DEUS MEUS ET OMNIA

PADUA COLLEGE

2016 Student Handbook - Version 1.0
Student Handbook

This Student Handbook is an official College publication and is meant to assist students in remembering student expectations, conditions of enrollment, daily operations and policies, pastoral care guidelines and academic procedures. It also contains specific school rules and daily prayers for school use.
THE COLLEGE ARMS

The badge of Padua College is derived from the coat of arms of the Franciscan Order. It consists of a Tau cross, crossed arms, motto and the word, "Padua".

Padua is the University City where Franciscan friar, St Anthony, taught and where he died and is buried.

The Tau is a letter of the Greek alphabet and is referred to in the Book of Ezekiel where those who are especially blessed by God wear the mark of the "Tau" upon their foreheads. St Francis, when he signed his name, also used the Tau cross as an indication that he wished to bless his followers.

The crossed arms are those of Jesus Christ and St Francis. This symbolises St Francis imitating Jesus by bringing God's love, healing, and peace to our world.

The motto, "Deus Meus et Omnia", is what St Francis uttered in praise of all that God and God's creation meant to him. Literally translated, it reads: "My God and My All".

The colours of the College are brown, gold and white. Brown is the colour of what Francis called "mother earth", gold is the colour of what Francis called "brother sun" whose heat and light make all things grow and flourish, and white symbolises the Resurrection of our Saviour, Jesus Christ, who liberates us from the darkness of evil.

SCHOOL ORGANISATION

Each boy belongs to one of six Houses: Beirne, Boyd-Boland, Grigg, Kirby, Mitchell or Odoric. The Pastoral Care teacher is responsible for the welfare of students in that group.

Parents wishing to discuss their son's welfare or progress should contact the Pastoral Care teacher.

YEARS 5-12 TIMETABLE

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YEARS 5-12 TIMETABLE (Term 2)

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<td>Bag Collection</td>
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<td>Assembly/Busses</td>
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Parents and students accepting these CONDITIONS OF ENROLMENT are reminded
that in doing so you enter into a contractual agreement with the school authority (in
the person of the current Rector) and the governing body - The Board of Directors,
Padua College Limited.

A. Padua College is a Catholic school, and a community inspired by the vision of
Saint Francis of Assisi where the Gospel values of joy, courtesy and peace are
fostered. Participation by every student in the Religious Education program is
required, including attendance at College Liturgies. Exemption from this vital
dimension of the school's life for any reason would be unacceptable, even
from those enrolments accepted from other than Catholic students and
families.

B. Membership of this school community implies specific relationships between
students, parents and the school, relationships that are founded on our core
Gospel beliefs. Acceptance, courtesy and respect and dignity must, therefore,
be accorded to every member of the College community. Bullying
intimidation or threat to other persons is counter to every value we hold
dear, and will not be tolerated, and may result in suspension or expulsion
from the College.

C. Padua College has an over-riding need to ensure that its standards and val-
ues are accepted and cherished by all members of its community. When
appropriate and necessary for the school's disciplinary code (aimed at ensuring
a safe and controlled environment in which all can develop to their full
potential) or to ensure the physical and moral safety of all students, the
College reserves the right to confiscate forbidden or dangerous property, and
to take whatever other necessary action (searching of lockers, bags, desks, etc) to deal with those suspected of threatening, by commission or
omission, the good of this College community.

D. Prohibited drugs are forbidden. The possession, use or trading of such sub-
stances by students when on College property, in school uniform or when
associated with the College in any capacity, will lead to immediate
exclusion from the school. Likewise, the use of tobacco and alcohol is not
permitted by students while in uniform, on College property, or in any
situation in which they may be representing the College.

E. Padua College has a clear and required uniform and grooming code, the full
acceptance of which must be made before enrolment can be validated:
normal schoolboy haircuts are required: no layered, rigid or undercut
styles are acceptable.

Students must be clean-shaven, with side burns no
longer than to mid-ear. No shaved styles; though reasonable length crew
cuts are acceptable. No extremes or variations to the student's normal hair
colour. Hair must be off the ears and collar and when combed forward. It
must also be off the eyes. A watch worn on the wrist is the only form of
jewelry allowed. Black leather and cleaned shoes are to be worn.

F. Attendance at evening House Eucharist's, AIC and CIC Swimming and Athletics
Carnivals, Prize Giving Evening, and other activities associated with Padua
College community life, are compulsory. Dates for these are shown in the
calendar handed to families at the beginning of the year.

G. Camps and excursions as set out in the College’s yearly calendar are integral
to the life of the College. Apart from medical reasons (supported by a Doc-
tor’s Certificate) or unavoidable family emergencies, attendance is required.
The College accepts its responsibility to ensure Duty of Care in all such
situations.

H. Co-curricular activities are integral to the Curriculum of the College and are
important ways in which the gifts of every student can be nurtured and
shared. In the matter of Sport, participation as designated in the College’s
timetable, and on other occasions arising from our membership of the
Associated Independent Colleges [AIC] in the Secondary School and the
Combined Independent Colleges [CIC] in the Primary School, or by the
House System, is required as part of the life of the College and integral to
the growth and development of each student. Participation by all - according
to the relative abilities of each student - is mandatory. Students are not to
play club sport or take up employment that would mean they are unable to
play competition sport for the school or attend training sessions. Students,
who played contact club sports such as Rugby Union, Rugby League and
Australian Rules, will be expected to play Rugby Union for Padua College
Students will only be al- lowed to nominate for representative teams
provided such commitments do not clash with school commitments and
they have the Rector’s written approval.
Pastoral Care - House

In the College, each boy belongs to one of six Houses: Beirne House, Boyd-Boland House, Grigg House, Kirby House, Mitchell House and Odoric House. The names of the Houses honour six prominent friar teachers who have taught or are teaching at Padua.

Beirne House

Fr Isidore Beirne ofm, after graduating in science from the University of Melbourne, taught at Padua from 1959 until 1977. Fr Isidore was an intellectual in the best sense of the word; he was a brilliant teacher, specialising in teaching Mathematics and Science, but with an expertise in everything from Theology to English literature. His dedication to Padua’s future went well beyond the classroom. He was an indefatigable worker in fundraising, so that there was money available to build the early stages of the College. He was a man of great culture and in every way a gentleman. Hundreds of Paduans owe their success to this Franciscan priest who dedicated his life to the education of others in the broadest sense.

“Fuimus” (We have been)
Fr. John Boyd-Boland ofm. began teaching at Padua in 1972-73, then he went to the University of Leuven, Belgium and gained a Doctorate in Theology, and taught Moral Theology in Melbourne for fifteen years before returning to Padua as Rector from 1990 to 2000. While at Padua Fr. John revamped the pastoral care program introducing a vertical pastoral care system with three houses, and pastoral care classes. He had the College join the TAS, and later the AIC sporting competition, and was instrumental in the purchase of the grounds at Banyo. In 1994 he organised for Padua to refurbish the Franciscan Friary for use as an administration centre for the school, and it was renamed “Saint Francis Hall.” To commemorate the 50th anniversary of Padua Fr. John wrote “On a Cragged Hill”. In recognition of his educational experience Fr. John has been invited to be a member of the Queensland Catholic Education Commission, and is currently on the Brisbane Catholic Education Council. As a friar and chaplain Fr. John continues his ministry at Padua, leading the boys in the celebration of the Eucharist, and encouraging the boys in their religious, academic, cultural and sporting achievements.
GRIGG HOUSE

Fr Leo Michael Grigg ofm, began teaching English and Geography at Padua in 1969. At that time he was the second lay person on its staff and this was the beginning of his long association with the Franciscans and an 18-year teaching career at Padua. Michael was highly respected by his fellow staff and the students for his integrity, loyalty, fairness and compassion. In 1984 he was appointed as the first lay Vice Rector of the College, two years later he joined the Franciscan Order and was ordained in 1991. In 1993 he died of cancer. At Padua he will always be remembered as a man of gentleness, a first rate scholar, exemplary teacher, a person whose love of literature was infectious, and his ability to enthuse students with this passion of his became legendary.

