



BOTANY DOWNS
Secondary College



Enrolment Information Standards and Expectations

(Extracts from Parent/Guardian Handbook)

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Dear Parents and Caregivers

This booklet contains some useful information for families new to our school. A more comprehensive “Parent Guardian Handbook” is available on our school website <https://www.bdsc.school.nz/wp-content/uploads/Parent-Guardian-Handbook-v5.20-1.pdf>

We are proud of our students and are committed to maintaining high standards for our community.

The Botany Values of Respect, Integrity, Empathy and Excellence underpin all for which we strive.

Botany Downs Secondary College focuses on high expectations of student commitment to achievement, an emphasis on personal development, care for one another and a desire to form strong partnerships with parents and others in a learning community.

We have a clear sense of direction and certainty about our vision, philosophy, core values and standards. Our conceptual framework draws on a blend of international research among leading schools, wide experience, and well-informed evaluation of trends in education.

Our Whānau system, as the basis of pastoral care, provides exceptional support for individual students. Each Whānau promotes group cohesion and establishes an identity for each student that is related to a physical and social environment.

When our students leave us, we want them to stride into the world of further education and employment, well qualified and skilled, and equipped to handle the challenges of the world in which they will live, learn, serve, and work. We welcome your active participation in making this vision a reality.

We encourage you to contact us if you have any queries. Key contacts include your child’s Whānau Leader, the Senior Leadership Team, the Guidance Counsellors, School Nurse, Special Education Needs Co-ordinator and Careers Advisor.

Go to www.bdsc.school.nz/contact-us for specific contact details.

Our logo



The BDSC logo represents the concept that the students are viewed as a seed being nurtured by their Whānau (teachers, students, family) and the wider community. The upwards direction of the logo represents that as a learning organisation we are progressing upwards, continuously improving.

Our logo is consistent with our mission, vision and values statement.

EVERYWHERE 24/7 CLASSROOM CO-CURRICULAR

BE RESPECTFUL

Respect for self, others and the environment

- Speak politely and use appropriate language (STEP - Sorry, Thank you, Excuse me, Please)
- Look after property, your own and others
- Dispose of rubbish in the correct bins
- Be on time
- Be an active listener
- Wear your uniform correctly

DO YOUR BEST

Excellence through perseverance and effort

- Make the most of school opportunities
- Set goals and work hard to achieve them
- Show perseverance
- Try new things
- Come prepared to learn with the correct equipment/gear

SHOW INTEGRITY

Integrity through honesty and fairness

- Take responsibility for your actions
- Acknowledge success, both of yourself and others
- Be a responsible digital citizen
- Show self-control

CARE FOR OTHERS

Empathy for others in all that we do

- Show care and compassion towards others
- Be mindful of others when moving around in crowded areas
- Build positive relationships
- Accept diversity
- Act safely

- Respect everyone's right to learn
- Use classroom equipment and furniture safely
- Follow class expectations and routines

- Challenge yourself and learn from your mistakes
- Demonstrate on-task independence
- Act positively on feedback and reflect on your learning
- Ask for help

- Submit authentic work
- Use your devices for learning activities
- Return all resources and equipment
- Show consideration for others

- Be courteous
- Think before you speak/act
- T = Is it true?
- H = Is it helpful?
- I = Is it inspiring?
- N = Is it necessary?
- K = Is it kind?
- Accept others as part of group

- Represent the college with pride
- Be a positive role model
- Thank the volunteers that made things happen

- Honour team commitments
- Attend all trainings/practices/rehearsals
- Take responsibility for your role in your group

- Show sportsmanship
- Be humble when you win and gracious in defeat
- Play fair

- Be supportive of one another
- Be aware and look after the health and safety of others



Behavioural Expectations – Our Way

Introduction

Botany Downs Secondary College is committed to encouraging and acknowledging positive behaviour and responding to other behaviour in a proactive and effective manner, such that behaviour is changed. The foundation of our behavioural expectations is encapsulated in Our Way, that links expected behaviours to our four values of Respect, Integrity, Empathy and Excellence. Our Way gives guidance about how we should all behave in different settings – everywhere 24/7 (both onsite and off-site, in the classroom and whilst involved in co-curricular activities). *When students are travelling to and from College, or representing the College, all College standards apply.*

Teachers and other leaders are expected to explicitly teach, remind, encourage and acknowledge these positive behaviours. Acknowledgements may include positive recognitions (merits), certificates, praise emails or postcards, and other ways to show students we value upholding **Our Way**.

