bracelets may be worn.

Belts

A plain dark leather belt with a small non-decorative buckle may be worn.

Scarves

A plain navy or black scarf may be worn outside of workshops.

PERSONAL GROOMING

Hair

Hair must be kept in a clean, neat and tidy manner. For WHS reasons, hair longer than collar length or which has the potential to fall across the face must be tied or pinned back. Shaved parts must not be shorter than a number 2 comb (6mm). Extreme or unusual cuts or styles e.g. rat tails, horseys, mohawks, extreme length variations, skullets, shaved lines or patterned cuts, unnatural hair colouring, braiding, dreadlocks etc are not permitted. If staff deem the hairstyle is not appropriate for a job interview, then it is not appropriate for our College.

Hair accessories are to be navy or black. Decorative flowers, hair extension clips, bandanas are not permitted.

To avoid unnecessary expense and frustration, students are asked to consult with their respective year level Student Manager prior to styling hair in a manner that may create unwarranted attention.

Facial Hair

Only full time Year 12 SBATs on the College's standard 6-week SBAT program are permitted to sport neat and tidy facial hair. All other students are to be clean shaven. Students who present with facial hair will be required to shave before commencing classes.

Make Up

Make up, including spray tans, is to be natural in colour and discreet. Students in the Hair & Beauty trade are permitted to have creative self-expression within the boundaries of professionalism for their industry.

Nails

Acrylic nails may be worn by students in the Hair & Beauty trade, provided they do not interfere with the student's ability to complete tasks.

Body Art

Visible body art is not permitted. Body art can only be covered with already approved College uniform items worn in the usual manner.

YEAR 10 UNIFORM

Polo top, compulsory

Plain black trade pant, compulsory

Plain black steel capped shoes or boots, compulsory

Rugby top, optional

College jacket, optional

Plain black PE shorts (or track pant), compulsory

Plain black PE track pant (or shorts), compulsory

NOTES

The **polo top** is a compulsory item. It can be worn at all times. In the commercial kitchen it must be worn with a College supplied apron.

The **plain black trade pant** is to be worn at all times.

Plain black steel capped shoes or boots are to be worn at all times (lace up or pull on).

The **rugby top** is an optional item. It can be worn at all times, with the exception of the commercial kitchen.

The **College jacket** is an optional item. It can be worn at all times, except when undertaking practical activities in trade areas and workshops.

The **PE uniform** consists of the compulsory polo top and plain black shorts or plain black track pants. Please ensure the shorts and track pants are plain black with no insignia or adornment. The acceptable minimum length of shorts is mid-thigh.

Please note, a College cap or bucket hat is required for PE.

Hi-vis trade shirt, compulsory

Hi-vis trade jumper, optional

NOTES

ORANGE is to be worn by; Automotive, Electrotechnology and Metals & Engineering students.
YELLOW is to be worn by; Construction and Plumbing students.

The **hi-vis trade shirt** is to be worn in workshops and can be worn on trade and non-trade days.

The **plain black trade pant** is to be worn at all times.

Plain black steel capped shoes or boots are to be worn at all times (lace up or pull on).

The **hi-vis trade jumper** is an optional item. It can be worn in workshops and on trade and non-trade days.

The **polo top** is an optional item. It can only be worn when undertaking practical activities in trade areas and workshops with the approval of a teacher or trainer.

The **rugby top** is an optional item. It can only be worn when undertaking practical activities in trade areas and workshops with the approval of a teacher or trainer.

The **College jacket** is an optional item. It can be worn at all times, except when undertaking practical activities in trade areas and workshops.

Plain black steel capped shoes or boots, compulsory

Plain black trade pant, compulsory

Polo top, optional

Rugby top, optional

College jacket, optional

Chef Jacket, compulsory

Chef check pant, hat and apron, compulsory

NOTES

The **chef jacket, check pant, hat** and **apron** are compulsory items. They must be worn in the commercial kitchen at all times. Students must change into/out of their Food & Hospitality uniform at the College.

Plain black enclosed non slip leather upper shoes are to be worn at all times.

Students have the option to wear a **plain black trade pant or dress pant**. The plain black pant is to be worn at all times with the exception of the commercial kitchen.

