

Deus Meus et Omnia

PADUA COLLEGE

2020 Student Handbook - Version 1.0

2020

Padua College

Student Handbook

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



Padua College Student Handbook

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 dark- ness of evil.

SCHOOL ORGANISATION

Each boy belongs to one of six Houses: Angelo, Cattani, Leo, Maseo, Quintavalle, or Rufino. 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 their relevant Pastoral Care teacher.

YEARS 5-12 TIMETABLE

| | |
|-----------------------------------|-----------------------------|
| MORNING BELL | 8:30am |
| MORNING PC | 8:30 - 8:52am |
| Period 1 | 8:56 - 9:53am (57 mins) |
| Period 2 | 9:57 - 10:54am (57 mins) |
| BREAK 1 | 10:54 - 11:34am (40 mins) |
| Period 3 | 11:38am - 12:35pm |
| Period 4 | 12:39 - 1:36pm (57 mins) |
| BREAK 2 | 1:36 - 1:56pm (20 mins) |
| Period 5 | 2:00 - 2:57pm (57 mins) |
| DISMISSAL | 2:57 - 3:00pm |
| DAY 4 / Alternate Bell Day | |
| MORNING BELL | 8:30am |
| MORNING PC | 8:30 - 8:40am |
| Period 1 | 8:44 - 9:41am (57 mins) |
| Period 2 | 9:45 - 10:42am (57 mins) |
| BREAK 1 | 10:42 - 11:17am (35 mins) |
| Period 3 | 11:21am - 12:18pm (57 mins) |
| ASSEMBLY | 12:22pm - 1:36pm (74 mins) |
| BREAK 2 | 1:36 - 1:56pm (20 mins) |
| Period 4 | 2:00 - 2:57pm (57 mins) |
| DISMISSAL | 2:57 - 3:00pm |

Conditions of Enrolment



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 values 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 substances 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. Any student possessing a weapon or using or threatening to use any item or instrument as a weapon, may be suspended immediately. A weapon can be defined as *'any object, device or instrument designed as a weapon or through its use, is capable of threatening or producing bodily harm or which may be used to inflict injury'*. Such a matter may be reported to the police in accordance with Section 51 of the

Weapons Act (1990). This condition of enrolment is referenced by the Brisbane Catholic Education Management of Weapons in Schools Guidelines.

- F. 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 sideburns 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 jewellery allowed. Black leather and cleaned shoes are to be worn.
- G. 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.
- H. 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 Doctor's Certificate) or unavoidable family emergencies, attendance is required. The College accepts its responsibility to ensure Duty of Care in all such situations.
- I. 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 allowed to nominate for representative teams provided such commitments do not clash with school commitments and they have the Rector's written approval.

ANGELO HOUSE

Angelo Tancredi joined Francis shortly after Francis received papal approval for his way of life. He was a priest from the Rieti region, and in possession of a Breviary which he shared with Francis and Leo. It is also stated on an inscription near his tomb that he has been a knight. He is described by Thomas of Celano as one of the four pillars of the nascent Franciscan Order. “The Legend of the Three Companions” and “The Assisi Compilation” tell us that Angelo together with Leo and Rufino were the closest friends of Francis. He was described by Francis as a man of courtly bearing, kindness, and a man of friendly manner and common sense.

It was Francis’ desire that Angelo as a priest be with Francis in his dying days, accompanying him in prayer till he died in 1226. He was also present when Clare died at San Damiano in 1253 and served on the commission that conducted the process of her canonisation. Angelo died in 1258 and was buried in the lower church of the Basilica of San Francisco.



“Prayer and care”

CATTANI HOUSE

Peter Cattani was a priest, canon the church of San Nicolo and law graduate from the University of Bologna, who was one of St Francis' first companions. In 1209 he accompanied Francis to Rome to seek papal approval for his rule of life. Peter's first ministry as a friar was to preach in the small towns of the Rieti valley. He later joined Francis on his pilgrimage to the Holy Land, and then in 1219 was with Francis at Damietta when Francis visited Sultan Malik-al-Kamil.

When Francis resigned as head of the order in 1220, he appointed Peter as his successor. Just over a year later Peter died, and his place was taken by Elias, who supervised the building of the magnificent Basilica of St Francis. Peter spent the latter years of his life at the Portiuncula and died there. A memorial stone in his honour is on the external left wall of this chapel.



“Knowledge in Service”

LEO HOUSE

Leo was born in Assisi and joined Francis shortly after Francis had travelled to Rome to seek permission from Pope Innocent III to establish the order. As a priest he was confessor and constant companion to Francis accompanying Francis on his many preaching journeys. He was secretary to Francis, and we owe Leo a debt of gratitude, as he had kept two precious documents written by Francis himself- the blessing for brother Leo, and a letter Francis wrote to him where Leo is addressed as “brother Leo, little sheep of God.” In the very troublesome times for Francis when he felt the condescension of the hierarchy, the lax life of some of the friars, and his own sickness, Leo was at Francis’ side when he retreated to La Verna, and to Fonte Colomba where Francis rewrote his rule of life for the friars. He was at the death-bed of Clare when she died in 1253. After the death of Francis, Leo came into conflict with those whom he considered traitors to the poor man of Assisi. Of particular concern for Leo was the practise of brother Elias to collect monies for the construction of the magnificent basilica of St. Francis. Leo’s last years were at the Portiuncula where he wrote works promoting the ideals of poverty and simplicity, that he saw as in keeping with the original vision of Francis. Leo died in Assisi in 1271.



“Companions together”

MASSEO HOUSE

Masseo was born in the Tuscan town of Marignano and had been a knight in the service of Perugia. He joined St Francis shortly after the early form of life of the friars received approval from Pope Innocent III in 1209. He was with Francis on many of his preaching journeys and when Francis retreated to lonely places for contemplative prayer. Masseo was known for his courtesy, kindness and friendly manner. Often, he would rebuke the other friars for their lack of common sense and consideration of other friars. A popular story told by his companions tells of his giving advice to a visitor on the suitable way to knock at a friary door- First, knock gently, wait and say "Our Father", then knock a little louder, say two "our fathers" then knock three times but gently, and if there is no answer, then be on your way.

Masseo died in 1280 and is buried in the left transept of the lower church of San Francesco. The inscription near this tomb recorded that he was with Francis when the saint received the Portiuncula indulgence from Pope Honorius III at Perugia in 1216.



“Courtesy is next to Godliness”

Quintavalle House

Bernard of Quintavalle was one of the wealthiest young men of Assisi, and became intrigued by stories of Francis, who once known for his frivolity and party-going, took on a life of poverty and simplicity. In reflecting on the conversation Bernard had with Francis, when he hosted a dinner for Francis, he decided to follow Francis, inspired by the gospel texts “if you wish to be perfect, go sell all you own and give to the poor”, and “take nothing for your journey”

Bernard disposed of his property, and adopted Francis’ way of life, and became one of Francis’s trusted companions, accompanying Francis on his many journeys, throughout Italy. He established a friary in Bologna and undertook a special mission to the shrine of Santiago de Compostola in Spain.