When students behave in ways that do not reflect Our Way, we must respond in such a way as to change this behaviour. Our model of responding behaviour is based on the premise that ‘all we do is behave’, and that behaviours are typically caused by something, are purposeful and contextual (i.e. vary based on the situation) and that future behaviour depends on what happens following a behaviour. This means that behaviour may be reinforced (be more likely to happen again) or weakened (be less likely to happen) by the consequences that follow. We aim to ensure our consequences discourage unwanted behaviours and reinforce positive behaviours. This requires *teaching young people new ways to behave* and to address the reasons for their behaviour.

Below is a summary of the behaviours that contravene Our Way.

Unacceptable Behaviour

Botany Downs Secondary College sets high standards and has high expectations for students in the quality of behaviour expected. These standards will be met through personal responsibility and positive encouragement by staff and the support of caregivers. Refer to Section 5.1 in the Parent/Guardian Handbook.

The following list is *not exhaustive* and may be augmented with judgements by the Principal, Deputy Principals and Board of Trustees, where behaviours contravene our values and expectations.

The following are behaviours that contravene Our Way and therefore are unwanted:

- Disrespect for others, self or property
 - All types of verbal, physical, cyber harassment/bullying that may cause, or have potential to cause, harm to any individual or group, or any discrimination* based on disabilities, religious affiliation, race, gender, or sexuality. This includes direct, indirect or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
 - Property misuse (includes technology misuse) - using their own or other’s property inappropriately (at the wrong time or for the wrong purpose). This includes inappropriate use of ICT (including mobile devices / phones) and / or not adhering to the cybersafety information provided in this enrolment handbook.
- Defiance / Disobedience / Non-compliance;
- Disruption of learning of oneself or others;

- Inappropriate physical contact;
- Inappropriate language: Rude or abusive language or gestures to other students/staff/members of the public*;
- Incorrect uniform or grooming standards;
 - No Kirpan may be worn while a student is in College uniform, at the College or at any College event. *A miniature symbolic Kirpan on a neck chain may be worn provided it is not visible.*
- Not having the correct materials / equipment for learning / activities;
- Being late to class (or to school);
- Dishonesty, lying, concealing or failing to tell the whole truth, including forgery;
- Truancy / being out of bounds;
- Damaging (vandalism) or stealing property (theft)*;
- Being aggressive or confrontational;
- Physical, verbal violence / assault*;
- Possession or use of items that have the potential to cause harm or damage (to people and/or property) or cause offence including (but not limited to):
 - tobacco, vaping paraphernalia / equipment, alcohol, weapons*, lighters / matches, lasers, offensive images / media, drugs* **or** other harmful substances (including synthetics)*, **or replicas or substitutes** for any such items or substances (that may be misconstrued as being harmful), e.g. replica weapons*, vaping cigarettes, etc.;
 - other items that are not allowed because of the standards of respect for personal and College property includes **chewing gum** and **permanent markers**.
 - **Chewing gum** is not allowed to be chewed at the College, since it is often discarded on the ground, carpet and desks – this is unsightly, costly to remove, and unhygienic.
 - We have a zero tolerance for graffiti on College and personal property, therefore permanent markers (e.g. Vivid Permanent Markers) are not allowed. Items such as bags, pencil cases and exercise books must not be 'tagged' in any way as this is unsightly and may encourage a culture of tagging.

*** These behaviours also contravene NZ Law and will be treated as Serious Misconduct.**

Note: The BDSC Board of Trustees has zero tolerance for students who possess and/or use drugs.

Consequences for Unwanted Behaviours

Our Way provides guidelines for acceptable behaviour at our College and are agreed to upon enrolment at the College. In the Parent/Guardian Handbook, Section 5.1 describes behaviours that are expected, and Section 5.2 describes unacceptable behaviours. As explained in Section 5.1, consequences for unacceptable behaviour are necessary to discourage repeated unwanted behaviours.

Our Way has been developed to ensure acceptable standards of conduct are encouraged and so we respond to unwanted behaviour so that the best possible learning takes place for everyone. Students and parents should understand the consequences of unacceptable behaviours.