“Ut Prosim” (That I may be of use)
Fr. Barry Kirby ofm began his long association with Padua in 1967, and taught at the school for nineteen years. He was Vice Rector from 1978 to 1983, and then Rector for the next six years, finishing at Padua in 1989. He will be remembered at Padua as a gentle and loving man, comfortably surrounded by his students, and enjoyed fostering a strong Franciscan spirit among the boys, and did much to strengthen the old boy network at the school. He was a firm follower of Rugby League, and for some time President of the Independent Schools Rugby League competition, and its Confraternity Shield. It was Fr. Barry’s foresight that had the College purchase the property on which has been built our Outdoor Education complex, “Amaroo”. It is a testimony to his popularity among his students that so many old boys continued to keep a close contact with him well after he left the school. Fr. Barry died on 2nd August 2012 after years of battling with cancer. He is buried at the Franciscan section of Macarthur cemetery in Sydney.

“Amici in Aeternum”
(Friends For All Time)
Fr Alban Mitchell ofm, was one of the founding friars of Padua. In 1957 he was appointed Rector of a school of 90 boys. He continued in this post for 9 years during the first important development of the College. In 1975 he was again Rector and resigned from this responsibility in 1977. Fr Alban is remembered at Padua as a gentleman, friar and priest, who with exceptional good humour and wry originality won the hearts of so many people. His gentle lovable and somewhat absent-minded temperament is stamped on Padua never to be effaced. The beautiful natural surroundings of the College are the inspiration of this one man's refinement of spirit and sheer hard work. A very fine sportsman himself, for many years he coached Rugby League. He taught English and Ancient History at Padua and Mt Alvernia. As a dedicated priest-friar, he exercised a very active, generous and well appreciated apostolate beyond education. The founding father of Padua has left us a gentle spirit to guide future generations of Paduans in their search for God and their growth in culture.

“Moriendo Modulor” (Dying, I sing)
Fr Odoric (Hugh) Fathers ofm was a much loved, guiding figure of Padua College for almost 34 years. Appointed to the fledgling school in 1957, Fr Odoric began his impact on thousands of young minds and hearts as a teacher and Vice Rector. He was a natural educator who shared his wide range of interests and passions with the students. He had a passionate interest in astronomy and his rock collection comprised many varieties of special gems, collected on expeditions with his students. He was a gifted pianist, organist and choir director. He helped establish Padua’s reputation as a College devoted to musical excellence, and the College choir under his baton earned numerous awards and accolades. Fr Odoric was a very practical “hands-on” worker, equally at home on the tractor as he was in the classroom. He was always known by his professed name of Odoric, taken after Odoric of Pordenone, who was a Franciscan priest of the fourteenth century venerated as the patron of the Chinese missions and also of long distance travelers. Fr Odoric will always be remembered for his cheerful spirit, his contribution to the establishment and direction of Padua College, and his loyalty to friends and friars.

“Valens et Volens” (Able and Willing)
Introduction

As a Franciscan College the expectations for the behaviour of students are based upon the Gospel teaching of peace and goodwill to all. The few rules that exist are designed to help us live and work together in the spirit of this teaching.

General Principles

1. Courteous and respectful behaviour is expected from all.
   For example: courtesy should be shown to teachers, other members of staff, other students and to visitors. Everywhere we should promote the good of others, in peace and reconciliation.

2. The College’s expectations of courtesy and respect naturally apply when students travel to and from school.

3. On all other occasions, for example at AIC Sport, any school socials or any other school occasion, students’ behaviour is of concern to the College.

4. Students are expected to respect school property and will normally be required to meet the expenses of breakages or damage for which they are responsible.

5. All students are expected to carry their student ID with them when travelling to and from the College and during the normal school day.

6. All students are expected to demonstrate a commitment to all facets of College life. This commitment includes House Carnivals, Eucharist’s and College Exam Block. Students failing to meet these commitments may have their student privileges revoked.

7. In matters of serious concern, such as: The use of drugs and alcohol, dangerous items, dangerous or violent behaviour or willful damage, students should refer to the overriding conditions of enrolment for Padua College.

Student Appearance

8. The College uniform is normally expected to be worn to and from school every day and at specified school functions. The full uniform is to be worn until the end of Pastoral Care or Assembly and, at all outdoor assemblies, the hat is worn.

9. Students are expected to keep their uniforms neat and tidy with shirts tucked in and long socks pulled up. When ties and long-sleeved shirts are required, ties should be done up correctly, shirt sleeves rolled down and long trousers worn.

10. The College uniform should be appropriately fitted and not be ripped, torn or damaged.

11. In Years 5-12 the College bag is compulsory. All bags are to be kept free from graffiti.

12. On special occasions permission may be given for the wearing of casual clothes to school or at a school function. Whatever the occasion, clothing should be kept neat and tidy at all times. Covered footwear must be worn.

13. Shoes are to be black leather and to be kept polished.
HAIR POLICY

The College hair policy states:
“Normal schoolboy haircuts are required with no extremes or variations of normal hair colour.”

Hair:
Does not touch the eyebrows when the fringe is combed forward.
Does not touch the collar when combed back.
Does not pass mid temple when swept forward at the side.
Is of a consistent length and natural in colour.
Is worn in a neat and tidy fashion and is not cut in an attention-seeking manner.

Students are expected to adhere to this policy at all times.

UNIFORM REGULATIONS

The school uniform is:

College grey shorts with black belt or grey long trousers with black belt (standard College issue only).

Striped short sleeved shirt with Padua badge on pocket (Years 5-12) or striped long-sleeved shirt with Padua brown tie (Years 5-12).

Black leather lace-up shoes, long grey Padua socks with stripes and garters or if long trousers are permitted, black socks are worn.

The College blazer is compulsory for Years 10-12 in Terms 2 and 3. When the blazer is worn, the student must wear long trousers and the Padua brown tie. The College pullover may be worn by all students.

The Padua broad brimmed hat must be worn at the College. Students must wear the hat to and from home. In the event that a student has lost/misplaced or can not attend a school day without their College hat, parents are asked to provide written documentation acknowledging they are aware of this situation. The student should then obtain a uniform slip from his PC teacher or House Guardian.

The Padua spray jacket or Padua Hoodie is only to be worn with the sports uniform.

The College tie is to be worn in Terms 2 and 3 and for some special functions.

The Sports Uniform is:

A Padua House shirt and black shorts, Padua white socks, joggers - preferably with non-marking sole- and the Padua broad brimmed hat.

AIC SPORTING FIXTURES

All Firsts teams wear their full College uniform to and from the fixture.

All other players wear either their ‘playing uniform’ or their formal school uniform with their College broad-brimmed hat or Padua Spirit Cap.