The **polo** and/or **rugby top** is a compulsory item. It can be worn at all times, with the exception of the commercial kitchen. It is not compulsory to purchase both items.

The **College jacket** is an optional item. It can be worn at all times, with the exception of the commercial kitchen.

Plain black enclosed non slip leather upper shoes, compulsory

OR

Plain black trade pant OR dress pant, compulsory

Polo top (and/or rugby top), compulsory

Rugby top (and/or polo top), compulsory

College jacket, optional

TAFE SA T-shirt, compulsory - to be confirmed and purchased in 2023

NOTES

The **TAFE SA T-shirt** is a compulsory item. It must be worn during trade days at TAFE SA. Families will be provided with more details regarding price and purchasing early in the school year.

Plain black enclosed non slip leather upper shoes are to be worn at all times.

The **plain black dress pant** is to be worn at all times.

The **polo** and/or **rugby top** is a compulsory item. It can be worn at all times, with the exception of trade days at TAFE SA. It is not compulsory to purchase both items.

The **College jacket** is an optional item. It can be worn at all times.

Plain black enclosed non slip leather upper shoes, compulsory

Plain black dress pant, compulsory

Polo top (and/or rugby top), compulsory

Rugby top (and/or polo top), compulsory

College jacket, optional

HOW TO ORDER YOUR UNIFORM (NEW STUDENTS)

Families will receive a uniform order form which outlines compulsory and optional items for Year 10's and Year 11-12 trades. The College's uniform supplier is Totally Workwear Salisbury (TWW). Uniform fittings take place during regular operating hours. In addition, after-hours fittings are made available by TWW - bookings are essential.

The team at TWW Salisbury do not create the rules regarding the College uniform. They are strong supporters of the College and offer an outstanding service to our community. They assist families to purchase items the College has deemed necessary. They are not authorised to make any exceptions to the uniform guidelines and operate their service under our instructions. Therefore, if there are any queries regarding the uniform guidelines, these should only be directed to the College.

PAYING FOR YOUR UNIFORM

TWW requires a minimum deposit when placing a uniform order and full payment of any balance at the time of collection. Please note, once ordered, your uniform order cannot be broken up. TWW are happy to receive incremental payments prior to collecting your complete uniform order. This can commence prior to your fitting appointment if required.

SECOND-HAND UNIFORM ITEMS

St Patrick's Technical College and TWW do not offer a second-hand uniform service. The College community does have a Facebook group page where families can 'buy, sell and swap' the College's current uniform items. Visit the group at www. facebook.com/groups/stpatstech.secondhanduniforms/

We encourage graduating families to donate any pre-owned campus uniform items in good condition back to the College. Suitable items are then passed on for sale at our local Vinnies shop located at 8 Langford Drive, Elizabeth. Please note that only a limited amount of stock and size range is carried by Vinnies.

YEAR 12 JACKETS

Each year the College supports Year 12 students who wish to mark their years spent at St Patrick's Technical College with a commemorative item of clothing. This item is not compulsory to purchase. However, it is one way in which students are able to display their pride in the College and camaraderie amongst their year level classmates.

FOOD & CHEWING GUM

As in a workplace, food is not to be taken into learning spaces.

Students may take non-glass containers holding water into learning spaces.

Chewing gum is banned at the College.

PROHIBITED SUBSTANCES

St Patrick's Technical College is an alcohol and illicit drug free zone (drugs is also taken to include cigarettes and e-cigarettes). All students are expected to take positive action to prevent and avoid any alcohol or drug related activity at the College. Passing any alcohol or drug related information on to an adult is the appropriate and responsible action. Students must not use or consume any alcohol or any illegal, or any non-medically prescribed, drugs. Students must not bring to the College, have in their possession while in College uniform, on College property, or on any College related activity, any paraphernalia which may be related to alcohol or drugs, including hip flasks, matches, lighters, papers, pipes, vaping devices or other such items, equipment or substances. Students must not sell, or offer to sell, any alcohol or drugs to other students. Students must not be in the company of other students who are involved with any activity, related to drugs or alcohol, as indicated above.