While it is important that responses to behaviour are corrective and restorative, students must also understand that discipline can be punitive.

Behaviours will be considered as one of **minor**, **major** or **serious** and dealt with accordingly. It should be clear that a behaviour may be considered as any one of the levels depending on the harm, or potential for harm caused. Minor does not mean unimportant but used to distinguish from 'major' and 'serious' behaviours. **NOTE:** At any stage, disciplinary action may be taken i.e. Whānau, College Detentions or other impositions, at the discretion of the College.

Please refer to the Parent/Guardian Handbook for full consequences for unwanted behaviour.

Attendance Protocols - Absence, Lateness and Leave

Legal Requirements:

- Under The Education Act (1989) – “the Act” - all students enrolled at a school must attend when it is open for instruction, unless there is a justified reason, such as sickness, sudden and serious illness of a parent, or other equally serious situation that means a student cannot attend.
- This is true for all students enrolled at the College, regardless of age, as the school has a legal responsibility to 'take all reasonable steps to ensure the attendance of students enrolled at its school' (Section 31(1) of the Act). This means the College must follow up absences and lateness with appropriate interventions.
- Parents/Guardians are responsible for their child's attendance at school, and it is an offence if this responsibility is not met for students under the age of 16 (section 29 of the Act). In situations where a parent/guardian condones (by lack of action or explicit approval) the absence of a child, then there may be a prosecution, although this is a last resort.
- The other key legal requirement for the College is the need to keep accurate records of attendance [Education (School Attendance) Regulations 1951].

Uniform and Presentation Standards

College Uniform and Presentation Regulations

Every student will wear correct uniform. This applies to students who are:

- Attending College
- Travelling to or from College
- Attending school functions
- Representing the College
- Identifiable as Botany Downs Secondary College students in a public place.

College uniform items, such as trousers, skirts and blouses must not be modified beyond adjusting the length and must continue to meet College regulations regarding length.

Tapering trousers and narrowing blouses and skirts is not permitted. Modified items will need to be replaced.

The College is judged in public by the uniform standards shown by students. We value the support of parents to ensure the standards are adhered to as agreed upon enrolment.

Incorrect uniform or a combination of College uniform, the sports uniform or mufti is unacceptable. Students not in correct uniform are required to have a note from home explaining the reason for their discrepancy and the note is to be handed to the Whānau Leader for approval at the start of the day concerned. The Whānau Leader, if appropriate, will issue the student with a temporary Uniform Pass.

Summer uniform is worn during **Terms 1, 4** and **Winter** uniform is worn **Terms 2, 3**.

Please ensure all items are labelled clearly with name inside the garment.

Uniform or grooming exemptions for cultural or other reasons.

Exemptions from the uniform or grooming standards may be sought where its literal application could unduly infringe upon a student's religious, cultural or other beliefs.

Requests for exemptions from the general standards must be made in writing to the Principal and must state both the exemption sought and the belief which could be compromised if the exemption were not granted. The granting of any exemptions to the general standards shall be at the sole discretion of the Principal.

Years 9-11 Uniform Standards

All uniform items must be the regulation BDSC items or otherwise as described below.

