Enrolment Policy

Year 10

Parent and Student Guide

(for your records)

2015
OUR STORY

HIGH CHALLENGE
CREATIVE
CLEVER
GLOBAL
HIGH EXPECTATION
HIGH CARE

OUR DNA
LEARNER PROFILE
KNOWLEDGEABLE
THINKERS

OUR APPROACH
NUX PARADIGM
EFFECTIVE LEADERS
SUCCESS & WELLBEING

OUR VISION
"To be the world class learning environment of choice for the aspirational creative generation"

OUR GRADUATES
GLOBAL INFLUENCERS
LEARNING INSPIRED
ENTREPRENEURIAL & ENTERPRISING

IDEAS ARCHITECTS
ETHICALLY & SOCIALLY RESPONSIBLE
LIFE DESIGNERS

PATHMAKERS
whose creative intellect, skills and capabilities see them thrive and lead in the 21st Century Global Economy
STUDENT NAME: ____________________________________________

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at the Queensland Academy for Creative Industries.

The Academy administration has provided a copy of the Academy’s Responsible Behaviour Plan for Students and Student Dress Code to parents. The Responsible Behaviour Plan for Students outlines the Academy’s strategies for implementing the Code of School Behaviour as outlined in the document published by Education Queensland.

At the Queensland Academy for Creative Industries we expect that it is the -

**Responsibility of student to:**
- fulfil Academy Character Ideals
- commit to the philosophy and practice of the 5P’s for Success – Pride, Positivity, Persistence, Prepared, Principled
- attend the Academy regularly, on time, ready to learn and take part in Academy activities
- act at all times with respect and show tolerance towards other students and staff by demonstrating the Academy Character Ideals
- work to the utmost of ability
- respect and protect the Academy environment – physical social and emotional
- maintain a dedicated work effort that is reflected in all formal reports with a satisfactory or better rating
- maintain all homework and set work requirements at a satisfactory level or better
- wear the Academy uniform as intended and with pride.

**Responsibility of parents to:**
- support Academy’s policies and this enrolment agreement
- maintain open communication
- ensure attendance and punctuality is maximized and provide explanations for absence
- support the authority and discipline of the Academy enabling my child to achieve maturity, self discipline and self control.

**Responsibility of the Academy to:**
- develop each individual student’s potential as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the Academy community
- clearly articulate the Academy’s expectations regarding the Responsible Behaviour Plan for students and the Academy’s dress code policy
- set, mark and monitor homework regularly in keeping with the Academy’s set work policy
- contact parents and carers as soon as possible if the Academy is concerned about the student’s work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

I accept the expectations of the Queensland Academy for Creative Industries as stated in the policies that have been provided to me as follows:
- ☐ Responsible Behaviour Plan for Students
- ☐ Academy Uniform and Policy Standards 2014
- ☐ Information, Communication and Technologies Agreement 2014
- ☐ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- ☐ Social Networking Policy
- ☐ Respectful Relationships Policy.

I acknowledge that information about the school’s current programs and services has been provided to me.
BACKGROUND

The Queensland Academy for Creative Industries caters for students in Years 10, 11 and 12, offering the International Baccalaureate Diploma (IB Diploma) program as the only curriculum framework in Years 11 and 12. Year 10 students complete a Pre-IB course of study that prepares them for the rigour and skill set required to successfully complete the IB Diploma. Students undergo a selective entry process prior to an offer of enrolment. The IB Diploma Program provides students with the opportunity of global University entry and in most cases advanced standing arrangements with universities. The IB Diploma Program is externally moderated to give assurance to Universities of the high quality of graduates.

RATIONALE

The Queensland Academy for Creative Industries recognises as its prime obligation the provision of this specialised educational program for students who, through rigorous testing, are judged to be well placed to achieve the IB Diploma.

This plan sets out the requirements for enrolment of students at the Queensland Academy for Creative Industries.

ENROLMENT CAPACITY OF THE ACADEMY

The Academy currently has the capacity to enrol up to 450 students across Years 10, 11 and 12.

Should this capacity change because of changes to occupancy capacity, this will be advertised through the approval and gazettal of an amended plan including the operative date for the new plan.

ENROLMENT POLICY

Under Chapter 8 of the Education (General Provisions) Act 2006 (the Act), a principal must enrol a student at a school the student is entitled to be enrolled at. Students enrolling at the Queensland Academy for Creative Industries must be eligible for general enrolment in State schools and must also satisfy the specific Enrolment Criteria of the Academy set out in this plan.

• General enrolment requirements for State schools
Prior to assessment against the Enrolment Criteria the Academy Principal must be satisfied that the student meets the general enrolment requirements for State schools. A student must meet the general requirements set out in the Act (for example having an allocation of state schooling remaining, and/or in the case of mature aged students possessing a positive mature age student notice). The Academy Principal may also defer an enrolment decision to the Director-General if a student poses an unacceptable risk to the safety or well being of the school community. Applicants who have been refused enrolment on the basis of the general enrolment requirements may pursue review rights under the Act as advised by the Academy Principal.