Student spectators are encouraged at sporting fixtures. If students have played on the day and remain to support other matches they are able to wear their playing uniform. If they do not play on the day, full College uniform is required to be worn.

Variations of the College sports uniform (including camp, team and Representative clothing) is not permitted for players and spectators.
THE SPORT PROGRAM

Sport at Padua College is an important part of the curriculum. It allows the students to learn and appreciate the meaning of personal, team and school commitment, loyalty, discipline, support, sportsmanship, camaraderie and friendship between members of their own teams and other school teams.

14 Students are to make themselves available for the AIC sporting competition. They will be required to make a commitment towards any training or special coaching clinics which are organised for school players to develop their skills fully.

15 On any occasion where they are representing or supporting the school, full uniform or sports uniform MUST be worn while travelling to and from the venue. When students are travelling to the sporting venue, they are required to go directly there.

16 Students' behaviour is expected to be of the highest standard at all times. The Players' Code of Behaviour involves:

a) Playing sports for the good health they promote and enjoying being involved in sporting activities with friends, and for the satisfaction that comes from doing your best, which will mean accepting victory and defeat in the same, well-balanced manner.

b) Playing by the rules of the sport and accepting the decisions of the officials, umpires, referees and selectors.

c) There is never any excuse for bad language whether at training or when playing. Students using bad language or racial taunts may be removed from the field and will be suspended from playing sport for 2 weeks.

d) Giving your teachers, coaches, parents, spectators and officials the respect and thanks they deserve for training you, supporting you, transporting you and generally making your sport possible.

Remember that any poor sporting behaviour reflects badly on you, your parents, your coaches and your school.

Parents whose behaviour is inconsistent with what is expected of their sons are not welcome at Padua College sporting events.
**DAILY GUIDELINES**

**In class:**

1. All students are expected to bring the necessary equipment to complete a full day of learning. This includes their fully charged Device.

2. Students are expected to wait for their teacher in a quiet and orderly fashion in an area designated by their classroom / subject teacher.

3. Students are expected to stand if a visitor enters the room to address the class.

4. If a class finds that five minutes after a lesson should start no teacher has arrived, a class member is expected to report immediately to the nearest teacher.

5. Eating and drinking are not permitted in classrooms, assemblies or on verandahs and stairways. An exception may be granted when a staff member gives special permission or in the event of inclement weather.

6. Students are expected to keep their desks, lockers and the rest of the room tidy at all times.

7. Students are not permitted to bring liquid paper, metal rulers, marking pens, electronic forms of entertainment, or any valuable or dangerous items to school. Exercise books, IT Device, Device cases, folders, textbooks etc. are to be free of all affixed pictures, cut-outs and graffiti.

8. Students should not consume energy drinks or chew gum at school.

9. The selling or trading of personal items on College grounds is not permitted.

10. Padua College accepts no responsibility for lost/stolen or damaged items, including items of a personal affect.

11. At the end of the day all students are to return to their PC rooms for a roll call. All windows must be locked, chairs must be placed on top of desks and all books and equipment must be removed from window ledges and the floor.

12. Students are only to go to their lockers before and after school, and at the beginning or end of morning tea and lunch.

13. School bags are to be locked in PC cupboards or stored in their allocated area during Pastoral Care time before Period 1. No bags should be kept in student lockers.

14. No books or device are to be brought to the Tuckshop.

**At morning and lunch breaks:**

15. Movement along the verandahs or on the stairways is expected to be orderly at all times.

16. Students may not remain in classrooms unless a teacher is present.

17. Students are to eat their lunches in designated areas. After the 12:55pm bell the playgrounds are available for appropriate games. It is expected that such games will involve no danger to people, clothing or property i.e. no contact games are permitted.

18. **PLEASE NOTE:** The Padua broad-brimmed hat is to be worn by all boys at morning tea and lunchtime. Sunscreen 30+ cream is available for use at this time, and is available from the office at St Francis Hall.

19. Students must wear shoes at all times on College property and when transiting to and from the College.
20 Students are expected to place all rubbish in the bins provided.

21 A warning bell will be rung before the end of the break. Students are then expected to move to the appropriate classroom for the next lesson, and to be ready in time for the lesson to start.

TRANSPORT TO AND FROM SCHOOL

22 Students are expected to adhere to all FOTH common expectations.

23 Students are to use pedestrian crossings in Turner and Somerset Roads and obey the supervisor’s instructions. Students need to respect and cooperate with members of staff from Padua, Mt Alvernia College and St Anthony’s when given directions. Parents and community members are encouraged to role model this behaviour.

24 When waiting for buses, students are to remain on the paved or bitumen areas of the College Property, and not on the footpaths.

25 Students are not to move to their bus, until the bus has stopped and is ready to take on passengers; their only exits from the grounds are the College driveway and church driveway. No student is to jump over any fence to get to a bus.

26 Students are to form only one queue for entry onto a bus. No attempt should be made to interfere with other students lining up for the bus. No student is to move to a bus until the supervising teacher gives permission. Students then walk in single file to the bus.

27 The roads and pathways in front of the College and Church are not recreational playing areas before or after school.

28 No games are to be played while waiting for buses at Padua or St Anthony’s.

BIKE RIDERS

29 Students who ride bikes to school must wear helmets and are advised to bring a chain and padlock to keep their bikes safe during the day. They are not to ride their bikes on school property.

STUDENT CARS

30 Students who wish to drive cars to and from school, must complete a written request from their parents, by completing the form available from the College Office or VRPC.

31 Students' cars may not be used during school time unless a request is made from parents and permission is given by the school. (This permission is normally given by the Vice Rector Pastoral Care.)

32 All student cars will be parked in the street, and never on College property.

33 If a student driver wishes to drive other students in his car, his parents are expected to give their written approval to the Vice Rector Pastoral Care. Permission forms are available from the Pastoral Care Centre.

34 Students who wish to be passengers in other students' cars, are required to bring written permission (on the school form available from the Pastoral Care Centre, from their parents and give it to the Vice Rector Pastoral Care.

35 Padua College does not provide student parking and accepts no responsibility for student parking on or around Brisbane City Council streets.

OUT OF BOUNDS AREAS

36 The following areas are not playing areas and students are expected to leave them clear at all times:
(a) the church grounds.
(b) the grounds in front of St Francis Hall.
(c) the music tuition rooms or La Cordelle (except to approved students).
(d) all stairways at all times, and verandahs (except as shelter during wet weather).
(e) all classrooms and special rooms, eg Music room. (f) the banks of the oval.
(g) all garden beds.
(h) the bike area once bikes have been put in place each morning. (i) the north side of the grandstand change facilities.
(j) any neighbouring properties.
(k) the oval, basketball courts and grandstand facilities before 8:30am.
(L) The South Side of the Greccio Campus from the tennis courts through to the Year 5 and 6 block.
(M) Greccio Indoor Centre unless supervised by a teacher/coach.
(N) the North side of Somerset Road on the Greccio Campus
(O) The foyer to La Cordelle.
(P) The Fake Grass at the end of the C4 classroom
SCHOOL SOCIALS AND FUNCTIONS

Parents and their sons are reminded that when boys from Padua College attend school socials, where their entry is by school "ID", the boys represent the College. Thus, expectations regarding behaviour, smoking, drinking, the use of illicit substances and the carrying of dangerous weapons, which we have at Padua functions also apply when our boys are at another school's function and social.