When Francis was approaching death, Bernard was at his side. Francis called out “where is my first-born son?” Francis then bestowed on him a special blessing, and appointed Bernard to “be head of all the brothers.” Earlier Francis said of Bernard, “he is worthy of all reverence, and that he founded the order, because he was the first who had left the world, and joined me in preaching the gospel.”

He died in 1245 and he was buried in the right transept of the lower church, beside the tomb of St Francis.



“Take nothing for your journey”

Pastoral Care - House

In the College, each boy belongs to one of six Houses: Rufino House, Quintavalle House, Angelo House, Leo House, Cattani House and Maseo House. The names of the Houses honour six prominent friar teachers who have taught or are teaching at Padua.

Rufino House

Rufino was a cousin of St Clare and a member of the noble di Scipone di Offreducio family. He is best known in the history of the Franciscan order as one of the compilers of “The Legend of the three companions”, that has become an important source for the later stories of St Francis.

He was with St Francis on Mount Laverna when in 1224 Francis received the stigmata, and he was one of very few privileged to see the marks of the stigmata. Francis regarded Rufino as one of the holiest men he had ever met, and in the words of Francis, “the gentlest and noblest man of Assisi.” He found preaching very difficult but rather than go on the road, spent much time in prayer, retreating to forests and caves for contemplation. He was at his comfortable best at the Carceri hermitage, outside Assisi. Rufino was with Francis during the last months of the saint’s life, tenderly caring for him, and with him when he died at the Portiuncula in 1226.

Rufino died at the Portiuncula in 1270 and is buried in the crypt of St. Francis Basilica with three companions, Maseo, Leo, Angelo and a relative of Lady Jacopa, James dei Settesoli.



“To be gentle is to be noble”

Student Expectations

EXPECTATIONS FOR PADUA COLLEGE STUDENTS

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 wilful 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 cannot 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 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 broadbrimmed 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 sports uniform – black shorts, Padua College polo shirt and enclosed footwear, including either their College broad-brimmed hat or Padua Spirit Cap.

Participating Students are expected to wear College sports socks.

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' or sports 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.

Students attending an AIC Sport Fixture should be wearing the following:

- a) **A Player** – The full College uniform for that sport. **Nb.** Players in Years 9-12 who are remaining to support later games are asked to change into their College uniform at the conclusion of their own game.
- b) **A non-playing spectator** – Full college uniform for that term with the College Spirit Cap.

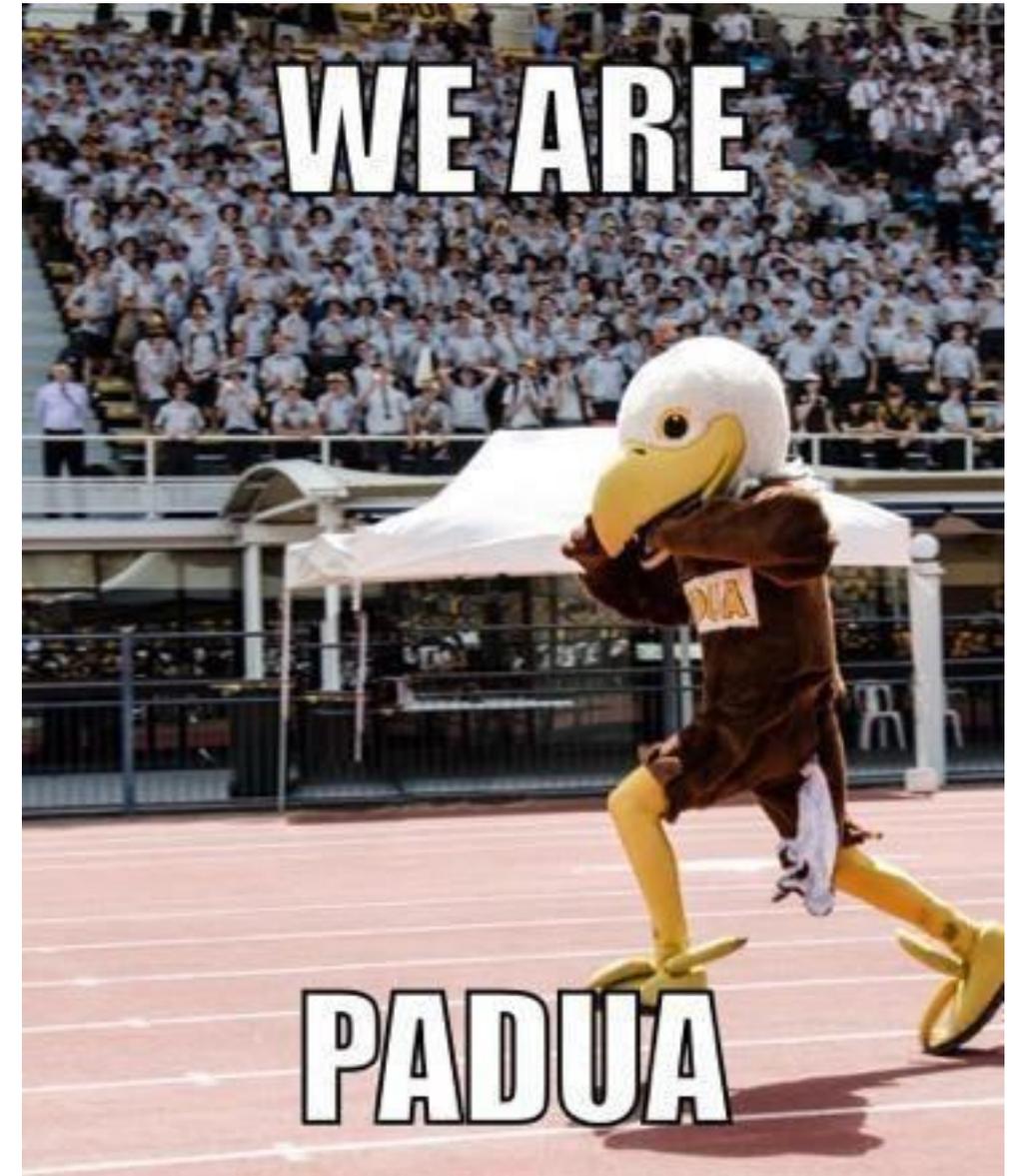
THE SPORT PROGRAM

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 Collegesporting events.



Daily Guidelines

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, exercise book and College Diary.
- 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 may be expected to stand if a visitor enters the room. Students will be guided by the classroom teacher.
- 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 verandas 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 case, diary, 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 Students are expected to follow relevant dismissal processes according to the daily timetable and as directed by their teacher.

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

At morning and lunch breaks:

- 15 Movement along the verandas 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 relevant bell, the playground is 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 FrancisHall.
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.