GIRLS UNIFORM	BOYS UNIFORM
<p>Skirt:</p> <ul style="list-style-type: none"> Navy blue merino wool, mid-calf length skirt with side pleats (with College emblem) 	<p>Shorts:</p> <ul style="list-style-type: none"> Navy blue, lined shorts, single pleat (College emblem on back pocket) Shorts are to be worn <u>above</u> the knee and in a neat and tidy fashion. Long Trousers: <u>Optional</u> for Year 11 Boys
<p>Blouse:</p> <ul style="list-style-type: none"> Striped tailored, short sleeved blouse with College emblem. This blouse is designed to be worn out over the waistband of the skirt. <i>Any garment worn under the blouse must be white or not visible.</i> 	<p>Shirt:</p> <ul style="list-style-type: none"> Striped tailored short sleeved shirt with College emblem. To be <u>worn tucked in</u> and with the top button undone. <i>Any garment worn under the shirt must be white or not visible.</i>
<p>Jersey: Burgundy tunic style jersey with College emblem. (Triple-tech lining)</p>	
<p>Footwear:</p> <ul style="list-style-type: none"> Plain black leather shoe with a heel/sole no higher than 4 cm. i.e. black leather lace up college shoe or shoe of an approved style only. Footwear is to be kept clean / polished. No decorations (e.g. ribbons, bows, diamantes, non-functional buckles). No ballet flats or boat shoes permitted. Examples of approved styles are included on the next page. <u>Not permitted: high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Sketchers, Nike, Chuck Taylors or Vans, etc.</u> Summer: Regulation College French navy-blue <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up. Winter: Regulation College French navy-blue <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up, or plain French navy blue tights may be worn. Summer (optional): Black leather sandal, with heel/sole no higher than 4 cm and a heel strap, e.g. Roman Sandal 	<p>Footwear:</p> <ul style="list-style-type: none"> Black leather lace up college shoes, with a heel/sole no higher than 4 cm. No decorations or boat shoes. The shoes must be able to be polished and are to be kept clean and polished. Examples of approved styles are included below. <u>Not permitted: high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Sketchers, Nike, Chuck Taylors or Vans, etc.</u> Regulation College Navy blue <u>knee-high</u> socks (with broad burgundy stripe), to be worn pulled up. Summer (optional): Black leather sandal, with heel/sole no higher than 4 cm and a single ankle strap, e.g. Roman Sandal.
<p>Cap (optional): The College cap is recommended for outside wear in Terms 1 and 4.</p>	
<p>College Jacket and Scarf (optional): Navy Blue ribstock jacket with a water-repellent outer and College emblem.</p> <ul style="list-style-type: none"> The regulation jacket is the only jacket permitted to be worn with the College uniform. The College scarf may only be worn in the winter terms (Terms 2 and 3). Must not be worn inside classrooms. 	
<p>Note: Any garment worn under the blouse/shirt for extra warmth must be white and not visible.</p>	

Years 12-13 Uniform Standards

All uniform items must be the regulation BDSC items or otherwise as described below.

SENIOR GIRLS UNIFORM	SENIOR BOYS UNIFORM
<p>Summer (Terms 1 and 4):</p> <ul style="list-style-type: none"> Navy blue merino wool, mid-calf length skirt with side pleats (with College emblem) Sky blue twill striped short-sleeved blouse 	<p>Summer (Terms 1 and 4):</p> <ul style="list-style-type: none"> Navy blue regulation long trousers OR Navy-blue regulation shorts (College emblem on back pocket) Sky blue striped short-sleeved College shirt, worn tucked in and with the top button undone (unless wearing a tie) Black leather or leather-look (not canvas) belt with standard buckle must be worn with the trousers.
<p>Winter (Terms 2 and 3):</p> <ul style="list-style-type: none"> Navy blue merino wool, mid-calf length skirt with side pleats (with College emblem) Sky blue twill striped short sleeved blouse or optional long-sleeved blouse Long-sleeved blouse only permitted to be worn Term 2 & 3 College tie (optional) - with College emblem 	<p>Winter (Terms 2 and 3):</p> <ul style="list-style-type: none"> Navy blue regulation long trousers (College emblem on back pocket). Sky blue striped short sleeved shirt <u>or</u> optional long-sleeved shirt worn <u>with</u> a BDSC tie. Shirts are worn tucked in. Long sleeves are not to be rolled up. Long-sleeved shirt only permitted to be worn Term 2 & 3 College tie (compulsory) - with College emblem Black leather or leather-look (not canvas) belt with plain buckle must be worn with the trousers
<p>Jersey: Burgundy tunic style jersey with College emblem. (Triple-tech lining)</p>	
<p>Footwear:</p> <ul style="list-style-type: none"> No decorations (e.g. ribbons, bows, diamantes, non-functional buckles). No ballet flats or boat or platform shoes permitted. Footwear is to be kept clean / polished <i>Examples of approved styles are included on the next page.</i> Summer: Regulation College French navy-blue, <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up Winter: Regulation College French navy-blue <u>knee-high</u> socks (with narrow burgundy stripe), to be worn pulled up, or plain French navy-blue tights may be worn Summer (optional): Black leather sandal, with heel/sole no higher than 4 cm and an ankle strap, e.g. Roman Sandal <i>Not permitted: high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Nike, Chuck Taylors or Vans.</i> 	<p>Footwear:</p> <ul style="list-style-type: none"> Plain black leather shoe with a heel/sole no higher than 4 cm. i.e. black leather lace-up college or dress shoe; black dress slip-on shoe may <u>only</u> be worn with long trousers. No decorations or boat shoes permitted. The shoes must be able to be polished, and are to be kept clean and polished <i>Examples of approved styles are shown below.</i> Navy blue regulation College socks, to be worn to the knee with the shorts or long trousers; OR plain navy blue (short) business socks (either with BDSC emblem or not) may be worn with long trousers Summer (optional): Black leather sandal, with heel/sole no higher than 4 cm and an ankle strap, e.g. Roman Sandal <i>Not permitted: high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Nike, Chuck Taylors or Vans.</i>
<p>Cap (optional): The College cap is recommended for outside wear in Terms 1 and 4.</p>	
<p>BDSC Sports sweatshirt: This is to be worn only during sporting activities.</p>	
<p>Blazer (optional): Blazers can be purchased from the College. Hire blazers available only to Head Students and premier grade sports teams.</p>	
<p>College Jacket & Scarf (optional): Navy Blue ribstock jacket with a water-repellent outer and College emblem. The regulation jacket is the only jacket permitted to be worn with the College uniform. College scarf may only be worn in the winter terms (Terms 2 and 3). Must not be worn inside classrooms.</p>	
<p>Note: Any garment worn under the blouse/shirt for extra warmth must be white and not visible (V-neck)</p>	