(Refer Conditions of Enrolment page 3.)

MOBILE PHONES AND OTHER VALUABLE EQUIPMENT

Background
Padua College acknowledges the availability and reality of mobile phones in the 21st century. They are an effective form of communication and provide a safety net for both parents and students.

However, mobile phones (and like apparatus) must be used in a responsible and mature fashion and NEVER interfere with the teaching and learning process at Padua College. All students have the right to own a mobile phone. The College has the responsibility to educate the students in the proper and respectful use of mobile phones.

Regulations
1. Mobile phones are the responsibility of the owner. Mobile phones should only be brought to school with the blessing of parents/guardians and under the premise that they are aware of this policy.

2. The school accepts no responsibility for phones, nor does it have the time or resources to conduct investigations into damaged, misplaced or stolen phones. The College will not replace damaged, lost or stolen phones. All students are provided with a locker and a lock and it is recommended that phones are stored in them. Additionally, phones may be stored at the front office for security.

3. Mobile phones may not be used in class unless a teacher has given express permission and its use is directly related to the curriculum being studied.

4. Mobile phones are not to be taken into exams.

5. The mobile phone can ONLY be brought to school if the number of the phone is given to the school for its records.

Confiscated Phones
Padua College staff have the right to and will confiscate students’ phones for breaches of the above regulations. Should a phone be confiscated, it will be handed to the front office. It will be placed in a sealed envelope and stored in a secure location. Parents will need to come to the College personally to retrieve the phone. The College will not contact parents; the onus is on the boys to tell parents that the phone has been taken and why, and how to collect it. House Guardians may choose to use their professional discretion in the management of this policy.

Digital Technology With Cameras
Digital Technology with cameras create a new set of privacy issues for school because:

- images can be taken of people without their knowledge
- images can be saved and sent to other people
- it is possible to post these images on the internet

This creates the potential for gross invasion of privacy in areas around the College.

In cases where there are gross invasions of privacy or where student images are used without permission, there will be serious consequences.

In some cases students could be suspended from school and in extreme cases excluded from the College. All matters of concern here will be referenced by the acceptable digital technology use agreement.

Further Phone Issues
Padua College will collect the phone numbers of all students and create a database of these numbers. The reasons for this are twofold. As further technology becomes available the ability to text boys en masse is a convenient and efficient means of communication. Reasons for this may include cancelled sport, late buses, assignment reminders and other important information. The gathering of this information will also allow the College to deal quickly and efficiently with any bullying issues that may arise out of mobile phone use by having access to all students' numbers readily available.

Basis of Discretion
Deviation from this policy will ONLY occur with the approval of the Rector or a Vice Rector.

Date of Review
The policy will be reviewed annually in order to stay current with the technology and pedagogical techniques of the 21st century.
Pastoral Levels at Padua College

As a Franciscan College, the expectations for the behaviour of students are based upon the Gospel teaching of peace and goodwill to all. The Pastoral Level System at Padua aims to specifically recognise those students who live their lives according to these expectations within the school context. The Pastoral Level System recognises and rewards effort, achievement and excellence and encourages students to achieve their full potential. Equally, the Pastoral Level System provides a mechanism for communication of poor behaviour, opportunities for remediating poor behaviour or in exceptional circumstances a procedural process for concluding a student's enrolment at Padua College. At all times, it is the intent of the Pastoral Team to guide students in a positive direction towards the happy fulfilment of their innate potential.
Pastoral Levels

It is awarded to students who have consistently demonstrated an outstanding commitment to the College and an exemplary level of behaviour.

An A1 Pastoral Level may only be afforded to students during their Year 12 year of study.

Students receiving a Pastoral Level A1 are eligible to receive a Special Award at the annual College Prize Giving Evening.

The A2 Level may be awarded to students in Years 11 or 12.

The A2 Pastoral Level may be awarded to a student who has demonstrated commitment to the College and behaviour of the highest standard on a consistent basis.

The A3 Pastoral Level may be awarded to students in Year 10 or above.

This Pastoral Level recognises students who have consistently demonstrated a high level of behaviour during their time at Padua, in addition to a high level of commitment to all areas of College life.

The C1 Pastoral Level may be awarded to students in Year 9 or above.

This Pastoral Level recognises a consistent and growing commitment to College life as well as an exceptional level of behaviour in the middle school.

Students achieving a Pastoral Level C1 in Year 9 are eligible to receive a Pastoral Award at the annual Prize Giving Evening.

Students in Year 10 or above who remain at a Pastoral Level C1 and have not shown any progress should be looking to hastily advance their Pastoral Level to a more appropriate standard.

All new students entering Padua College after Year 7 will begin on a C2 Pastoral Level.

The C2 Pastoral Level is the middle of the consolidated levels and allows a student to grow and foster their commitment to the College, whilst at the same time, demonstrating a sound level of behaviour.

Students entering Year 8 on a C2 Pastoral level should be aspiring to achieve a C1 level by the end of Year 9.

A student may not advance from this Pastoral Level without a demonstrated commitment to the co-curricular life of the College.

Students in Year 10 or above who achieve a Pastoral Level C2 will not receive any consequences at this level, however these students should be looking to hastily advance their Pastoral Level to a more appropriate standard.

All new students entering Padua College in Year 7 will begin on a C3 Pastoral Level.

The C3 Pastoral Level is an entry level and allows a student the opportunity to advance their behaviour level through their personal growth and individual commitment to the College. This Pastoral Level reflects a consistently sound level of behaviour.

Students in Year 10 or above who achieve a Pastoral Level C3 will not receive any consequences at this level; however these students should be looking to hastily advance their Pastoral Level to a more appropriate standard.

The F1 Pastoral Level may be awarded to students in Year 6 only.

A student achieving an F1 Pastoral Level by the end of Year 6 will be recognised with an award at the conclusion of the school year.

Students achieving an F1 Pastoral Level must have demonstrated a consistent commitment to the life of the College, in addition to exemplary behaviour both in and out of the classroom.

All new students entering Padua College in Year 5 or 6 will begin on an F2 Pastoral Level.

The F2 Pastoral Level is the beginning of the Foundation levels and allows a student to grow and foster their commitment to the College, whilst at the same time, demonstrating a sound level of behaviour.

Students entering Year 5 on an F2 Pastoral Level should be aspiring to achieve an F1 by the conclusion of Year 6.

Pastoral Intervention Levels

At any point on a student's journey through the College, he may require intervention to remediate negative or poor behaviour. When this occurs consistently, these Pastoral Levels may be applied.

P15 Unsatisfactory

The P15 Pastoral Level indicates that there is concern over a student’s work and attitude in class and at home. Specific behaviours may include but are not limited to:

- Disruption, rudeness, inappropriate language, unsatisfactory work, poor uniform and grooming, breaches of the College technology policies, bullying, breaches of school expectations.

P16 Concern

The P16 Pastoral Level indicates that there has been no serious improvement from P15 level behaviour or a serious breach of College expectations. Specific behaviours may include but are not limited to:

- Smoking, tardiness, severe or repeated breaches of the College technology policy, second offence bullying, severe or repeated breaches of school expectations, vandalism, insolence, theft.

As a result of his behaviour, a student on a P1 Level 6 may lose College privileges including but not limited to:

- College socials, camps, excursions, lunch time activities, cross campus visits.