As in the workplace, and for WHS purposes, students may be required to provide appropriate evidence they are not under the influence of any of these prohibited substances before being able to participate in practical activities in workshops or WEX.

By law, the entire College campus is a smoke free zone, which includes e-cigarettes.

STUDENT CODE OF CONDUCT

The Student Code of Conduct can be simplified to four basic expectations:

- Respect for self
- Respect for others
- Respect for our environments
- Following reasonable instructions and expectations

The Code of Conduct provides a clear statement of St Patrick's Technical College's expectations of students in respect of academic matters and personal behaviour. Through their attitude, actions and behaviours, students either choose to stay at the College and be part of the community or choose to stay away from the College and not be part of the community.

Students of St Patrick's Technical College are representatives of the College and, as such, are expected to conduct themselves in an ethical and responsible manner at all times when involved in on or off campus College activities.

Examples of students representing the College off campus:

- Traveling to and from the College
- Attending off campus RTOs for training sessions
- Participating in College sport, excursions, camps, retreats etc
- Undertaking workplace learning or 'on-the-job' training with an employer.

The College recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in the Code of Conduct.

The College reaffirms its commitment to:

- High academic standards, intellectual rigour and a high-quality education
- Intellectual freedom and social responsibility
- Recognition of the importance of ideas and the pursuit of critical and open inquiry
- Tolerance, honesty and respect as the hallmarks of relationships throughout the College community

- High standards of moral behaviour based on Christian values.

All students are required to be aware of and act consistently with these values and abide to the conditions set out in the Code of Conduct. Student choosing not to follow these expectations will be choosing to be excluded from the College.

As per a workplace, if there are any problems or issues that need resolving while attending the College, students are encouraged to communicate with a staff member or RTO trainer.

> Students who treat the College as a workplace will generally find the basic expectations simple. Students who treat the College as a school may find the basic workplace expectations challenging.

GUIDELINES

1. Relationships

The quality of relationships is crucial to successful learning. At St Patrick's Technical College all members of the College community are expected to foster harmonious interpersonal relationships by:

- Being courteous and considerate to others at all times
- Co-operating and complying with reasonable requests from others; students, staff, RTO trainers and other authorised people
- Positively contributing to the culture of the College through co-operative actions, understanding, tolerance and empathy
- Communicating with students, staff, RTO trainers and visitors in a respectful manner, using polite language and tone
- Keeping our College community free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable
- Assisting and being courteous to visitors to the College

2. Learning and Attendance

St Patrick's Technical College is a young adult learning environment. Parents or carers and staff provide guidance and support for young adults who are developing greater independence.

St Patrick's Technical College programs are success oriented. As in a workplace, students demonstrate their intention to learn and develop their skills by their attitude and approach to their work by:

- Accepting responsibility for their own learning and seeking help when needed
- Arriving at lessons on time, with all materials and equipment
- Working efficiently in learning spaces and completing set work punctually and to an acceptable standard
- Respecting the rights of other students to learn and teachers/trainers to teach
- Completing set homework on time and to an acceptable standard

- Using computers responsibly for learning purposes
- Attending school regularly and punctually
- Attending every scheduled lesson
- Obtaining written permission to leave the College premises
- Providing a written note of explanation from a parent or carer for lateness and absences
- Reporting to Student Services to sign in if arriving late and sign out if leaving early e.g. for an appointment
- Attending WEX and/or VET trade course sessions punctually and applying oneself diligently to all tasks given to the best of your ability

Note: Students excluded from the College are not permitted to attend the College or College related functions, including VET trade course sessions, at the discretion of the Principal.