Physical Education Uniform

Required for all classes Years 9-11 in the Health & Physical Education Learning Area.

- Regulation PE shorts (with College emblem).
- Regulation PE sports shirt, in correct Whānau colour.
- Sports shoes are strongly recommended for all Health & Physical Education Classes.

YEAR 12-13

- Sport tee and sweatshirt may be worn for senior PE.
- Girls permitted to wear plain black leggings for senior PE.

Please note that across Years 9-11 the sport tee and sport sweatshirt are only for students representing the College in a co-curricular sport.

Girls' Shoes – Approved Styles

- Plain black leather shoe with a heel/sole no higher than 4 cm. i.e. black leather lace up college shoe **or** shoe of an approved style only.

The following types of black shoes are examples of **approved styles**, i.e. brands are not limited to those illustrated. If in doubt, please ask before purchasing.

There is no recommendation of supplier and these specific styles may no longer be available.

			
Amy Number One Shoes	Young Original Senior Mary The Warehouse	Infinity E Senior Hannahs	Clarks Pearl Hannahs

Boys' Shoes – Approved Styles

- **Years 9-10:** Black leather lace-up college shoes, with a heel/sole no higher than 4 cm. No decorations or boat shoes. The shoes must be able to be polished, and are to be kept clean and polished.
- **Years 11-13:** Plain black leather college or dress shoe with a heel/sole no higher than 4 cm. i.e. black leather lace-up college / dress shoe; black dress slip-on shoe may only be worn with long trousers. No decorations or boat shoes permitted. The shoes must be able to be polished, and are to be kept clean and polished.

The following types of black shoes are examples of **approved styles**, i.e. brands are not limited to those illustrated. If in doubt, please ask before purchasing.

There is no recommendation of supplier and these specific styles may no longer be available.

			
Stefano Number One Shoes	Young Original Roman Sandal The Warehouse	H&H Ruble The Warehouse	Major Leather Dress Shoe Hannahs

- **Not permitted:** high-heel or platform shoes, patent leather, canvas, suede leather, ballet-type backless shoes, boots, scuffs, jandals, slippers, track shoes or casual street brand shoes such as Sketchers, Nike, Chuck Taylors or Vans, etc.

Personal Appearance

Hair:

Students must wear their hair tidy and styled in a *conventional way*. This means:

- Hair must be clean and clear of the face and eyes.
- No unnatural colours, extreme colouring, or streaks and patches of colour.
- No spikes, skinheads, Mohawks, or areas with greatly varying lengths (i.e. patchy hair).
- No signs, letters, or symbols cut into the hair (or eyebrows).
- Any plaits or braids must adhere to guidelines regarding colour (above) and must not have beads or other adornments.
- In the case of clipped hair, a No. 2 or above is acceptable.

Any issues about whether a hairstyle is compliant with these standards will be determined by the Principal, having regard to what would be generally be considered presentable for a person representing an organisation in public.