TRANSPORT TO AND FROM SCHOOL

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

23. When waiting for buses, students are to remain on the paved or bitumen areas of the College Property, and not on the footpaths.
24. 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.
25. 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.
26. The roads and pathways in front of the College and Church are not recreational playing areas before or after school.
27. No games are to be played while waiting for buses at Padua or St Anthony's.

BIKE RIDERS

28. 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

29. 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 Pastoral Care Office.
30. 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.)
31. All student cars will be parked in the street, and never on College property.
32. 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.
33. 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.
34. 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

35. 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 verandas (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 or 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 PHONE PROCEDURES

The Padua College mobile phone procedures can be found listed in detail, later in this handbook.

Pastoral Levels

Padua College Pastoral Levels



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 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 support to those students who are experiencing challenges with meeting the College expectations. 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.



A Catholic School for Boys under the care of the Franciscan Friars since 1956

Pastoral Levels

1

A Pastoral Level 1 is awarded to those students at Padua who historically display the highest level of commitment to the College. They excel across many areas of College life, inclusive of academic application, Catholic spirituality, behavioural, cultural, community and co-curricular activities. Students who obtain this level are to be congratulated.

Students in Year 12 who obtain a Pastoral Level 1 by term 3 become eligible to be considered for the Minister Provincial's Award presented at the Padua College Prize Giving Evening.

Students in Year 8 who obtain a Pastoral Level 1 by term 3 become eligible to be considered for a Year 8 Pastoral Level Award presented on House Assembly during Term 4.

2

A Pastoral Level 2 is awarded to those students at the College who work well above College expectations and exemplify the Franciscan values of courtesy and respect for all. These students also display leadership qualities and are role models for their peers. It is expected that all students on a Pastoral Level 2 should be striving to achieve a Pastoral Level 1. Students who have obtained this level are to be congratulated.

3

A Pastoral Level 3 is awarded to those students at the College who maintain positive behaviour and who engage more fully with College life and College expectations. These students exceed the College minimum expectations and are to be congratulated on reaching this level.

4

A Pastoral Level 4 is awarded to those students at the College who maintain the expected standards in behaviour, uniform, academic application and co-curricular participation.

The Pastoral Level System – Padua College

The Pastoral Level System is a live reflection of a student's commitment to all aspects of College life. This commitment includes, but is not limited to; behaviour, academic effort, co-curricular involvement, liturgical and charitable endeavours. Any student joining the Padua College community will begin at a Pastoral Level 4.

Padua College Pastoral Levels



Pastoral Intervention Levels

PI5

- PI5 Pastoral Level indicates that there is concern over a student's application to College life. Specific behaviours may include but are not limited to:
 - Disruptive behaviours, failure to follow reasonable instructions, rudeness, inappropriate language, unsatisfactory work, poor uniform and appearance, minor breaches of the College technology policies, bullying and anti-social behaviours or other breaches of College expectations.
 - It would be anticipated that any student receiving an academic or behavioural afternoon detention may move to a PI5 Pastoral Level.
 - As a result of his behaviour, a student on a PI6 may lose College privileges including but not limited to: College socials, tours, camps, excursions, lunch time activities, cross campus visits.

PI6

- The PI6 Pastoral Level indicates that there has been no serious improvement from a PI5 level of behaviour or there has been a serious breach of College expectations. Specific behaviours may include but are not limited to:
 - Smoking, truancy, severe or repeated breaches of the College Technology Policy, second offence or serious bullying, severe or repeated breaches of school expectations, vandalism, insolence, theft or other breaches of College expectations.
 - It would be anticipated that any student receiving an internal or external school suspension may move to a PI6 Pastoral Level.
 - An interview with a member of the Pastoral Care Team may be requested at this level.
- As a result of his behaviour, a student on a PI6 may lose College privileges including but not limited to: College socials, tours, camps, excursions, lunch time activities, cross campus visits.

PI7

- The PI7 Pastoral Level indicates that a student has continued to ignore direction and guidance from Guardians, Vice Rector and Rector. He continues to demonstrate Level PI6 behaviours or has been involved in behaviours of extreme severity.
- As a result of his behaviour, a student on a PI7 may lose College privileges including but not limited to: College socials, tours, camps, excursions, lunch time activities, cross campus visits.
- The Rector, in consultation with parents and all concerned may decide that a student on a PI7 should leave the College or the student's enrolment may be terminated.

PI8

- As a result of a serious breach of the College enrolment policy, ongoing behaviour issues or as deemed appropriate by the Rector, a student may receive a PI8. At this level, a student's enrolment is immediately terminated.

College Song / Prayers

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

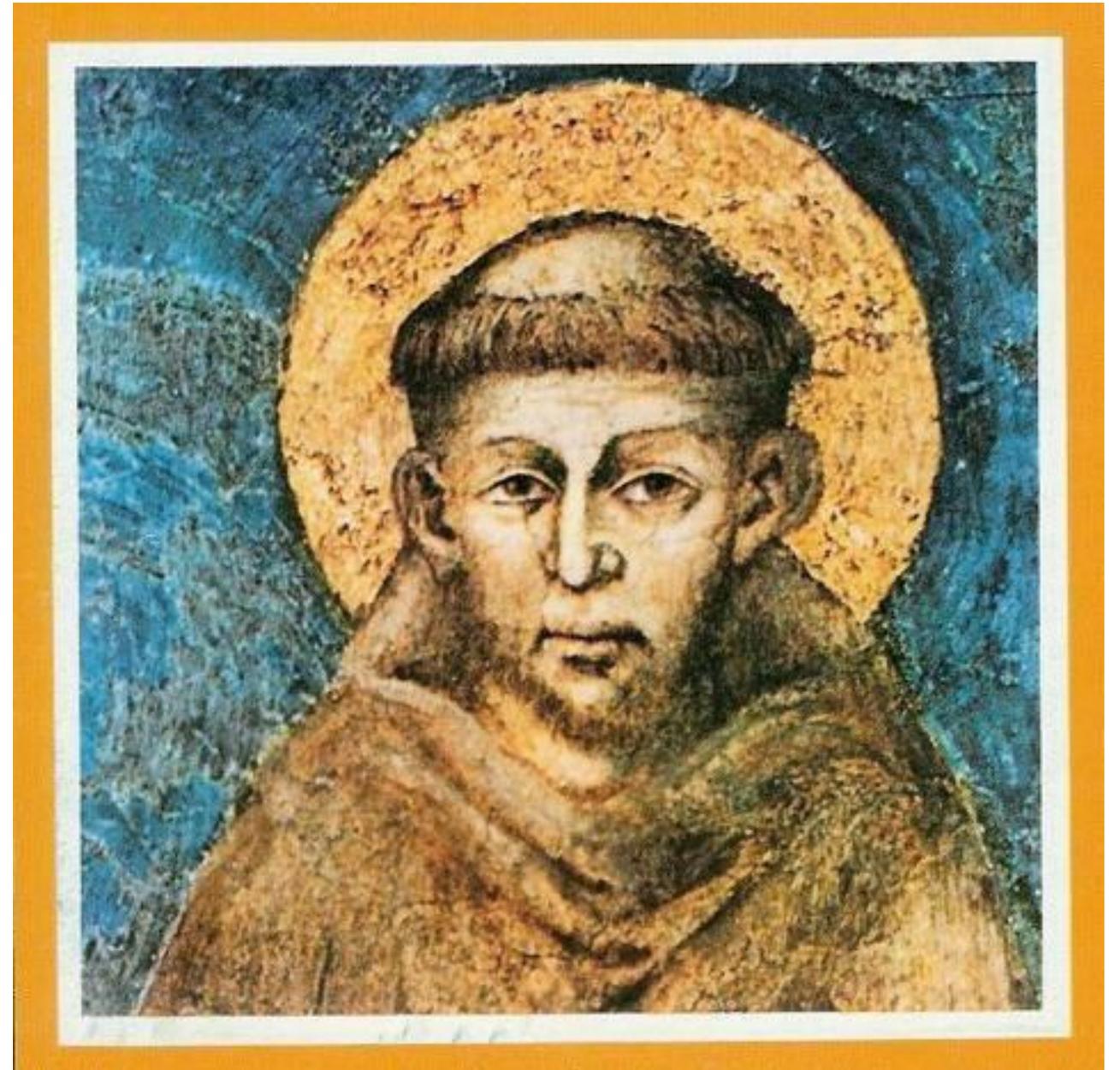
May He look upon with kindness, and give you his peace.