3. Environment

Students are expected to be environmentally responsible by respecting the College environment and seeking to improve it through:

- Respecting property belonging to themselves, others, or the College, including all teaching and learning materials and resources
- Conserving energy, materials and resources by switching off appliances when not in use, not wasting materials, and recycling materials as often as possible
- Preventing all forms of pollution and property damage through caring for property and the environment and preventing and reporting litter, graffiti, theft and vandalism
- Remaining out of learning spaces before school, recess and lunch, and after school, except with permission from College staff or RTO trainers.
- Valuable items should be left at home

4. Safety

All students have the right to learn in a safe, caring and orderly environment. Students are expected to accept responsibility for the safety of themselves and others at all times by:

- Following all safety regulations in each area of the College and WEX venues
- Wearing and using Personal Protective Equipment (PPE) as prescribed
- Familiarising themselves with Fire and Emergency Evacuation regulations and procedures and participating in regular fire or evacuation drill exercises
- Using all equipment in a responsible manner
- Avoiding and preventing violence and threats of violence, bullying and fighting
- Not possessing potentially dangerous items such as; knives, guns, sling shots or any other potentially dangerous items
- Keeping personal possessions, including educational books, locked in the allocated locker
- Keeping bags in lockers throughout the day and not taking them into learning spaces, leaving them outside lockers or learning spaces, or carrying them during the day

- Keeping the College alcohol and drug free
- Not smoking (including e-cigarettes) while in College uniform or on College premises
- Complying with WHS laws and WHS expectations of College staff and RTO trainers.

CONSEQUENCES FOR BREACHES OF THE STUDENT CODE OF CONDUCT

Consequences may be implemented at varying levels, depending upon the frequency, intensity, generality of student conduct breaches and could include:

- Relocation to a buddy class
- Withdrawal from learning space
- Staying in class during break times
- Being kept in after school hours
- Performing community service
- Attending after school detention
- Isolation away from the College pending a successful re-entry interview with student and family
- Internal isolation
- Internal suspension
- External suspension
- Expulsion

In any cases of internal isolation or suspension, a student will always have an opportunity for a break for recess and lunch, have access to bathroom facilities, or seek assistance as required for their safety and wellbeing.

STUDENT MOBILE PHONES

Mobile Phone refers to any personal hand-held electronic devices that can generate, receive, store, process and send digital information, including photos and videos. This also includes smartwatches.

The College acknowledges the reality, and benefits, of mobile phone technology whilst recognising the harmful impact that reliance on mobile phones is having on positive human development.

The St Patrick's Technical College Mobile Phone Policy is aimed at moderating student use of mobile phones to support the holistic development of students and align with best-practice industry standards. The policy supports the College's Values, educational goals, and also protects the health and safety of all members of the community.

The policy requires students to keep their mobile phones off and away between the start and end of each school day and while attending College activities.

The explicit Mobile Phone Procedure is noted below:

- Mobile phones must be placed securely in lockers during the school day (from when the student arrives until the time they leave) and kept on silent mode. It is the students' responsibility to ensure their locker is locked and secure.
- Mobile phones are not to be used upon entry into the school gates. Mobile phones can be accessed from

lockers at the conclusion of the students' school day and used as students leave the College.

- Students will need cash or a physical debit/bank card to access the vending machine or the food truck.
- Students are not permitted to go to lockers during lesson times or during movement times to check their phones.
- The entire College is to be phone free at all times. There are exceptions to this rule explained below.
- Mobile phones may be checked briefly at the beginning (first 5 minutes) and/or end (last 5 minutes) of recess and lunch, at lockers only. No calls are to be made, no social media to be accessed, only brief SMS messages permitted. This will enable students to manage employment commitments, extra-curricular activity arrangements, and transport home from the College.
- Mobile phones can be used for educational purposes in class in rare circumstances under the explicit permission of the teacher/trainer/staff member who will provide explicit boundaries for the retrieval of phones from lockers, the usage of the phones, and the return of the phones to lockers.
- When mobile phones are used within the classroom environment, they must be on silent mode, and they are only to be used for educational purposes as directed by the teacher/trainer/staff member.
- There may be special circumstances (health related, family challenges, anomaly situations) where immediate phone access will be necessary for a student. In this instance they must communicate this with PC Mentor and/or Student Manager who will manage a plan and advise staff accordingly. Matters of convenience do not count as special circumstances.