- If hair is below the shoulder line, it must be tied up using plain black or natural hair colour hair ties, navy ribbons or scrunchies. Headbands are not permitted.
- Male students' hair should be clear of the bottom of the collar.
- Male students must always be clean shaven.

Body Adornment/Jewellery:

- Students may not wear makeup of any kind. If nail polish is worn, it must be colourless.
- Students are permitted to wear small, plain stud(s) - one plain stud in the lower part of each earlobe. A plain small stud is metallic (gold/silver colour) or small clear jewel/diamante style, less than 5 mm in diameter. No hoops or dangling earrings are permitted.
- No other visible body piercing (including tongue studs or nose studs) is allowed.
- Tattoos must be covered.
- A wristwatch may be worn.
- Necklaces or cultural insignia, if worn, must not be visible. This includes, for example, pounamu, Kirpan symbolic necklace, etc.
- No other jewellery is permitted.

BYOD (Bring Your Own Device) and Computer Access

Botany Downs Secondary College expects all students to bring their own device (BYOD) to support their learning. Students can access the internet using the wireless network on campus, and access learning materials provided by the College. This includes access to Office 365 and Monitor Web Printing (to print to school printers). Learning is enhanced when a student has his/her own device, one that can be used anywhere. Having your own device means the student can use the device that he or she prefers and increases the amount of time a device is accessible for learning, both at College and at home.

The most suitable device for learning is a laptop or similar with a keyboard, and reasonable screen size. You may wish to consider a device that allows a stylus or pen to be used, as this enables a blend of typing, writing and drawing. A smartphone is not suitable. More information about specifications is below.

Information Communication Technology (ICT) is used to promote an active and interactive learning environment, allowing students to further develop their 21st century competencies of digital literacy, communication and working collaboratively to problem-solve and think creatively. It is important that our students develop their critical thinking skills as well as using technology to complete tasks. The Years 9 to 13 curriculum and learning activities have been adapted so that teachers can rightfully expect students to bring their device every day, just as one would expect stationery or any other materials.

Every student at the College is issued with a unique network username and password(s) which allows him/her to log onto the College's network when onsite. All students have access to a cloud-based service (Office 365) which gives them a personal College Outlook email account, document storage (OneDrive) and the ability to view, edit and create Microsoft Office documents in the cloud and access learning materials/activities provided in SharePoint or using OneNote Classroom Notebooks. Office 365 is a web-based version of Microsoft Office that allows for creating and opening/editing Word, Excel, Power Point, OneNote documents and integrates with the full Office suite, if available on the device.

Note: The Office 365 Student Advantage Programme allows BDSC students, **free of charge**, to install the Microsoft Office suite (Word, Excel, PowerPoint, OneNote, etc.) on up to 15 devices (Windows or Mac versions) – new students will receive information by email about how to install this suite at the beginning of Term 1.

A student's logon identity is used to track the activity of each student on the BDSC network, keeping a record of his or her internet activity, and his or her use of network printers.

Consequently, it is a requirement that a student's username and password are confidential as per the ICT Cybersafety Agreement signed at enrolment.

College requirements for a device are:

- A Laptop (or equivalent hybrid) **Chromebook is not suitable**;
- At least 12" (30 cm) screen size;
- Wireless Connectivity using 802.11n (or higher)
- 8-10 hour battery life from one charge (minimum)
- Preferably light and robust
- A protective carrying case
- Operating System
 - Most compatible: **Windows 10** – this is the system the College network uses
 - **Other operating systems** that have the appropriate wireless connectivity are supported, e.g. Mac OS v.10.10 or newer, Android, ...
- Must support software requirements below
 - Up-to-date Antivirus Software
 - The ability to install and run the Microsoft Office Suite (**free for BDSC students** with the Student Advantage). **Chromebook is not suitable.**
 - Optional: Selected Adobe Software, if appropriate for courses chosen by the student, e.g. Design courses may require Adobe Photoshop
 - Higher specification machines may be required for Year 10 Digital Technology, Year 10 Digital Art, and Level 1-3 Design or Digital Technology classes, so consider the expected lifetime/usefulness of the device.

Students are encouraged to use their own devices (including phones) as personal organisers, keeping track of homework or assessment requirements, in addition to maintaining a diary.