• Enrolment Criteria
The student must also meet the Enrolment Criteria set out below. In order to be eligible for enrolment at the Academy a student must at a minimum:

- demonstrate (via presentation of evidence at the time of application) that they:
  - have Australian Citizenship or are the child of an Australian citizen; or
  - have Permanent Resident status or are the child of an Australian citizen; or
  - are eligible under a Visa category; and
- have reached the benchmark results on the Higher Ability Selection Test; and
- have successfully completed an interview and/or audition, against the interview and/or audition criteria, and produced a portfolio and documentary evidence of school-based testing at their previous school; and
- can meet the financial commitment of the program fees at the Academy.

The Academy Enrolment Eligibility Committee (the Committee) conducts relevant tests, interviews and auditions and provides advice to the Academy Principal about the student’s eligibility under the enrolment eligibility plan criteria. The Academy Principal will consider this advice when determining a student’s enrolment application.

1 The Higher Ability Selection Test is a test developed and scored by the Australian Council for Educational Research (ACER). 2 Students wishing to study Music who cannot provide documentary evidence of having achieved up to Australian Music Examination Board (AMEB) Level 3 Theory will be required to undertake a 30 minute Music Theory Test.
• Processing of enrolment applications

Enrolment applications are to be made to the Academy Principal who will consider the general enrolment requirements and the assessment advice from the Committee regarding the student’s performance against the enrolment criteria for the academy. Students will not be eligible for enrolment unless they have undergone assessment by the Committee.

Vacancies will be filled by a rank order. Students will be ranked for interview based on their achievement in the Higher Ability Selection Test (HAST). Students who meet the HAST benchmark will be offered an interview and required to present a specific portfolio and or audition for each of the creative subjects they wish to study. Students will then be ranked in order for each subject based on their HAST score combined with the outcome of their interview and portfolio. Some students may be placed on a waiting list if more than one round of selection is required in order to fill the annual quota of places. Should more than one round of entry (testing and interview) be required in any one year, the number of enrolment places remaining will be filled through the ranking process above but also include those students on the waiting list.

Where there are students who were considered by the Academy Principal to have met all enrolment criteria set out above, but who were not enrolled in the Year 10 intake due to the Academy’s capacity being reached, such students will be considered for an intake should vacancies arise in the school year. These vacancies will be filled through continuance of the rank order from the Higher Ability Selection Test results. Note: these intakes are not an option for Year 11 or 12 students.

The Committee has determined that the Academy may enrol up to ten (10) international fee paying students from the 2011 academic year. This international student capacity may be varied by the Academy Principal in consultation with Education Queensland International should the Academy’s capacity to enrol international students change over time.

In all cases the parent or student must meet the financial commitment of the program fees at the Academy. The Department reserves the right to suspend delivery of educational services should there be failure to pay the program fee.

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**QUEENSLAND ACADEMIES ENROLMENT ELIGIBILITY COMMITTEE**

The Enrolment Eligibility Committee consists of the Manager, Corporate Services, Queensland Academies Brand Division (chair); the Academy Principal; a representative of the Academy Parents and Citizens Association and an elected staff representative.

**REVIEW OF QUEENSLAND ACADEMIES ENROLMENT ELIGIBILITY COMMITTEE ASSESSMENTS**

Applicants who have been refused enrolment by the Academy Principal on the basis of a report by the Enrolment Eligibility Committee will be notified in writing of the reasons for the refusal by the Manager, Corporate Services, Queensland Academies Brand Division.

Applicants may seek a formal review of an unsuccessful assessment by making a written submission to the Regional Director, Metropolitan Region, Education Queensland. This submission should present evidence to substantiate a claim that the stated criteria have not been applied correctly or fairly.

The Regional Director will, where possible, decide the review and provide written advice to the applicant within 14 days of the applicant's submission. The Regional Director's decision on the review will be final.

**Review Date**

The Enrolment Eligibility Plan for the Queensland Academy for Creative Industries is operational from 1 December 2010 and will be reviewed triennially. This plan remains in effect until a new plan is approved to replace it and while it is under review.

All necessary amendments to this plan will be notified through the approval and gazettal of a new plan.

The provisions of the new plan will come into force either as of the date of gazettal or an operative date stated in the gazette notice.
A uniform was a specified component in the original establishment brief for the Queensland Academies. The uniform is consistent with the overall Queensland Academies brand and expectation held of the academies by Education Queensland and the wider community. The uniform ensemble was designed by the foundation student cohort of the Academy.

The students of the Queensland Academy for Creative Industries have access to three uniforms with each recognising and reflecting a sense of time, place and occasion.
1. A day uniform;
2. A formal uniform
3. An active wear uniform

EXPECTATIONS AND STANDARDS

Our community, past and present take pride in our image and reputation. Our reputation is one of cleverness and creativity with an aspiration to be world class in every endeavour.

We foster a positive reputation in the education, corporate, arts and wider community as a team and as individuals through not only what we achieve academically and creatively but how we are seen, received and perceived on a daily basis. Our uniform shows recognition of time, place and occasion.

Our uniform and presentation, sends a very important message about our standards, values and our sense of belonging and alignment.