Amen

And may we blessed by Almighty God,

the Father, the Son+,

and the Holy Spirit. Amen



FOTH Common Expectations

FOTH Common Student Expectations



All students are expected to adhere to the following expectations when sharing common areas between Padua College, Mt Alvernia 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
- Overt displays of affection are not permitted

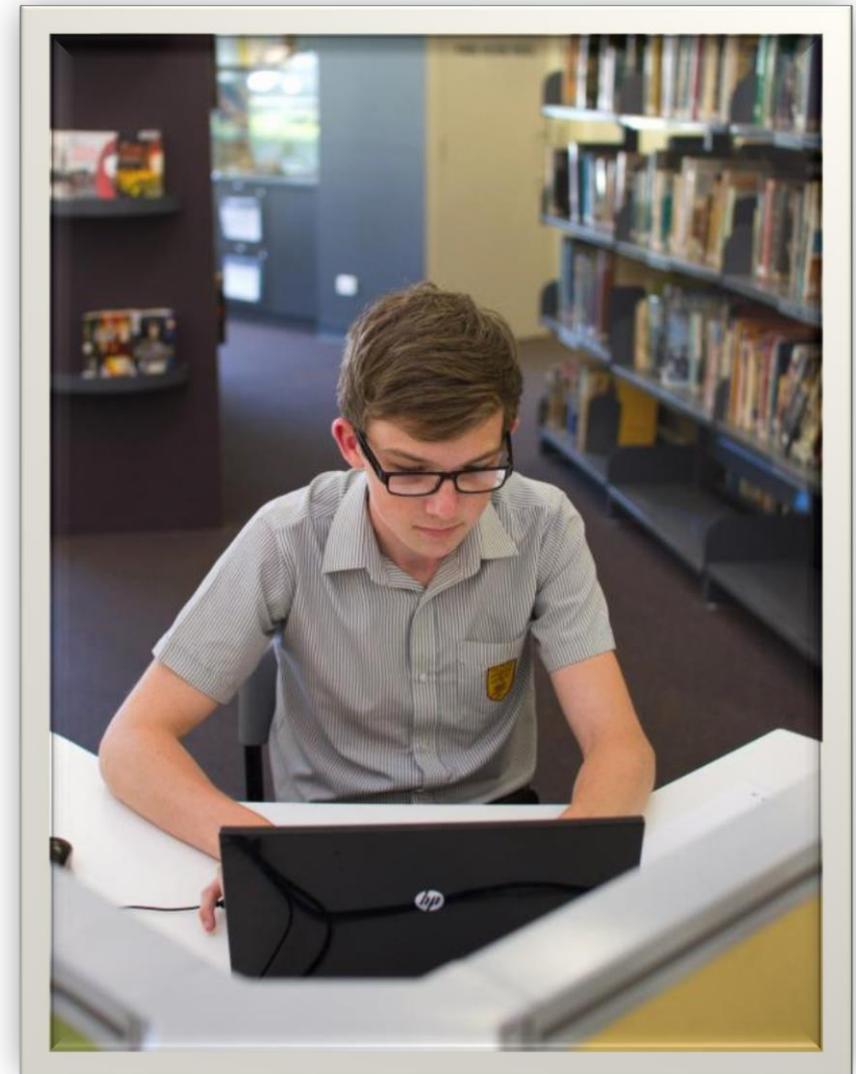
Uniform:

- 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.



2020

College War Cries

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, YouAre!

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,

(Seniors) Hey Padua,

(Seniors) How do we spell victory?

We split our V's, we dot our I's, we cuurve our C T O R Y's.

(All) Hey what?

(All) Hey what?

Glory, Glory Padua College:

Shhhhhh – (leaders)

Here's to Padua College we're the like you've neverseen.

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 - aaaa

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

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;