P17 Serious Concern

The P17 Pastoral Level indicates that a student has continued to ignore direction and guidance from the Guardians, Vice Rector and Rector. He continues to demonstrate Level P16 behaviours or has been involved in behaviours of extreme severity.

Smoking, tardiness, severe or repeated breaches of the College technology policy, second offence bullying, severe or repeated breaches of school expectations, vandalism, insolence, theft.

As a result of his behaviour, a student on a P1 Level 7 may lose College privileges including but not limited to:

- College socials, camps, excursions, lunch time activities, cross campus visits.
- The Rector, in consultation with parents and all concerned may decide that a student on a P17 should leave the College or the student’s enrolment may be terminated.
PADUA'S SONG

Let us with joyful voice proclaim
Peace, joy and goodness to our world
for we do sing of Padua's fame
Its strength and courage now unfurled.
For when you hear good deeds are done
The Gospel's message ringing clear
You'll know we Paduans have begun -
Both love and justice now appear.
To fill our world with love and peace
The work that Christ would have us do
It's Paduans' sacrament of care
We humbly pledge ourselves to share.
We stand as instruments of peace
and listen to Saint Francis' call
Forgiveness and hope do now increase
His words made real: "My God, My All".
© J K Boyd-Boland ofm

PADUA COLLEGE - PRAYERS

The Peace Prayer

Lord, make me an instrument of your peace;
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light; and
where there is sadness, joy.

O Divine Master, grant that I may not so much
seek to be consoled as to console;
to be understood, as to understand;
to be loved, as to love;
for it is in giving that we receive,
it is in pardoning that we are pardoned,
and it is in dying, that we are born to eternal life.
Prayer for the Day

O God, give me in my life the gift of gentleness.
Help me never to speak an angry or a cruel word,
and never to do a hurtful or a wounding deed.
Grant that I may never find any pleasure in anything
which would hurt any person or any animal.
Help me to be as careful of the feelings of others
as I would wish them to be of mine.
Help me not to be too rough and boisterous in
my behaviour with those who are not as strong
as I am. And make me specially gentle and
thoughtful to those who are sick, old, sad,
weak and easily hurt.
Through Jesus Christ, Your Son. Amen.

From the Admonitions of St Francis

Where there is Love and Wisdom,
there is neither Fear nor Ignorance.
Where there is Patience and Humility,
there is neither Anger nor Annoyance.
Where there is Poverty and Joy,
there is neither Greed nor Avarice.
Where there is Peace and Contemplation,
there is neither Anxiety nor Restlessness.
Where there is the Fear of God to guard
the dwelling, there no enemy can enter.
Where there is Mercy and Prudence,
there is neither Cruelty nor Harshness.
Blessing of St Francis

May the Lord bless you and keep you.
Amen

May his face shine upon you and be gracious to you.
Amen

May He look upon with kindness, and give you his peace.
Amen

And may we blessed by Almighty God,

the Father, the Son+,

and the Holy Spirit. Amen
All students are expected to adhere to the following expectations when sharing common areas between Padua College, Mt Albert College and St Anthony’s Primary School. Students are also expected to meet these expectations when travelling to and from their respective schools.

General:
Students must adhere to all normal College/School rules and expectations at all times. Specifically, students should adhere to the following:

Acceptable Behaviour:
• Students are expected to show courtesy and respect at all times
• Students must wait for buses and other forms of transport in school designated waiting areas
• Students must only use designated pedestrian crossings when attempting to cross the road
• Over displays of affection are not permitted

Uniform:
• Students must meet all of their respective College/School’s uniform and grooming expectations at all times
• All students must wear their hats to and from school

Bus Etiquette:
• Students must only move to enter a bus at the direction of the teacher on duty
• Students must wait to enter buses in an orderly and respectful fashion
• Student conduct on buses and other forms of public transport must meet the expectations and guidelines of acceptable behaviour, as outlined by their respective College/School

Students may be asked by any teacher from a FOTH School to change their behaviour when necessary.
P.A.D.U.A
Lead by seniors…
P A D U A say P A D U A (clap, clap)

PC FANS
(Seniors) PC Fans in the stands, Let me hear you clap your hands.
Clap (x10)

I Am, You Are!
We are one, we are many,
From all the lands we have come.
We share a dream, we sing as one voice.
I am, You are, We are from Padua.
I am, You are, We are from Padua.

VICTORY
(Seniors) Hey Padua, (All) Hey what?
(Seniors) Hey Padua, (All) Hey what?
(Seniors) How do we spell victory?
We split our V’s, we dot our I’s, we cumurve our C T O R Y’s.

Glory, Glory Padua College:
Shhhhhh – (leaders)
Here’s to Padua College we’re the like you’ve never seen.
We are riding on the shoulders of our mighty swimming team.
We are fit and we’re strong and we’ve got a great start
Because we come from Pad- u - aaa
Glory, Glory Padua College – Glory Glory Padua College - Glory, Glory Padua College.
The pride of the AIC!

Brown and Gold
Brown & Gold, Brown and Gold. (Clap x2)
(x3)
ANTI–BULLYING STRATEGY

Padua College has a "hands off" policy in place at school to ensure an environment where students have:

- The right to be safe
- The right to be respected
- The right to learn
- The right to be supported

All students at Padua College will participate in regular education and awareness programs designed to facilitate learning around the topic of anti-bullying. These programs include:

- General Anti Bullying Awareness
- Anti-Bullying Contracts
- Resilience building
- Bully Busters Days

In the event a bullying incident occurs, action taken by Padua College may include, but is not limited to:

<table>
<thead>
<tr>
<th>First Offence</th>
<th>Second / Serious Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying Report</td>
<td>Bullying Report</td>
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<tr>
<td>Afternoon Detention</td>
<td>Parent Interview</td>
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<tr>
<td>Parental Contact</td>
<td>Possible Suspension</td>
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<tr>
<td>Conflict Resolution</td>
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<tr>
<td>PI 5 PASTORAL LEVEL</td>
<td>PI 6/7 PASTORAL LEVEL</td>
</tr>
<tr>
<td>House Guardian Intervention</td>
<td>Vice Rector Informed / Intervention</td>
</tr>
</tbody>
</table>

Third Offence / Very Serious

- Bullying Report
- Parent Interview
- Enrolment Reviewed by Rector
- Rector Intervention

**Nb. Ostracizing or excluding those who report bullying and/or support those who are victims of bullying constitutes a serious bullying offence.**

Members of the Padua community who have concerns or who are aware of issues relating to bullying can contact the College confidentially on the following email address: stopbullying@padua.qld.edu.au
CHILD PROTECTION AT PADUA COLLEGE

Padua College is committed to providing a safe and caring environment for all students within its care. A comprehensive ‘Student Protection Policy and Procedures Manual’ has been developed to address any issues within the Padua community. What follows is information for students who may have concerns that need to be addressed.

RATIONALE
Students at Padua have the right to:
Feel safe and protected from harm
Feel that they are listened to
Feel that they are respected
Have their best interests considered and upheld where their best interests don’t impinge on the rights/interests of others.