As a community and team who have pride in our Academy and each other. We stand on each other’s shoulder to see further.

To achieve this
The specified uniform is to be worn in its entirety and may not be modified in any way.
The uniform must be worn neatly at all times and in a manner consistent with the intent of the uniform and time and place.
Wearing items other than specified in the approved uniform components is not acceptable.

FORMAL UNIFORM

- Our formal uniform is our showcase outfit.
- The wearing of the uniform reflects the time and place and reflects the significance of occasion.
- It is expected that students will wear their full formal attire at the Academy on:
  - assembly day
  - at specified Academy events, special assemblies or highlighted days of significance
- A student may choose to wear the formal uniform on days in additional to that specified but in doing so it must be consistent with the guidelines for the wearing of the formal uniform at that time.

DAY UNIFORM

- Our day uniform presents a smart, practical outfit which is aligned with our creative, innovative image and suitable for our climate and indoor learning environment
- The day uniform can be worn any day of the week except those specified for the formal uniform.

ACTIVE UNIFORM: (OPTIONAL ITEM)

The active uniform may not be required by all students. A student will be required to have and wear the active uniform if they are a member of an Academy team or an Academy facilitated event or activity where this is specified. The active wear is only to be worn for the duration of the event or activity. If this activity is before school or facilitated as an after school event they are permitted to wear the active uniform to or from home, whichever the case may be. The uniform comprises:
- The Academy active wear shirt
- Navy blue Canterbury rugger shorts.
- A hat must be worn for sun safety in outdoor activities.

UNIFORM DETAILS – BOYS

Formal Uniform

Components
- Long sleeve pinstriped, white shirt worn tucked in and with sleeves down
- Long charcoal trouser
- Charcoal jacket
- Black leather lace up shoes – these are standard school shoes
- Black belt with silver buckle
- Academy tie
- Black short socks

Specific Expectations
- The formal uniform must be worn in entirety to assembly, specified events or highlighted days of significance.
- The jacket must be worn in public (external to the academy) during cooler months (term 2 and 3).
- The wearing of the jacket is optional outside situations listed above.
### Day Uniform

**Components**
- Blue pin striped short sleeve shirt worn tucked in
- Long charcoal, trouser with short black socks
- Black leather lace up shoes – these are standard school shoes
- Black belt with silver buckle
- Academy tie (optional)
- Charcoal jacket (to be worn in public, external to the Academy, during cooler months term 2 and 3).

**Optional components to compliment the stated uniforms**
- Charcoal embroidered pullover or vest

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### Formal Uniform

- ¾ sleeve white pin striped blouse worn tucked in
- Charcoal dress slacks or dress skirt
- Black, sheer stockings or short white fold down socks
- Black leather lace up shoes – these are standard school shoes, not fashion shoes
- Charcoal jacket
- Academy scarf or tie
- Academy supplied hair ribbons if necessary

**Specific Expectations**
- The formal uniform must be worn in entirety to assembly.
- For specified events or highlighted days of significance black sheer stockings will be required.
- The jacket must be worn in public (external to the Academy) during cooler months (term 2 and 3).
- The wearing of the jacket is optional outside situations listed above.

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### Day Uniform

- Short sleeve blue pin striped blouse worn out as design ensuring professional modesty at all times
- Charcoal dress slacks or dress skirt
- Short white fold down socks or black sheer stockings
- Black leather lace up shoes – these are standard school shoes, not fashion shoes
- Scarf or tie optional
- Charcoal jacket (to be worn in public, external to the Academy, during cooler months term 2 and 3).

**Optional components to compliment the stated uniforms**
- Charcoal embroidered pullover, cardigan or vest

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### PERSONAL PRESENTATION PROTOCOLS

Out of Uniform:
In exceptional circumstances if a student is unable to wear the complete uniform, that meets the specified occasion, they must be prepared to present to a staff member, upon enquiry, a short written note of acknowledgement from a parent/caregiver. This will be monitored closely and exploitation of these principles and protocols underpinning the guidelines of our uniform will be referred to the Administration team for advice or redirection.

**Makeup (including nail polish):**
Whilst makeup is not specifically banned, the use of make-up should be absolutely minimal (if it is obviously noticeable then it is an indicator that there is overuse) and should not detract from the uniform or how students are perceived within the wider community. Judgments on makeup will not seek to restrict individuality but reflect appropriateness of time and place, in this case the Academy vision, purpose, setting and the expectations of the Academy community.

**Hair Colour and Styles:**
Whilst hair colouring or a specific hair style is not specifically banned, the colouring or style should be natural and not detract from the uniform or how students are perceived within the wider community. Judgments on hair colouring or styles will not seek to restrict individuality but reflect appropriateness of time and place, in this case the Academy vision, purpose, setting and the expectations of the Academy community.

**Jewellery:**
The following pieces of jewellery are acceptable at the Academy:
- A wrist watch
- 2 small metallic studs or sleepers per ear
- A plain, small ring
- A necklace of sentimental or religious significance if worn under the uniform, out of view.

Additional visible piercings, spacers and/or large items of jewellery are not approved.
RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS 2015 PROCESSES

This plan was revised in November, 2012 and is available full on the Queensland Academy for Creative Industries web-site.