CONSEQUENCES

- If a student is seen with their mobile phone out, they will be asked to surrender their phone to Student Services in the Hub. The phone will be kept in a lockable box at Student Services and can be collected at the end of the student's school day.
- If the student refuses to comply with the request to hand in the phone, they will be asked to go to the Hub where they will be supported by a Wellbeing Leader
- Stage Three processes apply when a student continues to have difficulty following the Student Mobile Phone Policy and Procedure. At this point the Student Manager and Director of Students will manage the support of the student and family and a meeting will be held to discuss expectations and supports. In heightened cases of disrespect or policy non-compliance the student may be choosing not to be part of the community for a period pending a parent re-entry meeting.

Families can support the College and their son/daughter in relation to the Student Mobile Phone Procedure by minimising contact with their son/daughter during College time.

In cases of emergency, families are reminded that front reception is the vital and appropriate point of contact and can ensure a student can be reached quickly and assisted.

STUDENT COMPUTER USAGE

St Patrick's Technical College provides computer resources as an integral part of its Australian Curriculum, South Australian Certificate of Education (SACE) and Vocational and Education and Training (VET) programs. This includes providing a variety of hardware and software for student use. This equipment is networked to allow optimum use of resources, communication, sharing of data and access to the Internet.

All use of College computers, including access to online resources, will be in keeping with the accepted philosophy and standards of the College.

Use of computers will be related to the College's teaching and learning and VET programs.

Internet usage is monitored. Some websites are blocked including those that deal with terrorism, gambling and pornography. Game sites visited by students will be restricted.

Filtering categories are in accordance with the Communications & Technology SACCS (South Australian Commission for Catholic Schools) Policy. The College has the ability to customise current filtering settings in areas it deems appropriate. Unblocking of sites will be done at the College's discretion and always within Catholic Education Office guidelines.

The smooth operation of the Network relies upon the proper conduct of the end user who must adhere to the strict guidelines. These guidelines are provided so that students and parents or carers are aware of their responsibilities. These guidelines help to avoid misunderstanding while communicating, maintaining privacy and effectively utilising time spent on the Internet.

If a College user chooses to violate any of the provisions or guidelines, College disciplinary or appropriate legal action may be taken and future access could possibly be denied.

Any staff member/trainer has the authority to have a student taken off the Network if they breach the terms and conditions of the College's Student Computer Usage guidelines.

GUIDELINES
Educational
- If inappropriate sites are accidentally accessed, they must be reported to the Network Administrator immediately so that the site may be blocked

Security
- All external storage devices, e.g. USB drives, must be scanned for viruses before they are used on the Network
- If students have locked themselves out of the Network or have password issues, they must present their student ID card to Student Services before they can be logged on to the Network again
- Do not give other people your username or password
- Do not use another individual's username or password
- You are responsible for any action carried out by your username
- Do not reveal your own or any other person's personal address or phone number

- Use of product advertisement and political lobbying are prohibited
- Use for commercial activities is not acceptable
- The transmission of any material in violation of any Australian or State law or regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material or material protected by trade secret.

Care for Learning Spaces
- College equipment faults should be reported immediately to Student Services
- Students must not download illegal software from the Internet or bring from home unauthorised downloads
- Teachers or RTO Trainers will organise laptops for a class if required. If available, students may borrow laptops via Student Services and will need their student ID Card for authorisation
- No eating or drinking is permitted when working with a College computer or in computer areas at any time

Email Use
All students will be provided with an email address that is unique to the College. When using email;
- Be polite; your messages should not be abusive to others
- Do not publicly criticise or harass others, use sarcasm or humour which can be misunderstood
- Use appropriate language. Do not swear, use vulgarities, use slang or any other language deemed inappropriate, discriminatory, sexual or offensive
- College computers are not to be used to send or receive personal emails or to access inappropriate sites
- Be professional, as if you are communicating with your employer or future employer

Copyright
- As with any research, information and images accessed via computer must be appropriately acknowledged through use of references and bibliographies
- When quoting, acknowledge the quotation to its author or source

Print Charges
- Each student is allocated a print usage allowance
- Should this allowance be depleted, further credits may be bought from Reception during office hours

Cyber Bullying & Harassment
- Cyber bullying and harassment i.e. transmitting offensive or inappropriate information via internet social networking pages will not be tolerated and will result in the student choosing disciplinary action