HARM
Harm may take a number of forms including:
PHYSICAL HARM OR NON-ACCIDENTAL INJURY
EMOTIONAL HARM
NEGLECT
SEXUAL HARM

CHILD SAFETY CONTACT
There are 5 Student Protection Contacts at Padua College:
1. Robert Out (Rector)
2. Ben Lowrie (Vice Rector Pastoral Care Years 5-12)
3. Sally Dwyer and Julia McDonald (School Counsellors)
4. Chris Webb and Aimee Asimus (Guardians)

Additionally, the Student Protection Officer for Padua College is Anthony Benedetti (Tel: Work 3247 5510 or mobile 0412 934 347)

Students who believe they have an issue/problem, which they need help to deal with, OR, where they are not sure what to do, can go to either of the Student Protection Officers for help and advice.

All discussions with the Student Protection Officers are confidential, except if your welfare or the welfare of others is at risk, or you provide permission for information to be shared with relevant others.

The complete Student Protection Policy and Procedures Manual is available at the College Office and on the Padua College website www.padua.qld.edu.au.

COMMISSION FOR CHILDREN AND YOUNG PEOPLE
This commission exists to protect your rights, interests and well-being.
If you need help outside of school times you can contact the commission.

Freecall - 1 800 688 275 or 3247 5525

Websites:

http://www.ccypcg.qld.edu.au
www.ccypcg.qld.edu.au
Effective Classroom Participation

EXPECTED DAILY PRACTICES FOR EFFECTIVE PARTICIPATION IN LESSONS

- attend school regularly
- come prepared and equipped
- respect other students’ right to learn
- respect the teachers’ right to teach

Term Time Absence needs to be communicated to your PC Teacher and the Vice Rector of Teaching and Learning using the appropriate notification form available on the College Website at http://www.padua.qld.edu.au/teaching-and-learning/curriculum/term-time-absence/.

In accordance with the expectations listed above, the following habits are expected of every student, every lesson, every day. Academic consequences will be imposed if these are not met on a regular basis.

Should students and their families have any questions regarding expectations, please refer to the Frequently Asked Questions (FAQs) page on the College Website at http://www.padua.qld.edu.au/teaching-and-learning/curriculum/faq/.

PUNCTUALITY: Arrive on time for every lesson.

PREPARATION: Bring your completed homework and all the required equipment for every lesson. Keep up to date with your assessment tasks. Bring all the necessary equipment, books and stationery items to every lesson.

PARTICIPATION: Focus on each lesson and participate to the best of your ability.

POSITIVITY: Bring an open mind and positive attitude to your studies.

PERSONAL RESPONSIBILITY: Take responsibility for your own behaviour during lessons. Cooperate with your teachers and contribute to a business-like, working atmosphere in every one of your lessons and classrooms.
EQUIPMENT REQUIRED FOR EVERY SUBJECT EVERY DAY:

- Device charged and ready to use
- basic stationery items including: pens, pencils, ruler, highlighter, eraser, notebook / writing paper etc, plus a folder or ring-binder for every subject. For Maths and some other subjects this should include a calculator, and for English a dictionary.
- all related worksheets and handouts for each subject
- assessment task sheets
- assessment work completed to that point
- textbooks and novels where required
- any other subject related requirements as requested by your teacher
- completed homework

A Friday afternoon Academic Detention will be issued for repeatedly failing to bring the appropriate equipment to class.

PRESENTATION OF YOUR WORK:

All work submitted to teachers, whether completed at school or home, is to be presented with:

Written
- a margin, date and headings;
- legible writing and neat presentation of visual work;
- coherent and correct expression;
- all other guidelines as set by the subject teacher.

Digital
- correct file structure as per IT training provided to staff
- a folder for each subject in should be created
- date and headings for typed notes

HOMEWORK:

Homework is part of the learning process. As such, students are expected to complete all set homework by the due date. Homework also includes revision and assignment preparation.

Students in Years 5-9 are expected to be doing 30-90 minutes of homework per day. Students in Years 10-12 are expected to be doing 2 to 3 hours of homework per day.
Assessment Expectations

ASESSMENT DATES AND SUBMISSION

An Assessment Guide will be published for each Year Level, each Term. These can be accessed via the College Website at http://www.padua.qld.edu.au/teaching-and-learning/assessment-and-academic-achievements/assessment-overview/.

This will list all assessment tasks for all subjects for that year level that term and is a guide only – dates sometimes change and the Blackboard Calendar is always the most up to date source for due dates.

It is expected that every student will access and use the Assessment Calendar to organise himself and his assessment tasks so as to meet all of the requirements for all of his subjects.

In Years 5 to 9 a ‘check date’ and or ‘draft date’ prior to the due date may be set for each assessment task which is not an ‘exam’ or ‘test’.

- On a check date the subject teacher will collect a copy of student work to that date and note students’ progress towards completion of the task.

- On a draft date the subject teacher will collect a completed piece of work, they will then provide feedback and return to the student prior to the due date.

- In some instances, check dates or draft dates may refer to parts of work in this case, that will be specified on the task sheet.

- In Years 10 to 12 a ‘check date’ and or ‘draft date’ prior to the due date will be set for each assessment task which is not an ‘exam’ or ‘test’. Students must submit all work as stipulated on the Task Sheet by the date specified.

2. DRAFT & ASSESSMENT FEEDBACK

In providing feedback, teachers will indicate aspects of the response that need to be improved or developed in order to meet the criteria. Students may be advised to:

- Consider other aspects of the text
- Work on their role as writer/speaker
- Address structural problems
- Conduct further research or substantiate points made with references

Teachers may:

- Indicate some textural errors and indicate that the draft requires more careful editing - they may not correct or edit all textural errors in a draft
- Provide some written feedback on drafts submitted by the due date
- Provide a summary of their feedback to the whole class.
- Teachers will not award a notional result or level of achievement when conducting the drafting process

The submission of a draft is part of the developmental process and does not in itself mean that a student will achieve a satisfactory result. Students must follow up on advice given and see the teacher should they need clarification in order to ensure that the feedback given is used as intended.
Due dates for all assessment tasks must be met by all students, unless an official extension has been granted by the relevant Head of Curriculum before the due date. An application for extension must be made via the official documentation available from the class teacher or via the College website and must be signed off by the relevant Head of Curriculum prior to the published due date. Medical documentation or similar should be provided to support the application. Computer failure does not constitute a valid reason for an extension as students are expected to back up their work regularly.

Completed assessment tasks such as assignments, projects, reports and scripts for oral multi-modal presentations, and other performances, are to be handed to the relevant subject teacher at the lesson for that subject on the due date, unless another specific arrangement has been made for the class.

**DUE TIMES**

An assessment task is due via digital upload at 8am on the due date. Failure to upload by 8am constitutes a late or non-submission and academic consequences will be enforced. The hard-copy (if requested), should be submitted to the teacher during the lesson on that day unless other arrangements have been made.

**ATTENDANCE AT EXAMS**

Attendance at all exams and in-class assessment tasks is a compulsory requirement of students’ enrolment in all subjects, and in all year levels.

Should a student be planning to miss an exam or in-class assessment task for any reason, they must inform the teacher and complete the term-time absence notification form in advance. Reasons of a medical nature should be referred to the Head of Curriculum prior to the exam where possible.

Expectations of students who are absent from school on check dates/draft dates for assessment tasks, or on dates for exams and in-class tests are outlined below.

Absence from an exam will be treated as a “failure to submit work”, unless the procedures outlined below are followed.