House/Pastoral Guardian Intervention

First Offence

Bullying Report

Afternoon Detention

Parental Contact

Conflict Resolution

PI 5 PASTORAL LEVEL

Vice Rector Informed or Involved

Second / Serious Offence

Bullying Report

Parent Interview

Possible Suspension

Student Counsellor

PI 6/7 PASTORAL LEVEL

Rector Informed or Involved

Third Offence / Very Serious

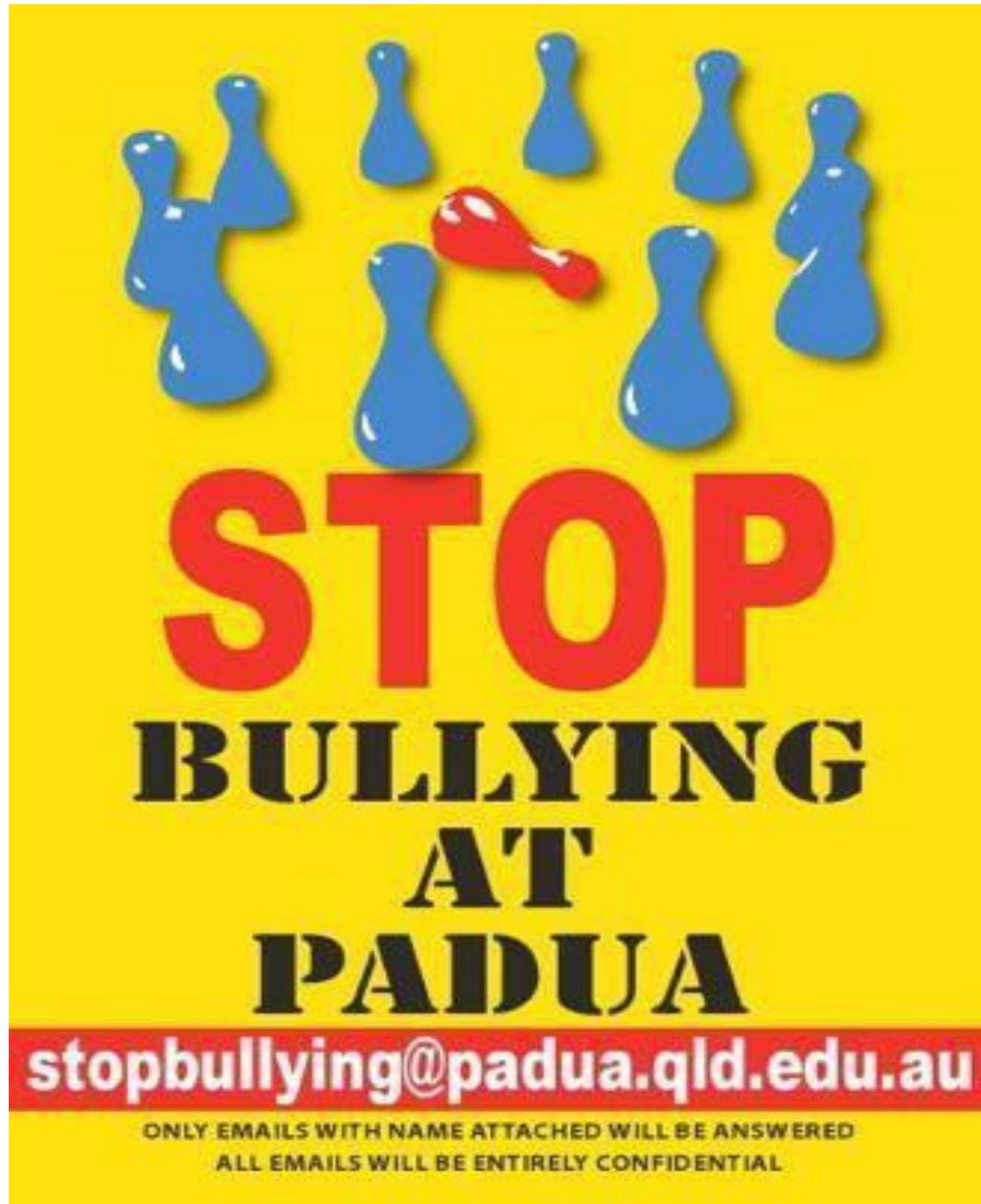
Bullying Report

Parent Interview

Enrolment Reviewed by Rector

2020

Anti-Bullying Strategy



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

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 6 Student Protection Contacts at Padua College:

1. Peter Elmore (Rector)
2. Ben Lowrie (Vice-Rector Pastoral Care Years 5-12)
4. Sally Dwyer and Julia McDonald (School Counsellors)
5. Chris Webb and Aimee Asimus (Guardians)

Additionally, the Student Protection Officer for Padua College is Anthony Benedetti (Mobile 0407 590 669 email – AnthonyB@dvconnect.org)

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

<http://www.padua.qld.edu.au/about-us/padua-college/policies-and-reports/>

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.

Free call - 1 800 688 275 or 3247 5525

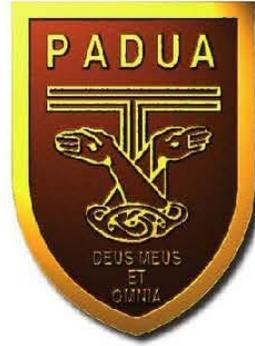
Websites:

<http://www.ccypcg.qld.edu.au>

www.ccypcg.qld.edu.au



We care.
We listen.



STUDENT PROTECTION CONTACTS

Every student has the right to feel safe and be safe.

If you have any information or are concerned about the safety and / or wellbeing of a student, please do not hesitate to contact one of our dedicated Student Protection Officers at Padua College.



Mr Peter Elmore



Mr Ben Lowrie



Miss Sally Maguire



Mrs Julia McDonald



Mr Chris Webb



Miss Aimee Asimus

PADUA COLLEGE **(07) 3857 9999**

DEPT OF CHILD SAFETY **1800 811 810**

POLICE **3364 1800**

KIDS HELPLINE **1800 551 800**

POSITIVE LEARNING BEHAVIOURS



Having Positive Learning Behaviour at Padua is....

1) Being Respectful and Courteous

I will be respectful, courteous and always take pride in my learning behaviour.

2) Being Punctual and Well Presented

I will arrive on time to class, well dressed and meeting all appearance expectations.

3) Being Prepared

I will be prepared for each lesson by ensuring I revise my work, complete my homework and ensure I have all the necessary equipment for the lesson.

4) Being a Positive Participant

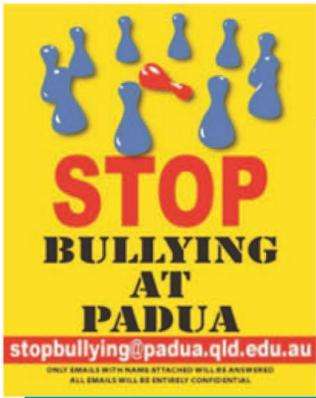
I will be a positive participant by engaging in my learning and meeting all College and classroom expectations. I will not be distracted and not distract others. I will work with a positive attitude.

5) Being Responsible For My Own Learning

I will use feedback, learning goals and success criteria to be an assessment-capable learner.