Care and Maintenance of Device

- Our on-site technician is able to help students with internal technical issues (i.e. connectivity, printing, etc.) but the security and care of the device is the responsibility of the student and parents/caregivers.
- **We recommend ensuring personal insurance covers loss or damage to a device whilst at College.**
- Devices that are not being used should be kept locked in a student's locker.
- If a student's device is damaged or has technical problems that means it cannot be used at College, then we ask parents to notify the College (by note or email to the Whānau tutor / leader) and to make repair a matter of priority, to minimise any loss of learning.
- **Equity:** A limited number of equity devices are available for student loan in case of hardship. Please contact your child's Whānau leader for further information on a Device Loan Agreement.

For further information about BYOD please visit Harvey Norman's website:

<http://www.harveynorman.co.nz/computers>. New Era has partnered exclusively with Harvey Norman nationwide to ensure availability of superb hardware at a competitive price, and a great retail BYOD experience for students and parents (including technical support). For more information contact Harvey Norman on 0800 464 278

If you have any queries, please feel free to contact the College.

Personal Property

All personal property must be clearly named, preferably in a way that is permanent or not easily removed. In many cases lost property could easily be returned if only it were named.

The College cannot accept responsibility for loss, theft or damage to items / property brought to College, especially when loss or damage is due to a lack of care by students that do not take enough responsibility for their own gear.

Bicycles (or scooters) must be stored and locked in the racks provided using a good quality cable and padlock. Too many students rely on the additional lock that gets placed by the ground staff; this is a poor habit.

Sports balls should be kept in Whānau lockers / storage areas not carried to each class.

There are items that are banned from the College or College trips/functions as possession or use of these items that have the potential to cause harm or damage (to people and/or property) or cause offence. Refer to Section 5.2 (Unacceptable Behaviour).

For ease of reference the list is repeated here. The list includes, but is not limited to:

chewing gum	permanent markers	tobacco	alcohol
weapons*	knives	guns	lighters / matches
lasers	offensive images/media	drugs*	vaping cigarettes, etc.

or other harmful substances (including synthetics) not named above;

or replicas or substitutes for any such items or substances (that may be misconstrued as being harmful), e.g. replica weapons*, vaping cigarettes, etc.;

Use of Mobile Phones

In general, mobile phones may only be used outside of class time (morning tea and lunch time) or with the explicit permission of a teacher. BYOD devices (refer to Section 6) should be used in class time for learning activities, for example, to record homework, or search for information.

Phones must therefore be kept inside a student's bag (or locker) during class time.

To be clear, BYOD devices should not be used for messaging, social media, gaming, updates, etc., either. This includes checking for messages or contacting parents (this can be done at break time; urgent messages should come via Student Services).

Students should not ask to go to the toilet in order to use their phone or other device, as this is also a distraction to learning. Students may be asked to leave their phone in the classroom, if the teacher allows a toilet break. Ear buds and headphones should not be used while walking around the school, as this can be a distraction and mean there are more collisions and tardiness getting to the class.

Students must take complete responsibility for their phones and other digital devices or any other valuable item such as sportswear or sporting equipment and musical instruments. It is the responsibility of the student to ensure their security and proper use.

Devices that are not being used should be kept locked in their locker during the school day, turned off or on silent (not vibrate). The security of the device remains the responsibility of the student.

CyberSafety Agreement

Introduction

The measures to ensure the cybersafety of BDSC outlined in this document are based on our core values.

The College's computer network, Internet access facilities, computers and other College ICT¹ equipment/devices² bring great benefits to the teaching and learning programmes at BDSC, and to the effective operation of the College.

Our College has rigorous cybersafety practices in place, which include cybersafety use agreements for all College staff and students.

The overall goal of the College in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the College's, legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the College environment.

All students will sign a use agreement as part of the enrolment application. This agreement will remain in force as long as the student is enrolled at BDSC. If it becomes necessary to add/amend any information or rule, parents will be advised by the College.

The College's computer network, Internet access facilities, computers and other College ICT equipment/devices are for educational purposes appropriate to the College environment. This applies whether the ICT equipment is the student's or owned or leased either partially or wholly by the College, and used on or off the College site.

Rules to Help Keep Botany Downs Secondary College Students CyberSafe

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules.