**PROCEDURE FOR SUBMITTING ASSESSMENT ON A DUE DATE WHEN ABSENT FROM SCHOOL**

If a student is absent from school on a day when an assessment task is due, the following expectations apply:

(a) The student is to ensure that the assignment/task is submitted on the due date by submitting either by email or to Blackboard as specified by the teacher by 8am, accompanied by an email to the teacher outlining the reasons why he is not at school that day. If a hard copy has been requested, it should be presented to the class teacher on the first day back at school following the absence. Please see Section 3 – Due Times.

(b) A parent or guardian is required to phone the College Office on that day and leave a message for the subject teacher to explain the reason for the student’s absence. This communication is in addition to calling the absentee line to inform the College of your son’s absence.

(c) A letter from the student's parent or guardian (with a medical certificate) must be given to his PC teacher confirming the stated reason for his absence as per the College policy on absence.

Students who do not submit assessment tasks by the due date, will be given an academic consequence that could include a Friday Academic Detention or the loss of senior students’ privileges during exam time at the end of the term.

**AUTHORSHIP and PLAGIARISM**

All assignments must be the student’s own work, subject to appropriate referencing and acknowledgement of sources.

A Bibliography of sources used must be included with every assessment task involving research in every subject in every year level, where appropriate.

In accordance with QSA Policies and Guidelines, teachers are to seek and receive confirmation that a student has submitted his own work for assessment. Thus, in many subjects, students are required to complete and sign a “Statement of Authorship” to acknowledge that they are submitting their own work, and identifying all sources and resources used. This statement needs to be completed and signed for the work to be assessed. Such tasks will not be assessed unless the Statement of Authorship has been completed and signed by the students as required.
No student is to ‘share’ his work with another student unless it is a requirement of the task, as may occur in a group task.

The penalty for plagiarism or cheating will be decided upon by the Rector after consultation with all those concerned, including the Vice Rector Teaching and Learning, Subject Teacher and Heads of Curriculum.

8 PRESENTATION

All assessment tasks which are submitted as part of the formal assessment program for any subject must be appropriately presented as outlined below:

(a) The relevant task sheet must be attached to the front of the assignment. The subject, teacher’s name and student’s name must be clearly indicated on the front of the work.

(B) All pages and/or sections of the work should be fixed together by staples or something similar and pages should be numbered.

The date of submission must be indicated.

A Bibliography must be included at the end of the student’s work where appropriate. These expectations apply to both digital and hard-copy submissions.

9 SPECIAL PROVISIONS (SPECIAL CONSIDERATION)

A student whose ability to complete his school work or assessment tasks in one or more of his subjects is affected by circumstances such as illness, accident or bereavement, over a period of time, may have grounds to seek “Special Provisions” – in accordance with QSA policies. Special Provisions usually take the form of an assignment extension and these applications should be directed to the Head of Curriculum for the relevant subject. For information on special provisions, please direct your enquiry to the Head of Curriculum 5-9 or the Head of Curriculum 10-12 in the first instance.

Upon completion of the required process documentation, the student’s application will be assessed. Relevant teachers and other staff will be notified if a student has been granted Special Provisions for his assessment.

10 EXPECTATIONS WITH REGARD TO EXAMINATIONS AND TESTS

Every student is required to attend and complete all exams and in-class tests for all of his subjects each semester unless special provisions have been sought in advance.

- It is each student’s responsibility to note and remember the date, time and room for each exam or class test in each of his subjects.
- Every student is expected to arrive promptly for all examinations and class tests.
- Extra time to replace that lost by late arrival will not be allowed, except under extenuating circumstances.
- Each boy should have all the necessary equipment for each exam, including paper, pens, pencils, ruler, eraser and calculator where appropriate. No unauthorised notes, materials or equipment may be brought into a test room.
- The stated conditions for every test or exam must be observed by all students.
- From the time the teacher begins distributing papers, SILENCE must be maintained in the room until all completed papers are collected and students are dismissed at the end of the test/exam.
- No student should begin work on a test paper until instructed to do so by the supervising teacher.
- Students are expected to listen carefully to the verbal directions of the supervising teacher and to read carefully the written instructions on the paper before beginning the work.
- During any examination, all questions are to be directed to the supervising teacher by a student raising his hand.
- Each student is expected to remain seated in his place for the duration of the test/exam, and contribute to the quiet, working atmosphere of the exam room. He may not take out or use any unauthorised materials without permission.
- During all exams and tests each student is expected to behave with honesty, looking only at his own work, and having no notes or references in his possession without the teacher’s permission.
- All students are expected to remain in the examination room until the test/exam is completed and papers are collected. No one may leave an exam early because he has finished before the end of the time allowed.
• In Years 11 and 12 variations of this rule may apply to specific subjects as decided by the relevant Head of Curriculum. Such variation would be advised on the exam paper.

Academic consequences will be put in place for those who do not meet the expectations outlined above. The penalty for failure to observe the exam conditions and expectations will be decided upon by the Rector after consultation with all those concerned.
STUDENT & PARENT DEVICE PROCEDURES

Padua College

Use of the device falls within the guidelines for Padua College's Acceptable Use Policy (Internet and Network Services).

1. Education Purposes
   - The device is a learning tool intended for academic use throughout the school day for purposes relevant to each subject area.
   - The device is assigned and owned uniquely by each student and to be used only by that student.
   - The College or any staff member employed by the College has the right to carry out software, hardware and data inspections of device at anytime and to take appropriate action where the device is not being used for its intended purpose.

2. Student Responsibilities
   - Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment etc.
   - Do not drop the device or bag containing the device.
   - Keep the screen clean using a soft cloth, such as those used for sunglasses (no liquid!).
   - Do not leave the device near food, liquid or sources of heat (this includes leaving the device in a car for extended periods of time).
   - Keep the device out of extreme sunlight and protect from rain.
   - device should not be left unsecured at school. They should be in a locker or with the student at all times.
   - The device is to remain in the provided case at all times with the exception of repair by an authorised Apple repairer or for identification by College staff.
   - device are to be clearly and appropriately named to enable them to be returned to the owner if necessary.
   - iCloud accounts are not to be disabled or turned off.
   - It is the student’s responsibility to ensure there is sufficient charge on their device to enable use for a full school day and to have the device with them in each class as required.
   - Utmost care is to be taken when attending sport training and travelling to and from school to ensure that the device is not at risk of theft or damage.
   - Inform teachers if the device is unavailable for any length of time due to repair or replacement.
   - Ensure there is enough space to enable effective and efficient learning.
   - device should be operated in a safe working environment at all times.

3. Parent Responsibilities
   - Ensure students fulfill their responsibilities as outlined above.
   - Monitor student use of the device when at home including their Internet use and interactions involving social networks.
   - Ensure that the device is being charged each night.
   - Ensure the student has their device at school each day in a condition that will enable it to be functional for the entire school day.
   - Comply with all related policies of the College with regards to Information Technology.
   - Take reasonable care of the equipment to protect it from accidental damage and secure it from theft.
4. Sync and Back up
- Students are to back up the device to either iTunes or iCloud on a weekly basis.
- Students are responsible for updating Apps and Operating systems as required by notifications. This is to be done outside of the College – the App Store will not be available through the College network.

5. Technical Support
There will be limited troubleshooting support available through the E-Learning Coordinator at the College. All other matters are to be referred to a registered AppleCare provider.