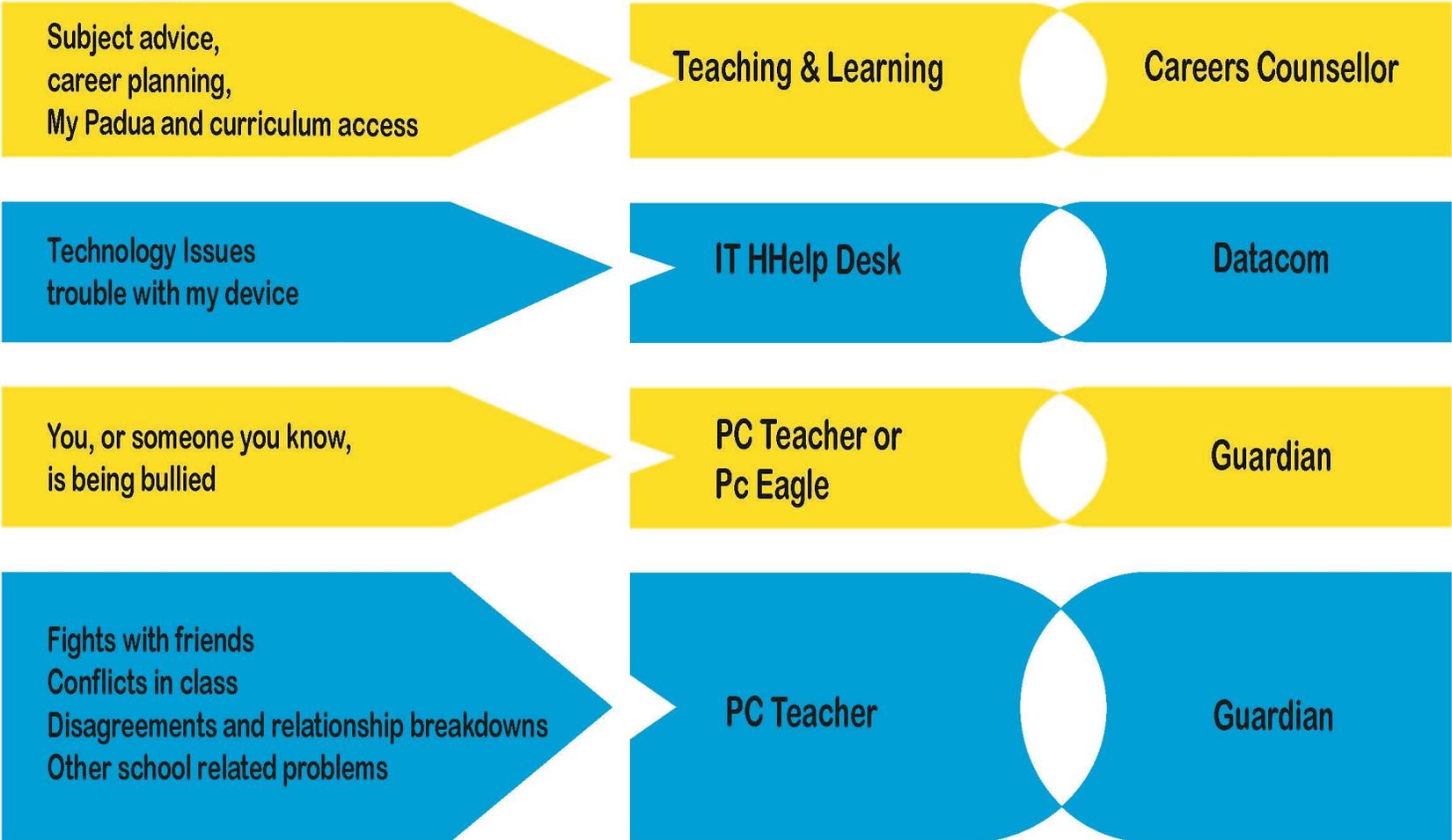
Joy | Courtesy | Simplicity | Humility | Peace



Help and Support



Where can I get support at Padua College?



**Someone is harming you, or someone you know:
 Physically, Psychologically, Emotionally or Sexually**

STUDENT PROTECTION CONTACTS



Every student has the right to feel safe and be safe.
 If you have any information or are concerned about the safety and / or wellbeing of a student,
 please do not hesitate to contact
 one of our dedicated Student Protection Officers at Padua College.

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.

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.

**EXPECTATIONS OF PADUA STUDENTS
DAILY PRACTICES FOR EFFECTIVE PARTICIPATION
IN EVERY LESSON, EVERY DAY
DO THE FIVE:**

1 P=PUNCTUALITY
Arrive on time for every lesson. 

2 P=PREPARATION
Bring your completed homework and all the required equipment. 

3 P=PARTICIPATION
Focus on each lesson and participate to the best of your ability. 

4 P=POSITIVITY
Bring an open mind and positive attitude to your studies. 

5 P=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
- College Diary
- 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

- a folder for each subject in should be created
- Notes on the device are not suitable for regular subject related Recording unless otherwise specified by the teacher

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

ASSESSMENT DATES AND SUBMISSION

An Assessment Guide will be published for each Year Level, each Term. These can be accessed via the College Website.

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 My.Padua Calendar is always the most up to date source for due dates.

It is expected that every student will access and use the Assessment Guide and 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 dates 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 textual 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.

3 DUE DATES

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.

4 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.

5 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.

6 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.

7 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 should 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 QCAA 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 Teaching and Learning 5-9 or the Head of Teaching and Learning 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

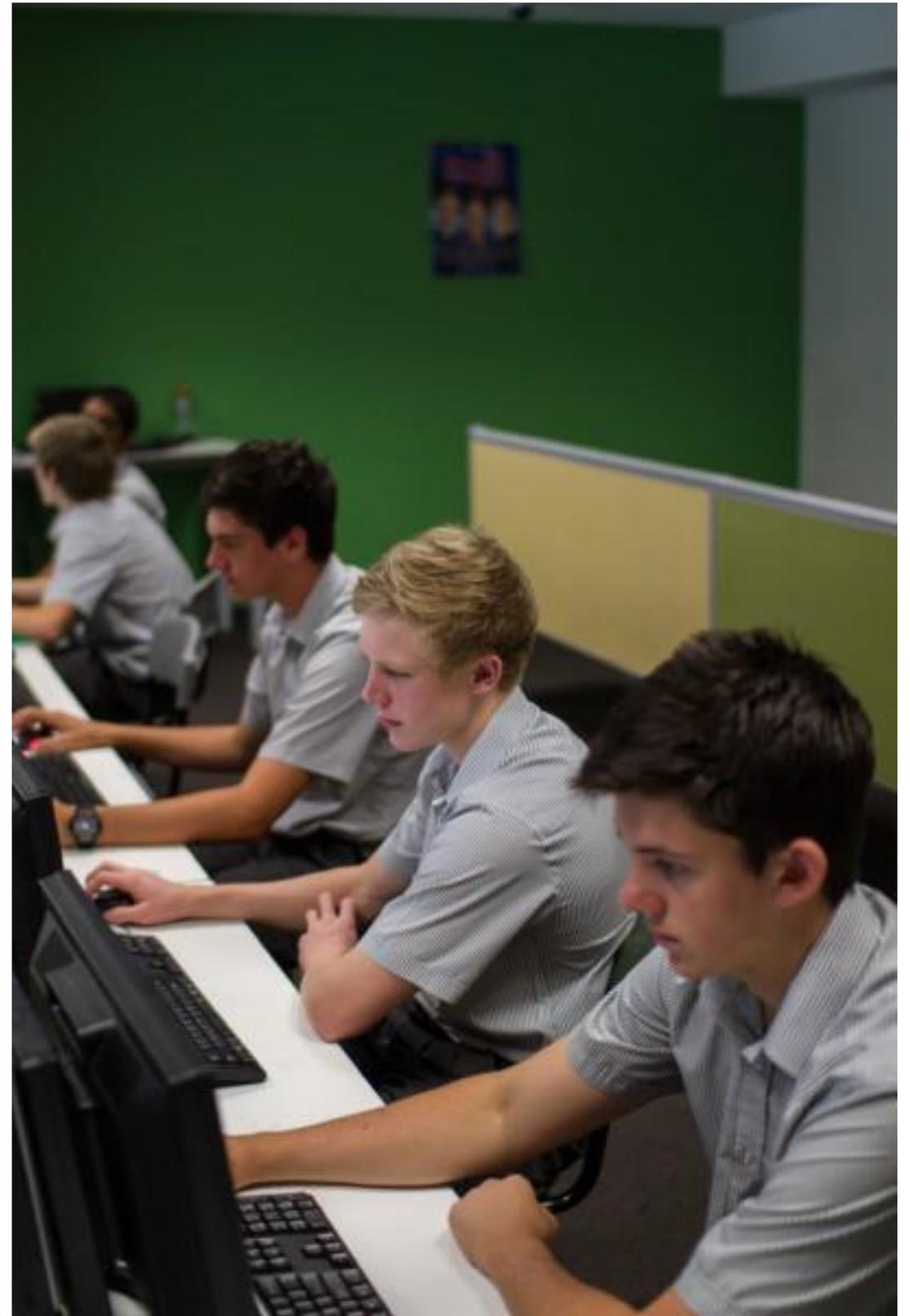
10 EXPECTATIONS WITH REGARD TO EXAMINATIONS AND TESTS