1. I cannot use College ICT equipment until my parent/caregiver and I have read and signed the use agreement form and returned it to College.
2. I will be given my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at College or a College-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).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the College or the College itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones and other storage devices. I will only use my mobile phone(s) at the times that I am permitted to during the college day.
7. I understand that I can only use the Internet at College when a teacher gives permission or during allocated times.

8. While at school, I will not:
 - Access, or attempt to access, inappropriateⁱⁱⁱ, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at College.
9. If I accidentally access inappropriate material, I will:
 - Not show others
 - Turn off the screen or minimise the window and
 - Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the College complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to College or a College-related activity. Any images or material on such equipment/devices must be appropriate to the College environment.
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 but is not limited to: name, address, email address, phone numbers, and photos.
13. I will respect all ICT systems in use at College and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any College ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all College 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 College monitors traffic and material sent and received using the school's ICT network. The College uses filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that the College may audit its computer network, Internet access facilities, computers and other College 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 College 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.

Students and parents/guardians undertake by signing the Enrolment Application in Section O and P to adhere to the above CyberSafety Agreement.

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- i ICT (Information and Communication Technologies) is an umbrella term for a variety of technologies, including but not limited to software and hardware (primarily those regarded as digital, but also incorporating analogue devices such as television and video players/ recorders). More specifically hardware relates to devices which can be involved in creating, viewing, editing, storing, or broadcasting any kind of data, and any other, similar, technologies as they may come into use. Software includes any data or compiled program including application software, programming software, system software, firmware etc. This also includes the Internet, all on-line services such as E-mail, FTP servers, teleconferencing and any data transfers sent through the BDSC intranet.
 - ii ICT equipment includes BDSC's computer network, internal Internet facilities, computers, and other school ICT equipment (as outlined above) whether it be owned in full or in part by the school or leased from a third party, as well as privately owned/leased ICT that are brought onto the College site or to any school related activity, whether for educational purposes or not.
 - iii "Inappropriate" is defined as: use, material or content that is not appropriate within the College environment, and, is not in keeping with the professional code of ethics for teachers registered to practice in New Zealand, especially those relating to promoting the wellbeing of learners and modelling positive values which are widely accepted in society. This includes all material that is deemed to be, "objectionable" and, "age restricted" as set out in Section 3 of the Films, Videos, and Publications Classification Act 1993 and it's Amendment in 2005. Objectionable material is defined by the Films, Videos and Publications Classification Act 1993 and 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 college environment.

College Café

The College Café is open daily at interval and at lunchtime following sit-down lunch in the Whānau Commons. A Café menu and price list is available on the College website.

<http://www.bdsc.school.nz/our-college/student-care-and-wellbeing/cafe/>

College Hours

Students are encouraged **not** to be at school before **8.00 am** as we cannot guarantee they will be supervised. Students are expected to be at school 15 minutes before the scheduled start of class, i.e. by **8:30 am** and ready to learn by 8:45 am, except on Thursday when students should arrive by 8.45 am for a 9.05 am start.

- **Monday** 8:45 am - 3:05 pm
- **Wednesday, Tuesday, Friday** 8:45 am - 3:15 pm
- **Thursday** 9:05 am - 3:15 pm

Students must remain on site once they have arrived at College, until the end of the school day.

Being punctual is important to maintain a positive learning environment; consequently, there are impositions for lateness. Please note that if you want to allow your child to go to Botany Town Centre before school then they should be dropped off there, as they may not be allowed to exit the College once they have come into the grounds. This is because our duty of care can only be achieved on site.

Students should not be in Whānau Commons unless supervised by a member of staff.

On Thursdays, there is a later start as all teaching staff are involved in Professional Learning from 8:15 to 9:00 am.

Refer to Section 21: Timetable Structure for an overview of the College Week.

Stationery

The stationery requirements for all courses may be determined and ordered online through the OfficeMax MySchool website www.myschool.nz. Simply type 'botany' in the school search box and select Botany Downs Secondary College. Please note this is not applicable for International students. International student stationery is ordered by the College.

All students in Years 9 - 11 should have a paper diary.

Take-home write-on customised workbooks or other resources (such as Education Perfect) that are highly recommended for some subjects are also only available from the My School website. Costs of take-home materials for some subjects may also be paid at the My School website (as well as through the Parent Portal).

Our website has stationery requirements listed by year level.