Damage to Equipment
- Cost to repair damage to any College computing equipment caused by wilful misuse must be paid by the student responsible for the damage
- It is a student's responsibility to report any damage to property or it will be assumed the last person to loan the equipment caused the damage and will be responsible

NON-LIABILITY

- The College makes no warranties of any kind for the computing services it provides

- The College will not be responsible for any damages suffered, this includes loss of data resulting from computer viruses, delays, non-deliveries, miss-deliveries or service interruptions caused by negligence, errors, omissions or consequences arising from inappropriate use of the Internet

- Use of any information obtained via the College Network is at the user's own risk

- The College is not responsible for the accuracy or quality of information obtained from the Network

- The College reserves the right to amend or delete any part of these guidelines as required

- The College will not be liable for the deletion of material, which has been saved in the incorrect location, i.e. on the desktop drive rather than on student's own file or disk and the Public System drive(s)

STUDENT BULLYING & HARASSMENT

The College is committed to providing an environment in which students and staff feel safe. Feeling safe means students are at ease and comfortable in their surroundings, protected from harassment, bullying and discrimination while attending the College, RTOs or work sites associated with their training.

Bullying and Harassment is behaviour that is repeated, systematic and is directed at an individual that a reasonable person, having regard to circumstances, would expect to victimise, humiliate, undermine or threaten and which creates a risk to health and safety.

Discrimination is unjust and unequal behaviour based on race, age, physical and intellectual impairment, sexuality, gender, pregnancy, marital status, sexual harassment and victimisation.

EXAMPLES OF BULLYING, HARASSMENT AND DISCRIMINATION MAY INCLUDE:

- Being treated differently to others based on the aspects listed above

- Threatening or causing fear

- Fighting

- Insulting

- Offensive language

- Sexual harassment

- Name calling

- Unpleasant jokes

- Showing offensive material

- Cyber bullying i.e. Transmitting offensive or inappropriate information via computer social networking pages (e.g. Facebook, YouTube, etc.)

- Sending offensive text messages or emails

- Spreading rumours about a person

- Ridiculing a person or their sexuality

- Deliberately isolating a person

BULLYING, HARASSMENT AND DISCRIMINATION CAN RESULT IN:

- Feelings of being embarrassed, unhappy, frightened, unsafe, lonely, angry or physically ill