Key Recipients
- The Learner
- Charter of Rights and Responsibilities
- Classroom teacher
- Success Coach
- Peer mentors
- Parent/Caregivers
- Student Development program

Indicators
- Lack of understanding of QACI culture in character ideals
- Minor or repeated negative behaviours
- Poor work ethic
- Failure to submit required work
- Unsociable behaviour

Rewards & Benefits
- Individualised opportunity
- Outstanding academic achievement
- Meritocracy
- Extraordinary growth & achievement

Proactive/Preventative Strategies
- Student Development & Support Program
- Peer mentoring
- Success Coaching Support
- Engaging & responsive learning
- Positive relationships
- Engaging & challenging curriculum
- Consistent & persistent high standards
- Programs to support holistic growth
- Enrichment and Advancement program

Remedial/Redirective Strategies
- Parental contact (written and verbal) & involvement
- Make good time/restitution
- Detention
- Time out
- Temporary removal of property
- All action to be recorded on the Academy database

Targeted Behaviour Support

Key Support
- Curriculum Deans
- House Leaders
- Parent/Caregivers
- Specialist support providers

Indicators
- Failure to positively address minor or repeated negative behaviours despite intervention using a range of strategies
  - OR
- Refusal to follow a reasonable direction
- Failure to meet key assessment
- Minor harassment/bullying
- Minor truanting
- IT Device or network misuse

Sample
- Guidance Support
- House Team Support and case management
- Review and progress meetings

Targeted Remedial Strategies

- Parental interview
- Class monitoring
- Conduct/work agreement
- Formal warning correspondence
- Out of hours make good program
- ICT/network use restrictions
- Internal suspension
- Individual short term program
- Community service
- All action to be recorded on the Academy database

Intensive Behaviour Support

Key Support – Re-connect Team
- Administration
- Guidance Officers
- District Office
- Community Support

Indicators
- Failure to respond positively in addressing behaviours subject to target support
  - OR
- Substance related use
- Theft or breach of Trust
- Violence
- Bullying / Cyber bullying
- Failure to meet formal assessment
- Use of unfair means
- Verbal abuse
- Serious breach of community standards
- Truanting
- Misrepresentation of Academy in any context
- Breaches of Security

Sample
- Intensive Guidance Intervention and formal negotiated support and intervention program
- Community Support Agencies
- Alternative programs
- Short to medium term course alteration

Intensive Support/Intervention Strategies

- Formal parental interview
- Formal enrolment agreement
- Alternative – extended catch up program
- Formal negotiated support and intervention program
- International Baccalaureate Breach & Diploma ineligibility
- Behaviour improvement conditions
- Suspension
- Behaviour Improvement Condition
- Cancellation of enrolment process
- Police contact
- Proposed exclusion or recommended exclusion
Pillars of Success

Pride
Demonstrated in their approach to the QACI and with the representation of it.

Positivity
Demonstrated by their consistently productive and proactive approach to QACI.

Persistence
Demonstrated by their continuous drive to succeed, achieve and advance, despite adversity.

Prepared
Demonstrated through a readiness to participate and maximise every aspect of QACI life.

Principled
Demonstrated through the complete adoption of the QACI character ideals.

In Practice – How does it look?

Character Ideals

HONESTY & TRUSTWORTHINESS

UNDERSTANDING, TOLERANCE, INCLUSION

RESPECT

RESPONSIBILITY

TEAM

COMMUNITY

ETHICAL CITIZENSHIP

Trust
Empowerment
Capacity Building

Compliance Culture

INCREASE

DECREASE
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<td>Be personally ready and organised to maximise learning and opportunities</td>
<td>Punctuality (8.40am at school/5min before class begins)</td>
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<tr>
<td>Be connected and engaged in QACI communication and conversation</td>
<td>Meet deadlines and returns</td>
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<td></td>
<td>Has necessary technology charged and ready for use</td>
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<td></td>
<td>Uses the QACI website, OneSchool, intranet &amp; calendar proactively</td>
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<td>Check communication in the 8.40–8.45am communication time.</td>
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<td><strong>Persistence</strong></td>
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<td>Maximise the use of digital technology</td>
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<td>Assessment completed on time</td>
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<td>Promotes positivity</td>
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<td>Engages in QACI communication</td>
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<td>Promote a positive outlook and approach to difficulties</td>
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<td>Embracing the opportunities and ethos of the IB program</td>
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<td>Monitors workload demands and expectations</td>
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<td>Asks questions and seeks clarification</td>
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<td>Contributing to QACI community and life beyond the classroom</td>
<td>Engages in QACI communication</td>
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<td>Being familiar with the Graduate attributes and striving to acquire them</td>
<td>Takes personal responsibility for tidiness of classrooms and shared areas</td>
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<td>Respecting the viewpoints of others</td>
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<td>Looking after our environment and resources</td>
<td>Support Academy events</td>
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<td>Celebrate successes of others</td>
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<tr>
<td>Representation: Contributing to and sharing QACI’s brand and reputation at all times</td>
<td>Maintains a sense of time and place</td>
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<td>Valuing personal integrity and your personal reputation</td>
<td>Positive promotion of the Academy</td>
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<td>Promoting the academy</td>
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<td>Appropriate and approved use of social network sites and multimedia</td>
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<td>For maintaining currency of knowledge about processes, procedures and policy</td>
<td>Reflects upon personal academic outcomes often</td>
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<td>For personal and academic outcomes</td>
<td>Appropriate use of ICT as per ICT agreement</td>
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<td></td>
<td>Use of resources efficiently and ethically</td>
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<td>Facilitates communication between Academy and home</td>
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BACKGROUND