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 a Vice Rector or the Rector after consultation with all those concerned.



2020

Student and Parent Device Protocol



Padua College

Digital Communications Protocols for Parents/Guardians and Students

1. Introduction

- 1.1. At Padua College, we are committed to open, honest and timely communication with, and between, all members of the College community. We believe that communication should be respectful, relevant, measured, amicable and sensitive. To adhere to these principles, it is important to recognise how communication builds positive relationships between staff, students and parents/guardians.
- 1.2. Digital Communications includes all written communication, originating from the College, staff, parents/guardians, students or other members of the school community, sent and received by text message, email, social media posting or messaging, and any other form of written electronic communication.
- 1.3. These protocols are intended to guide all members of the community in engaging in, and managing their digital communications.

2. Definition

- 2.1. **Social media** means the production, consumption and exchange of information through online social interactions and platforms. Social media activity includes, but is not limited to:
 - Interacting with social networking sites, e.g. Facebook, Twitter, LinkedIn, Tumblr, Yammer
 - Interacting with video and photo-sharing websites, e.g. Flickr, YouTube, Instagram, Pinterest
 - Interacting with blogs including corporate blogs and personal blogs, e.g. SharePoint
 - Interacting with blogs hosted by media outlets, e.g. 'comment' or 'your say' feature on theage.com.au
 - Micro-blogging, e.g. Twitter
 - Interacting with wikis and online collaborations, e.g. Wikipedia
 - Interacting with forums, discussion boards and groups, e.g. Google groups
 - VOD and podcasting, e.g. SoundCloud
 - Online multiplayer gaming platforms, e.g. World of Warcraft, Second Life
 - Interacting with education platforms such as Edmodo and Schoology in the context of curriculum and possible learning activities.
- 2.2. **Staff** means any full time, part time, casual, permanent or temporary employees, and any contract or commission workers, volunteers, vocational and work experience placements.

3. Email Protocols

- 3.1. As a College, we value face to face and phone communication. While email is a convenient way to contact teachers, and is value in building positive relationships between staff, students and parents/guardians, there are times when email is not the most appropriate form of contact. The tone or intent of an email can sometimes mean the recipient may not fully understand the message. We acknowledge the potential benefits of staff and parents/guardians communicating via email, but we also understand its shortcomings and for this reason we recognise the need to ensure that email does not become our main means of communication.
- 3.2. While email is an instantaneous method of communication, a response should be expected no later than two (2) clear school days and within school business hours. Some staff may choose to respond outside of these hours and this is their choice to do so. However, there is no expectation that staff will respond to emails after 5.00 pm and before 8.00 am.
- 3.3. When using any form of electronic communication, the communication should:
 - 3.3.1. identify an appropriate timeline for response (see 3.2);
 - 3.3.2. use polite and appropriate salutations and language;
 - 3.3.3. have an appropriate Subject to easily identify the purpose of the communication;
 - 3.3.4. clearly explain the purpose of, and points within the message;
 - 3.3.5. be **ONLY** related to the educational needs of teaching and learning process or co- curricular offerings of the College;
 - 3.3.6. be **ONLY** from the student's College provided email – not from a personal email account;
 - 3.3.7. be sent at an appropriate time of day, and
 - 3.3.8. be respectful in language and tone.

4. Social Media Protocols

- 4.1. Social media is an integral part of our society and provides an instantaneous means of finding information relevant to your son's schooling. It also provides an instantaneous means of expressing opinions, ideas and grievances in a public forum. Social Media is a component of the College's suite of communication tools. However, Social Media activity may incur potential risks for the reputation of the College as a Catholic School in the Franciscan Tradition and the safety of the students. Online Statements have a potentially wide and uncontrolled circulation. Social Media platforms leave an often-permanent written record of statements which may be replicated endlessly. Online statements may also be sent to recipients who were never expected to see them, or who may view them out of the context. It may be difficult (if not impossible) to remove them.
- 4.2. When engaging in the use of social media, members of the College community should comply with the Padua College Acceptable Use Policy (Internet and Network Services) *available in its entirety on the College website*, www.padua.qld.edu.au; *portal* (<https://my.padua.qld.edu.au/>)
 - 4.2.2. ensure your contribution adds value to the community and promotes positivity;
 - 4.2.3. respect the dignity, rights and opinion of others;
 - 4.2.4. avoid making any derogatory, defamatory, rude, disrespectful, threatening or inappropriate, harassing or discriminatory comments about the College, other student or anyone connected with the College;
 - 4.2.5. be aware of what/who/where/when you are posting;
 - 4.2.6. be sensitive and demonstrate respect for cultural diversity;
 - 4.2.7. not post any comment that you would not say directly to another person;
 - 4.2.8. treat others as you would expect to be treated yourself; and
 - 4.2.9. not harm the reputation and good standing of the College, or those within its community.
 - 4.2.10. comply with applicable laws and regulations, including but not limited to antidiscrimination, sexual harassment, bullying, copyright, intellectual property, privacy, financial disclosure and defamation;
 - 4.2.11. be aware that the College Privacy Policy applies to any communication on Social Media and that you can only disclose personal information when you are authorised to do so; and
 - 4.2.12. ensure that all content published online is accurate and not misleading, deceptive or defamatory.

5. Grievances

- 5.1. Should a member of the Padua College community believe that these protocols have not been adhered to, this matter should be raised with the Rector of Padua College for his attention.
- 5.2. The Rector will examine the concerns and communicate with all necessary parties regarding his attention to such matters.