- An inability to concentrate, work or sleep

- A loss of self-esteem

- A deterioration in relationships with staff, family and friends

- Confusion and an inability to know what to do about the problem

- An unwillingness to attend the College or WEX

Bullying and Harassment is illegal in the workplace. It is important to identify and take action on any bullying, harassment and discrimination that occurs at the College, and a RTO or at a WEX facility at an early stage. Failure to notify empowers the perpetrator to continue the offensive action thereby compounding and exacerbating the problem.
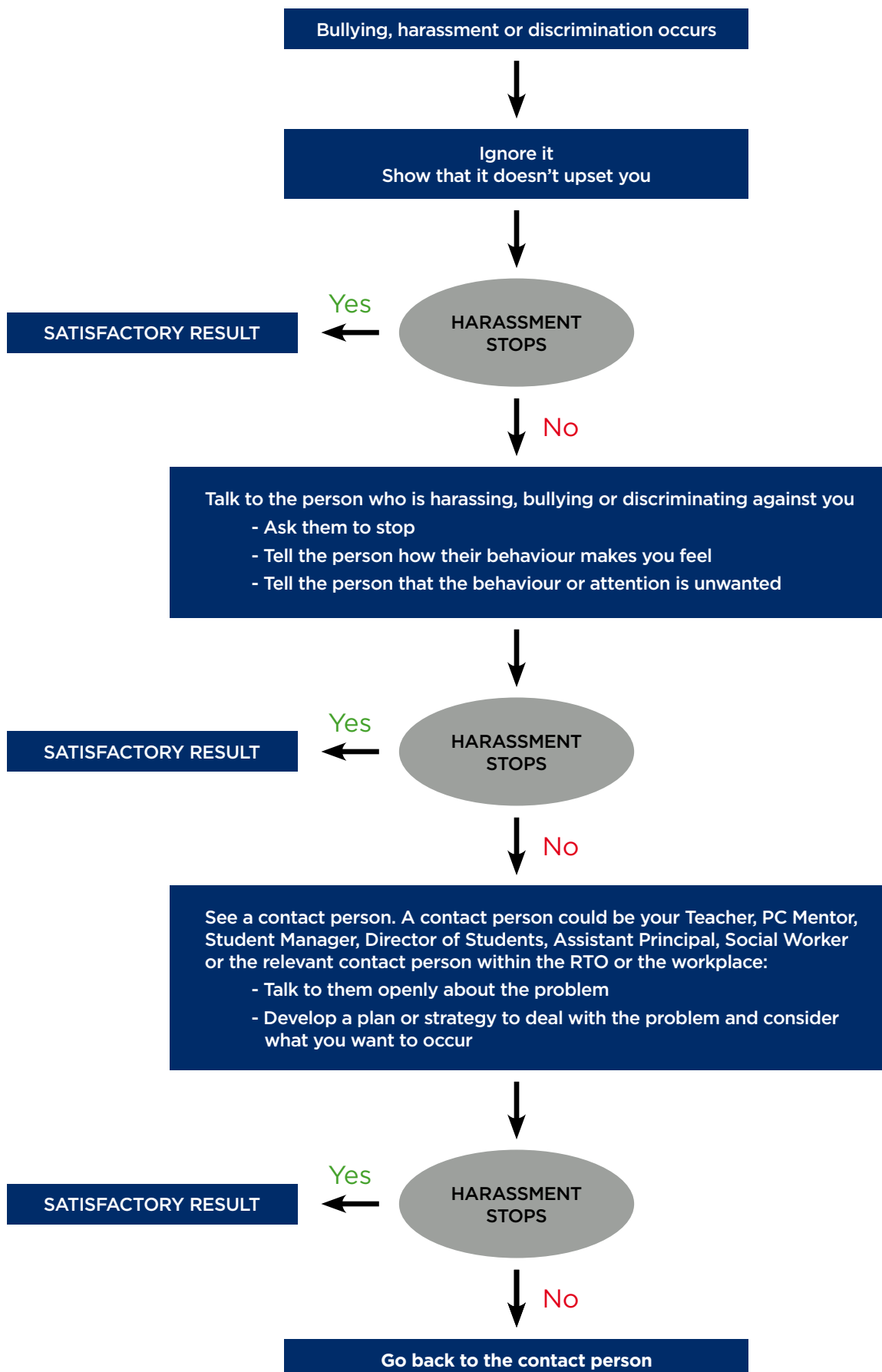
Every student has a responsibility to report any incident of harassment or bullying as soon as it occurs to a staff member or RTO trainer. Staff or RTO trainers are then able to take steps to address the harassment or bullying and try to resolve any conflict.

Parents or carers should notify the College as soon as they become aware of any bullying, harassment or discrimination that has taken place to enable appropriate action to be taken.

Inevitably there are occasions when students choose not to play their part in providing a safe and discrimination free environment. Mediation meetings with the appropriate staff or RTO trainer, or the contact person at your place of employment or RTO are the favoured means of managing and encouraging suitable behaviour.

Ongoing or serious bullying, harassment, or discrimination could result in suspension or exclusion from the College.

BULLYING OR HARASSMENT GRIEVANCE PROCEDURE

Bullying, harassment or discrimination occurs

↓

Ignore it
Show that it doesn't upset you

↓

HARASSMENT STOPS

Yes → SATISFACTORY RESULT

No ↓

Talk to the person who is harassing, bullying or discriminating against you
- Ask them to stop
- Tell the person how their behaviour makes you feel
- Tell the person that the behaviour or attention is unwanted

↓

HARASSMENT STOPS

Yes → SATISFACTORY RESULT

No ↓

See a contact person. A contact person could be your Teacher, PC Mentor, Student Manager, Director of Students, Assistant Principal, Social Worker or the relevant contact person within the RTO or the workplace:
- Talk to them openly about the problem
- Develop a plan or strategy to deal with the problem and consider what you want to occur

↓

HARASSMENT STOPS

Yes → SATISFACTORY RESULT

No ↓

Go back to the contact person

St PATRICK'S
Technical College