Social networking sites (SNS) are like virtual communities, providing a social lifeline for today's youth. Sites like MySpace, Tumblr, Twitter and Facebook allow users/members to create an online profile or web page. Members can then post personal information, photographs, blogs, music clips and other information about their interests online. A big part of customising their space is to upload photos or images. Most sites also have a blog where users can write their thoughts, encourage others to join in and post comments.

What are the dangers?

Social networking sites hold significant appeal for young people. Whilst such sites provide opportunities for self-expression and identity formation, they also pose risks.

These include:

- Posting inappropriate content. Risks arise when young people give out information that is too personal or allows others to know who they are or where they live.
- Exposure to anti-social or illegal material.
- Being targeted by sex offenders.
- Cyber bullying.
- Identity theft – many people within social networking sites encourage users to join their space or view their profile by encouraging them to click on links that ask for username and passwords. This allows others to gain access to their passwords and other private information.
- Diminished reputation or community standing

USE OF THE QUEENSLAND ACADEMY FOR CREATIVE INDUSTRIES BRAND ON PUBLIC SITES

The reputation and standing of the Queensland Academy for Creative Industries brand, represented by name in written texts, by the Academy logo or the Academy uniform, can have both a positive and negative impact on all students and staff who attend the Academy, have attended or those who aspire to attend the Academy.

- The posting or communication of any image or text which can be identified as or associated with the Queensland Academy for Creative Industries without the written approval of the Principal will be viewed as a serious breach of the Queensland Academy for Creative Industries Responsible Behaviour Plan for students and the Education Queensland Code of School Behaviour, specifically.
  - Posting and communication includes but is not restricted to websites, social networking sites, email, mobile phone and video and should “Demonstrate respect for themselves, other members of the school community and the school environment” as per the Responsible Behaviour Plan.

NEGATIVELY REPRESENTING A MEMBER OF THE QACI COMMUNITY ON PUBLIC SITES

Any conduct or communication on the internet or social media site which negatively portrays or diminishes the standing or reputation of an individual or group who attend the Academy, have attended the Academy or aspire to attend the Academy will be viewed as a very serious breach of the Academy Character Ideals and will warrant the most serious consequences under the Queensland Academy for Creative Industries Responsible Behaviour Plan for Students.

BREACHES AND CONSEQUENCES

Following a thorough investigation and dependent on the intent and nature of the breach, a first offence may result in a student’s suspension from the Academy.

Any action which targets another student or staff member will result in suspension or exclusion.

Any action which is illegal will be referred to the Police in addition to serious consequences under the Queensland Academy for Creative Industries Responsible Behaviour Plan.

HOW CAN PARENTS SUPPORT THIS POLICY?

In regard to Social networking

- Encourage children to only upload pictures that you as their parents/guardians would be happy to see.
- Make sure they do not put any personal information on their profile such as phone number, personal email address, home or school addresses or other personally identifying information.
- Ask them to show you how to use a social networking site – getting involved will empower them to share the experience with you.
- Ensure they set their profile to private – but emphasise that a private profile is still public. Nothing on the internet is private or protected.
- Encourage them to limit friendship links to known friends.
- Regularly review your child’s profile.
- Negotiate an online contract.
- Make use of free web filters (eg Net Nanny)
This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

**CERTAIN PERSONAL TECHNOLOGY DEVICES BANNED FROM SCHOOL**

Students are asked to consider not bringing valuable personal technology devices like cameras, digital video cameras or MP3 players to school unless required for a specific learning activity. If a device is a distraction or being used inappropriately it may be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in disciplinary consequences.

**CONFISCATION**

Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent. Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

**PERSONAL TECHNOLOGY DEVICE ETIQUETTE**

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during assemblies or classes. Personal technology devices may be used at morning tea and lunch breaks and before and after school.

**RECORDING VOICE AND IMAGES**

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent. We uphold the value of trust and the right to privacy at the Queensland Academy for Creative Industries. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) to disseminate to others (including distribution by phone or internet posting) build a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher. A school student who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying\(^1\), including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording

Breach of this policy may be subject to discipline (including suspension and proposal/recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to the Queensland Police Service.