Please sign and return the College:

I have read the Digital Communications Protocol and agree

to follow these as a member of the Padua College

community. Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Technology Use at Padua College

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

| | |
|--|---|
| <p>LEVEL ONE: Education by Padua College on the acceptable use of computers and technology in an educational environment.</p> <ul style="list-style-type: none"> •Technology Induction •Educational Presentation •Acceptable Computer Use | <p>Signing of Acceptable User Agreement</p> |
| <p>LEVEL TWO: Breach of Acceptable User Agreement or deliberate inappropriate use of technology. Examples include but are not limited to (first offence);</p> <ul style="list-style-type: none"> •Playing Games •Inappropriate Image Use •Inappropriate Downloading •Inappropriate Browsing (inc. YouTube) •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. •Physical Damage to Hardware •Any other breach of the Digital Communications Guidelines of Padua College. | <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> •Meeting With House Guardian •Review of Acceptable User Agreement •Friday Afternoon Detention •Loss of Internet Access, other than the LMS (2 Weeks) •Allocated Computer Terminal In A Classroom Environment |

| | |
|---|---|
| <p>LEVEL THREE: Breach of Acceptable User Agreement for a second time or deliberate inappropriate use of technology to a more severe extent than Level One. Examples include but are not limited to;</p> <ul style="list-style-type: none"> •Use of a proxy site •Cyber bullying •Repeatedly playing games •Date changing to circumvent system settings •Initiating executable files •Posting of unapproved web content relating to or making reference to Padua College or inclusive of the Padua College Logo. (more severe) •Physical damage to hardware or jail breaking a device •Inappropriate or unapproved use of a device Camera. | <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> •Meeting with House Guardian & parents •Review of Acceptable User Agreement •Possible suspension •Loss of internet access •Moved to a Pastoral Level PI5/PI6 •Allocated computer terminal in a classroom environment |
| <p>LEVEL FOUR: Breach of Acceptable User Agreement for a third time or deliberate inappropriate use of technology to a more severe extent than Level Two. Examples include but are not limited to;</p> <ul style="list-style-type: none"> •Continued use of a proxy site •Cyber bullying (severe or repeated) •Repeatedly playing games •Initiating executable files •Intentionally uploading viruses •Illegal downloading •Deliberately undermining secure technology •Intelligence theft / Actual theft •Repeated or more severe posting of unapproved web content relating to or making reference to Padua College or inclusive of the Padua College Logo. •Physical damage to hardware or jail breaking A device | <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> •Meeting with Vice Rector and or Rector •Review of Acceptable User Agreement •Suspension •Loss of internet access •Moved to a Pastoral Level PI6/PI7 •Allocated computer terminal in a classroom environment loss of computer privileges for an extended period |

Phone Policy



Padua College Phone Policy

1. Purpose

- The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and guardians take steps to ensure that mobile phones are used responsibly. This Acceptable Use Procedure is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- Padua College has established the following Acceptable Use Procedure for mobile phones that provides teachers, students, parents and Guardians specific guidelines and instructions for the appropriate use of mobile phones during school hours and at after school hours events.
- It is important that students, their parents or guardians must read and understand the Acceptable Mobile Phone Use Procedure.
- The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

- Padua College recognises that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their child brings a mobile phone to school for safety and security reasons, primarily to be used on the way to and from school.

The College recognises that personal communication through mobile technologies is an accepted part of everyday life and that such technologies need to be used appropriately.

Our core business of teaching and learning needs to be conducted in an environment supports the balanced use of technology. Therefore, the school strongly discourages the bringing of mobile phones to school by students. However, the College acknowledges the need to ensure appropriate communication beyond the school day and allows students to bring mobile phones to school, but only within the parameters of the procedure as stated below.

3. Mutual Responsibility

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents/guardians with appropriate discernment.
- Parents/guardians should be aware if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school does not accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/guardians are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way.

4. Purpose

- In general, students should not bring valuable items to school, as they can be easily lost or stolen.
- Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds, the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the student's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- In acknowledging the appropriate use of mobile phones for communication and safety and the diverse nature of the school day at Padua College, students are permitted to use their phone on College grounds before 8:00am and after 3:00pm.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. It is expected that all communication with students between these hours (during the school day) would occur via email or through the College Office.
- During the school day, Mobile phones should be switched off and kept in a student's locker.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to.
- The appropriate use of mobile phone technology, such as social media applications and messaging is bound by the Acceptable Use Policy: Internet and Network Services. All students conduct should comply with the expectations outlined in this document.

5. Unacceptable Uses

- Unless express permission is granted by a member of the Pastoral team, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
- In the event of an emergency or by expressed permission, students needing to use their mobile phone should report immediately to the College Pastoral Care Centre.
- Mobile phones must not disrupt classroom lessons with ringtones or beeping.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- The use of mobile phones while participating in extra-curricular activities is not permitted. Mobile phones should not be used during performances, while at training or during any event that could be considered a formal or informal learning time.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

6. Inappropriate conduct

- Students who are seen with a mobile phone on school premises between the hours of 8:00am and 3:00pm will have their phone confiscated by staff. This includes when a phone is heard beeping or ringing in class.
- On the first infringement of this policy, the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student must meet their Pastoral or House Guardian to retrieve their phone at the end of the school day. The student must present their Student Handbook in order to receive their phone.
- Students who have their mobile phone confiscated will be issued an afternoon detention.
- Students repeatedly failing to meet these expectations may incur further consequence.

7. Greccio Campus Specific

- Students on the Greccio Campus are expected to adhere to all of the before mentioned procedures, however should also specifically note the following variations;
 - a) Students are asked to keep their phones in their school bags or to leave them at the Greccio Campus Office

b) Families of Year 5 and 6 are asked to please refrain from emailing their young men throughout the school day. All correspondence with students on the Greccio Campus should be directed through the College Office / Greccio Office.

8. Summary

- Students are not to use their phones between 8:00 am and 3:00pm.
- All use of mobile technology should meet the Acceptable Use Policy: Internet and Network Services.
- Sanctions for not meeting the above expectations will be in the form of an afternoon detention in the first instance.
- The College accepts no responsibility for lost, stolen or damaged phones.
- Families needing to communicate with their child throughout the College day should do so via email (7-12 only), or through the College Office.

9. Smart Watches and Smart Devices

- In all circumstances, smart watches and smart devices are considered a mobile technology and as a result, fall under the inclusion of the Padua College Mobile Phone Acceptable Use Policy.
- Specifically, smart watches are permitted to be worn on a daily basis for normal, time telling and watch functions. Students caught using a smart watch for functions outside of the operations of a normal watch (notifications, SMS, internet browsing etc.) will be understood to have breached the before mentioned procedures.
- No exception is given to the provision for smart watches or smart devices to be taken into an exam or assessment situation. Students are asked to please refrain from bringing these devices into this environment. Staff reserve the right to ask students to remove such a device in this circumstance.

Effective: July 16 2018