6. Use of the College Wireless Network and Internet Access
- The College Wireless Network and all associated infrastructure are available for 
educational use with device.
- At the College, the internet is only to be accessed through the College Wireless Network – students are not to use mobile phones to activate Wireless Hotspots to bypass the College Network (tethering).
- Specific network settings are not to be removed or altered.

7. Loss, Theft and Repairs
- Repair / replacement due to loss, theft or damage is the responsibility of Parent/Guardian.
- All students will be required to set up an iCloud account which will allow GPS tracking of the device in the event of loss or theft.
- All students will be required to install the Find My Phone app on their device to allow for tracking of the device should it be lost or stolen.
- All instances of loss or theft must be reported to either the PC Teacher or the E-Learning Coordinator. This information will then be forwarded to all teachers. It is the responsibility of the parents to ensure that the device is replaced in a timely fashion to as not hinder your son’s learning experiences.
- If the device has been damaged, please report the damage to either the PC Teacher or E-Learning Coordinator informing them of the approximate repair time. Repairs can be organised through any Apple accredited repairer. A list of contact details is available on the College website under the Technology link.

8. Assessment and Homework
- Students are encouraged to use their device for homework and assessment tasks.
- Incomplete or overdue assessment as a result of the loss of data or hardware malfunction is referred to in the College Assessment Policy.
- It is strongly recommended that students keep a back up of assessment to ensure safety of data. This can be achieved by email or by using the Citrix App.

9. Classroom Usage
- Power Adapters are not to be brought to the College.
- Student device are to be brought to school each day. The classroom teacher will manage the use of the device in the classroom.
- Non-school related communication is not allowed during the school day.
- No student is to take out or use an device without the permission of the classroom teacher.
- When not in use, the device should be placed on the corner of the desk in standby mode.

- If a student wishes to record part of a lesson, they must ask the permission of the teacher. Teachers have the right to deny this request.
- No student may record or photograph another person without their direct permission.
- No image or video of another person is to be uploaded to the internet without their direct permission.

10. Ownership
- Parents have paid for the students device which has been supplied by the College. Financial responsibility for repair/replacement rests with the Parent/Guardian at all times.

11. Out of Class Usage and Storage
- Students will be allowed to use the device out of class in line with the College's Technology Acceptable Use Agreement.
- Storage will be determined by the activity and students will be informed by the relevant staff member of these arrangements.

STUDENT PLEDGE FOR DEVICE USE

Padua College

- I confirm that I have read, understood and agree to abide by the Acceptable Use Policy (Internet, Network Services and Mobile Technologies), device Usage Agreement - Student and the Student and Parent device Procedures.
- I will follow all procedures outlined in the Student and Parent device Procedures document and Padua’s Acceptable Use Policies relating to Information Technology.
- I agree that any inappropriate use of the device will result in disciplinary action that may include the loss of access to resources (apps) or internet or school suspension. Inappropriate use may include, but is not limited to:
  - Visiting inappropriate sites
  - Possessing inappropriate content
  - Installing unapproved applications
  - Using unapproved applications during class time
  - Deleting installed applications (including network settings)
  - Jailbreaking
  - Deleting or changing another student’s work in any application
  - Inappropriate use or commenting on collaboration applications
  - Filming or recording without direct permission
  - Uploading content to internet sites without direct permission/instruction from the College
  - Deliberate vandalism, damage, removal of another student’s device
Technology Use at Padua College

The following table outlines the response to Computer Use / Misuse at Padua College:

<table>
<thead>
<tr>
<th>LEVEL ONE: Education by Padua College on the acceptable use of computers and technology in an educational environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Induction</td>
</tr>
<tr>
<td>Educational Presentation</td>
</tr>
<tr>
<td>Acceptable Computer Use</td>
</tr>
</tbody>
</table>

| Signing of Acceptable User Agreement |

<table>
<thead>
<tr>
<th>LEVEL TWO: Breach of Acceptable User Agreement or deliberate inappropriate use of technology. Examples include but are not limited to (first offence);</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playing Games</td>
</tr>
<tr>
<td>Inappropriate Image Use</td>
</tr>
<tr>
<td>Inappropriate Downloading</td>
</tr>
<tr>
<td>Inappropriate Browsing (inc. YouTube)</td>
</tr>
<tr>
<td>Posting of unapproved web content relating to or making reference to Padua College or inclusive of the Padua College Logo on any form of interactive or digital media.</td>
</tr>
<tr>
<td>Physical Damage to Hardware</td>
</tr>
<tr>
<td>Any other breach of the Digital Communications Guidelines of Padua College.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSEQUENCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting With House Guardian</td>
</tr>
<tr>
<td>Review of Acceptable User Agreement</td>
</tr>
<tr>
<td>Friday Afternoon Detention</td>
</tr>
<tr>
<td>Loss of Internet Access, other than the LMS (2 Weeks)</td>
</tr>
<tr>
<td>Allocated Computer Terminal In A Classroom Environment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL THREE: Breach of Acceptable User Agreement for a second time or deliberate inappropriate use of technology to a more severe extent then Level One. Examples include but are not limited to;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of a proxy site</td>
</tr>
<tr>
<td>Cyber bullying</td>
</tr>
<tr>
<td>Repeatedly playing games</td>
</tr>
<tr>
<td>Date changing to circumvent system settings</td>
</tr>
<tr>
<td>Initiating executable files</td>
</tr>
<tr>
<td>Posting of unapproved web content relating to or making reference to Padua College or inclusive of the Padua College Logo. (more severe)</td>
</tr>
<tr>
<td>Physical damage to hardware or jail breaking a device</td>
</tr>
<tr>
<td>Inappropriate or unapproved use of a device Camera.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSEQUENCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting with House Guardian &amp; parents</td>
</tr>
<tr>
<td>Review of Acceptable User Agreement</td>
</tr>
<tr>
<td>Possible suspension</td>
</tr>
<tr>
<td>Loss of internet access</td>
</tr>
<tr>
<td>Moved to a Pastoral Level PI5/PI6</td>
</tr>
<tr>
<td>Allocated computer terminal in a classroom environment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL FOUR: Breach of Acceptable User Agreement for a third time or deliberate inappropriate use of technology to a more severe extent then Level Two. Examples include but are not limited to;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued use of a proxy site</td>
</tr>
<tr>
<td>Cyber bullying (severe or repeated)</td>
</tr>
<tr>
<td>Repeatedly playing games</td>
</tr>
<tr>
<td>Initiating executable files</td>
</tr>
<tr>
<td>Intentionally uploading viruses</td>
</tr>
<tr>
<td>Illegal downloading</td>
</tr>
<tr>
<td>Deliberately undermining secure technology</td>
</tr>
<tr>
<td>Intelligence theft / Actual theft</td>
</tr>
<tr>
<td>Repeated or more severe posting of unapproved web content relating to or making reference to Padua College or inclusive of the Padua College Logo.</td>
</tr>
<tr>
<td>Physical damage to hardware or jail breaking a device</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSEQUENCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting with Vice Rector and or Rector</td>
</tr>
<tr>
<td>Review of Acceptable User Agreement</td>
</tr>
<tr>
<td>Suspension</td>
</tr>
<tr>
<td>Loss of internet access</td>
</tr>
<tr>
<td>Moved to a Pastoral Level PI6/PI7</td>
</tr>
<tr>
<td>Allocated computer terminal in a classroom environment loss of computer privileges for an extended period</td>
</tr>
</tbody>
</table>