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\(^1\) Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
TEXT COMMUNICATION

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

ASSUMPTION OF CHEATING

Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

RECORDING PRIVATE CONVERSATIONS AND THE INVASION OF PRIVACY ACT 1971

It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, ‘a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation’. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others. Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

SPECIAL CIRCUMSTANCES ARRANGEMENT

Students who require the use of a personal assistive technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

INAPPROPRIATE BEHAVIOUR OUTSIDE OF SCHOOL HOURS

Students may receive disciplinary consequences for bullying or cyberbullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

* Personal Technology Devices include, but are not limited to the following devices; portable gaming devices, the iPhone, iPod, iPod Touch or iPad, Tamagotchi® and similar games, laptop computers, PDAs, Blackberries®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones and devices of a similar nature.

Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.

Personal Technology Devices Policy at QACI – Summary

If the answer to any of the following questions is YES then your use of the device is not acceptable within our environment or community.

Will your use of the device breach trust?

Is your use of the device unethical?

Is your use of the device illegal?

Will your use of the device offend or harass another person(s)?

Will your use of the device misrepresent an individual or our Academy?

Will the device interrupt learning or your readiness for learning in anyway?

If the answer could be YES then reconsider the decision you are about to make.
BELIEFS

At the Queensland Academy for Creative Industries our character ideals of

Respect
Responsibility
Honesty & Trustworthiness
Understanding, Tolerance & Inclusion

allow no room for antisocial behaviours such as harassment or bullying in any form.

For our collaborative learning environment to be effective, allowing students to realise their potential we need to be able to:

“Show the me behind the Mask”

and feel totally comfortable to do so.

Our community celebrates diversity and individual differences and harnesses the flow of ideas and interactions between diverse but likeminded individuals to create dynamic processes and learning.

There is no place for judgement in such an environment.

Creative individuals and knowledge workers respond well to environments based on solid values, clear ideals, open communication and fair treatment.

At the Queensland Academy for Creative Industries we believe every individual within our community and our community as a collective must work together to protect our beliefs.

Our Commitment

We believe there must be open communication about bullying and harassment and as individuals and an organisation we commit to follow up on any identification of these negative and antisocial behaviours.

We believe that for any individual to ignore bullying is to become part of the problem.

Definition

Bullying is repeated violence, physical or psychological, against a victim unable to defend herself/himself.

Bullying involves an initial desire to hurt, this desire is expressed in action, someone is hurt, the action is directed by a more powerful person or group, it is without justification, it is typically repeated, and it is done so with evident gratification.

It may look like:

- Teasing and name-calling
- Threats
- Assaults
- Property damage and theft
- Gestures
- Cyber bullying including MSN, websites, blogs and text messaging subtle or overt.
BULLYING AFFECTS US ALL

In an environment which values relationships so strongly and relies on peer collaboration and engagement bullying does not occur in isolation from learning itself.

Empowerment and Engagement = Achievement

Bullying damages relationships and engagement and thus our future potential even if we are not directly involved.

Three Step Student Self Help Guide

1. Stay cool – you do not have the problem.
   Ignore the behaviour.
   Or
   Be assertive – inform the offender to stop their behaviour.
   Calmly walk away. Do not fight back.

2. Ask for help:
   - Peer mentor
   - Teacher
   - Success Coach
   - Administration

   Reporting the bullying enables you to get support from someone you can trust!!!

3. Make a formal complaint.
   The Academy will investigate the matter and take action under our Respectful Relationships Policy and Responsible Behaviour Plan.

Helping Others

   Step 1: If you see someone being bullied, do not ignore it.
   Step 2: Discourage others from supporting or joining in.
      This is ‘passive’ bullying and doing nothing encourages bullying.
   Step 3: Support someone by being proactive, i.e. Inform someone you can trust.

How can Parents Help?

- Take an active interest in your child's social life.
- Watch for signs of change in behaviour and disengagement.
- Encourage resilience (i.e. be assertive but not physical).
- Help child develop strategies.
- Model appropriate behaviours at home and external to the school.
- Discuss bullying observations openly (e.g. Media, football)

Action

- Believe your child
- Stay calm
- Enquire what they have done already to deal with it.
- Ask what outcome they would like.
- Ask how you can support them and “walk beside them”
- Empower and encourage.

As individuals and a community we should:

   Ask often

   Is what I am about to do going to make another person’s day worse?

   If the answer is YES it is not QACI behaviour.

   Show the Sense of the Goose.

   Reflect Often – Develop understanding & tolerance

   By discovering another’s story you will find a piece of you in that story.
INTRODUCTION

Effective partnerships between parents, students, the community and our Academy are important to educational success.

One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be resolved.

From time to time, you may have issues of concern relating to our Academy.

It is important that you share these with us.

Perhaps we haven’t explained something very well. We need to know this so that we can put things right.

Perhaps you don’t agree with a decision. We need to talk the issues through.

This should result in a better understanding of why we made that decision. We may need to reconsider our decision. Your contribution can help us to improve student outcomes.

We are committed to ensuring all parents and students have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents and students to work through any issues they may have.

HOW TO EXPRESS YOUR CONCERNS

We aim to provide a service that can be improved through your feedback.

We believe when there are concerns, that concerns which are dealt with by the people closest to the source of that concern achieve the best and most sustainable outcomes. They also build the strongest respectful positive relationships.

You can raise an issue with any member of our staff. Contact that person via a range of media or make an appointment to see them in person. Issues which you think are serious and cannot be discussed in the first instance with the person closest to the source should be raised with administration.

