



SAFE SCHOOL ENVIRONMENT AND ICT USAGE POLICY YEARS 5-12

Last Review: September 2023	Constructed/Reviewed by: Head of Operations
Next Review: September 2024	Approval Required: Executive
Policy Number:	Implementation Date: 20 September 2023
Version: 1.0	Standard Owner: Head of Operations

Mentone Grammar believes that in order for students to learn to the best of their ability and to achieve personal growth, schools must be safe and friendly environments. The School will provide a positive culture where bullying is not accepted, and all will have the right of respect from others, the right to learn or to teach and to feel safe and secure in their school environment.

Australian schools are empowered to:

- affirm the right of all school community members to feel safe at school
- promote care, respect and cooperation and diversity
- have a responsibility to provide opportunities for students to learn through the formal curriculum and the knowledge, skills and dispositions needed for positive relationships.

YOUR SAFETY

Child safety situations can be very complex, not only from the perspective of ascertaining whether an abuse has occurred but also in understanding what steps to take to protect a child.

Child abuse includes:

- Sexual offences
- Grooming
- Physical violence
- Serious emotional or psychological harm
- Serious neglect
- Family violence, or exposure to family violence

It is important to remember at all times that the safety and welfare of Mentone students are paramount.

If you have a concern that you, a friend or someone you know may be experiencing abuse, whether or not you have actual proof, you should immediately raise your concerns with a trusted adult or one of the School's Student Safety Officers. The Student Safety Officers will be able to assist you in clarifying your concerns and managing next steps.

Mentone Grammar has appointed the people listed below as the School's Student Safety Officers, and each is available to answer any questions you may have with respect to our Student Safety Protection Policy and Procedures.

These people are your first point of contact for reporting student protection issues within the School.

Eblana:	Mrs Jessica Rards jsr@mentonegrammar.net
Riviera:	Mrs Mary Craven mtc@mentonegrammar.net
Bayview:	Mr Dan Newton ddn@mentonegrammar.net
Greenways:	Mrs Julie James jaj@mentonegrammar.net
Frogmore:	Mr Jason Mann jsm@mentonegrammar.net
Head of Wellbeing	Bridgitte Roberts bridgitter@mentonegrammar.net

For more information, go to: [Child Safety Committee and Policies](#)
[Mentone Grammar \(Student Safety and Protection Policy\)](#)

WHAT IS BULLYING?

Bullying is when someone or a group of people who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion.

Bullying includes:

1. Direct physical bullying includes fighting, pushing, gestures, spitting, kicking, exclusion, invasion of personal space, damaging other possessions.
2. Direct verbal bullying includes name calling, offensive or threatening language, taunting, putting people down either to their face or behind their back, picking on people because of their gender, sexual orientation, appearance, academic ability, race or religion.
3. Sexual harassment includes sexually orientated jokes, sexual innuendo and unwelcome sexual approaches. Harassment is any unwelcome or unwanted comment, attention, contact or behaviour that an individual or witness may find humiliating, offensive or intimidating. It may be verbal, physical, written or visual.
4. Indirect bullying this form of bullying is harder to recognise and is often carried out behind the bullied person's back. It is designed to harm someone's social reputation and / or cause humiliation. Indirect bullying includes:
 - lying and spreading rumours
 - playing nasty jokes to humiliate or harass
 - mimicking
 - encouraging others to socially exclude someone
 - damaging someone's social reputation and social acceptance and cyberbullying.

5.Cyberbullying Involves the use of

MOBILE PHONE GUIDELINES FOR TEACHERS AND STUDENTS

In addition to the ICT Usage Policy, below is a guide for teachers and students with regard to the appropriate use of mobile phones when at school. It is recognised that mobile phone usage is an accepted part of society and as such, School guidelines should reflect societal trends.

Students in Eblana are discouraged from bringing mobile phones to school, however, should it be a necessity, they should be turned off and handed into Reception at the beginning of the school day where it will be locked away securely. Students will not have access to their phone during the day and any contact with the students should be made via Reception at the Campus.

ACCEPTABLE ICT USAGE BY STUDENTS AT MENTONE GRAMMAR

Our Expectations:

1. All students may only log on to the school network or internet using their own name and not that of another student.
2. During class time students are not to use their device for any purpose other than the learning context of that particular class. Students caught texting, sending irrelevant emails or other forms of communication, playing games, surfing the internet or using their device for a purpose not related to that class will receive appropriate consequences. Multiple offences or serious breaches of this policy will result in an escalation of the consequence.
3. Students must ensure that a reasonable level of care is taken with regard to using their device at school. When not in class the device must be locked in the locker provided by the School. Devices are to be powered down when transported and carried in a case that will provide maximum

16. The School does not accept the responsibility for replacing lost, stolen or damaged personal electronic devices. Under no circumstances are electronic devices to be taken into change rooms and left unattended. Students are strongly encouraged to care for their device in a responsible and mature manner.