For issues which may constitute a more formal or serious complaint please refer to our comprehensive process and procedure available on our website.

Our staff are encouraged to deal positively and sincerely with your concerns. They will help you to take your concerns to the right place.

WHAT CAN YOU EXPECT

There are usually four phases in handling a concern. In most cases these can all be worked through quickly in one process.

1. Reception
2. Deciding how to proceed
3. Finding out about the matter
4. Making a decision

STUDENT PROTECTION OR HARM CONCERNS

If you have a concern or allegation of harm or suspected harm to a student by a school employee this should be reported directly to the Principal. This includes:
- bullying or behaving improperly towards a student.
- Sexual Misconduct including inappropriate relationships within or outside school hours.

Note: If the allegation involves the Principal it should be reported to the Assistant Regional Director, Metropolitan Region.

OUR COMMITMENT

We are committed to dealing positively with your concern. It helps us to learn how we can better do things for you.

We will try to make sure that your concern is resolved quickly. Sometimes a complex matter will take time.

We will always ensure that you understand what we are doing and why it is happening.

FURTHER DETAILED INFORMATION

A comprehensive and detailed concern or complaint management process is available on our website. This process is consistent with Department guidelines.
In the operation of the Academy, student information and images are used in a variety of ways and shared with organisations external to the Academy. This may be for the celebration of outcomes on the many occasions throughout the Academy year in which we publicly promote and share student endeavours, activities and achievements within the school and to the wider Academy community. This promotion often involves the use of photographs, images, sounds and copyright materials in print and digital media publications such as newspapers and Academy newsletters, or in displays in other media such as video, website, social media and broader digital media. The Academy Website and Queensland Academies Website showcases Academy information and events which also may include student images and student created digital content.

Communication with our community as per the information above, utilises a range of social media sites and platforms consistent with the Department of Education, Training and Employment Policy and Procedures.

The consent you have provided, to disclose Copyright Material, Image, Recording, Name or Personal Information, within the annual enrolment process has applied to:

- **School websites:** www.qaci.eq.edu.au & www.qa.eq.edu.au
  The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

- **School Facebook page:** www.facebook.com/QACreativeIndustries and www.facebook.com/Queensland Academies
  The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

- **School YouTube Channel:** www.youtube.com/qldacademies
  The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However, third party applications may be used to overcome the school's settings.

- **School Twitter Profile:** www.twitter.com/QACICreative and www.twitter.com/QLDAcademies
  The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

- **Other:**
  Provide a short description, and the website address, of the other website/s:
  1. **P T Online** (Online Parent Teacher Interview scheduling (as used in 2014))
     Student Name, Parent Name, current subjects, Parent email address. Privacy Policy on website: www.ptonline.net.au
  2. **School Photographers – Master School Portraits** (as used in 2014)
     Student Name, Student ID Number, Year Level, Date of Birth – production of the student ID card.
  3. **ManageBac** (as used in 2014) – see additional details which follow
     Student Name, IB ID Number, Date of Birth, Country of Origin, Assessment Tasks in all subjects including CAS, TOK, Extended Essay
  4. **IBIS (International Baccalaureate Data Capture System)** (as used in 2014)
     Student Name, IB ID Number, Date of Birth, Country of Origin, Subject Selection
  5. **5Vimeo Plus** (as used in 2014) – see additional details which follow
     Secure third party provider, video storage site accessible only via the QACI website page for the purposes of showcasing QACI product and promotional material
  6. **Use of Copyright material, image, recording or name on the Academy web including the web-based newsletter, Academy social media platforms and in hard copy publications which reveals identity.**
  7. **Language Perfect** (as used in 2014)
     Student Name, Email address
  8. **Turnitin Anti Plagiarism Service and Grademark® Learning Management System.**
     Turnitin provides a means of strengthening the implementation of the Academy's policy on academic integrity. Turnitin is one of many resources that can help ensure that academic integrity is maintained.
  9. **Verso App Access** - by students for class work via laptop or mobile devices - see additional details which follow.
MANAGEBAC

ManageBac is a web-based application for International Baccalaureate (‘IB’) schools to manage their assessment submissions in an online paperless system. It provides students with an organizational planning tool to manage their records in Creativity, Action and Service (‘CAS’), Extended Essay (‘EE’), Theory of Knowledge (‘ToK’), Orals & Internal Assessment (‘IA’) requirements for the Diploma program.

Ultimately ManageBac will enable:

- Students to track their CAS activities against the eight learning outcomes and provide required documentation with up to six types of evidence (i.e. photos, videos, certificates etc.).
- Students to journal their ToK experiences in one convenient location.
- Students to submit IAs and other assessment online directly to their teacher without the need for hardcopy.
- Students to run their assessment through Turnitin (a reference checking system) with no additional cost.
- Teachers to view student progress at any time and download assessment submissions.
- Teachers to record oral interviews online and submit directly to IB.
- Parent access to records.

ManageBac is responsible for maintaining all student data in a safe and secure manner; however, if a hard copy is ever required it can be exported as a PDF. Additional information about ManageBac and their security systems can be found on their website: http://www.ManageBac.com/index.html.

VIMEO PLUS

Vimeo Plus is a platform which can host high definition video (up to 1080p!). With QACI students producing a range of high quality video and multimedia content in subjects such as Film, Music and Visual Arts the standard the QACI website can not host the size of this material.

The Vimeo Plus has advanced privacy including domain level control QACI limits access directly to Vimeo Plus to key administrators and it is not publicly accessible directly. Videos and material stored in Vimeo Plus can only be accessed through the QACI web-site and viewed via the QACI website page only.

Vimeo Plus respects your videos and the right to decide who watches them. Privacy options allow QACI to upload videos and choose who can see them.

Private videos allow you to choose from the following options (and do not appear on any public listings or search results):

- People you choose allows you to individually choose Vimeo Plus users who are cleared to watch the video.
- Password protected videos will require a password that you choose. You can also embed this video on another site and it will ask for the password there.

LANGUAGE PERFECT

Language Perfect is an on-line language vocabulary tool that the Academy integrates into the language curriculum. It enables students to focus on vocabulary learning and applying vocabulary in context. Language Perfect allows teachers to monitor students’ progress and pass feedback onto parents through a feature called the Control Panel.

TURNITIN

Turnitin antiplagiarism service and GradeMark® student learning management system.

Students are required by the Academy to submit their IB Extended Essay to Turnitin to check for any breaches of copyright which are identified electronically. Faculties may use this service for any assignment submission. This enables students to make informed adjustments to their work. Additionally, class teachers may ask students to submit assignments or classwork for teacher feedback or for final assignment submission through Turnitin Grade Mark Centre. Students retain full copyright of all works submitted in both cases. At first entry, students are required to individually create a user account which includes a click through agreement to the terms and conditions. Approval is sought for this click-through process and submission of student work to Turnitin, through the parent signature to this State School Consent Form.

Identifiers required for account creation: First name (or pseudonym), last name (or pseudonym), school email address. Web address: http://turnitin.com/en_us/home.

Turnitin Privacy Information and Australian Legal PDF can be found at: http://www.turnitin.com/en_us/privacy-centre/overview

Student information and submissions to Turnitin are not available to the public and will not be published as a result of using the Turnitin service.

VERSO

Verso App Access by students for class work via laptop or mobile devices.

Learnology provides the Verso Application, which is an online application that assists Students and Teachers to share videos, information and other similar educational content online and interact with each other regarding such content.

Students may use the Verso Application by downloading the Application or by accessing a web browser version of the Verso Application and registering to use the Verso Application as a student. The Academy may provide the app via an Academy mobile device.

By clicking the ‘I accept’ button or otherwise confirming acceptance of these terms of use, the Student agrees that it has read, understood and will be bound by these terms of use. Students will not be asked for their email address and initials may be used in preference to first name and last name in the account creation process.

The Student will retain ownership of any Intellectual Property the Student may have in respect of the Class Content and the User Data. Full terms and conditions can be accessed via the following link: http://versoapp.com/terms.
Academy student use of the Library must not impact on other Library users. Time spent in the Library should be connected to assignment work only and the Library must NOT be used as a social space for QACI students.

**DURING QUT LIBRARY OPENING HOURS STUDENTS HAVE ACCESS TO:**

- The Library Help Desk on entry level
- Library catalogue at specified terminals
- Study tables, carrels, couches
- In Library use of newspapers, periodicals, reference material
- Publicly available Library databases
- Music Listening area and DVD Viewing area
- All printing services, including laminating, binding, etc, with the purchase of a value added photocopy card from Printing Services

**STUDENTS DO NOT HAVE ACCESS TO:**

- Group study rooms
- Teaching rooms
- Computer labs
- Internet
- Wireless network
- Library databases which are password protected

**BEHAVIOUR EXPECTATIONS**

The ‘Responsible Behaviour Plan’ applies when using QUT Library and the ‘Academy Character Ideals of Respect, Responsibility, Honesty and Trustworthiness and Understanding, Tolerance and Inclusion’ should guide students’ actions when using the Library. Remember, this is a public space and students are representing the Academy when attending the Library.

Any behaviour issues will be reported to QUT Security and to the Academy Dean of eLearning by the QUT Library Manager.

**BORROWING INFORMATION**

All items should be borrowed from the Loans Desk or Express Loans machine.
- Library cards must be presented to borrow items
- 10 standard loan items may be borrowed
- Loans are for 28 days plus 1 renewal, unless recalled for use by QUT full members

**NOT AVAILABLE FOR LOAN**

- Reference materials
- ‘Not for loan’ items
- Journals
- Course reserve collection
- External collection

**OVERDUES**

Individual students are responsible for fees for overdue items.
- Overdues will be notified by email when 1 day overdue
- At 8 days overdue a final email will be sent
- Replacement cost of $80.30 will be notified at 35 days overdue
- Billing notice will be sent at 42 days overdue

**ONLINE ACCESS TO QUT LIBRARY AND CITE/WRITE RESOURCES**

[www.library.qut.edu.au](http://www.library.qut.edu.au)