

2026

ENROLMENT PACKAGE



MAFFRA SECONDARY COLLEGE

“More than they imagine...”



WELCOME

Welcome to our 2026 Year 7 students and their families

A child's transition from primary school to secondary school is a significant milestone in their life. It's also a time of nervousness and excitement as children look forward to the next chapter of their education.

At Maffra Secondary College we work to ensure that every child's transition into our college is smooth and enjoyable, and that feelings of nervousness and anxiousness are minimised.

We achieve this through frequent and early contact with our future students where we provide information and insight into secondary school life. In addition to some of the school visits your child may already have been a part of, at Maffra Secondary College, our transition team have been out in primary schools and speaking with both students and their Grade 6 teachers.

The next step for parents is the completion of enrolment paperwork, to formally secure a place at Maffra Secondary College. All of the relevant forms are contained in this package. A Maffra Secondary College folder has been provided so you can return all of the required paperwork on the proposed Transition Day, Friday 7th November 2025. I encourage you to read and check the package carefully and complete the forms as accurately as possible. If your child is unable to attend our Transition Day in November, can you please drop your child's forms into Maffra Secondary College main office on or prior to this date.

For further information, or if you require assistance completing any of the paperwork enclosed, please contact our 7 & 8 Administration Assistant, Vickie Nikolajew on 51471790.

For any queries regarding the transition process, or if you would like to discuss anything regarding your child's transition to Maffra Secondary College, please contact our Transition Coordinator, Lashay Tricker by phoning the school or email lashay.tricker@education.vic.gov.au or our Assistant Principal, Elise Westphalen elise.westphalen@education.vic.gov.au

Again, welcome to Maffra Secondary College, I look forward to meeting you and your child in the near future.

Kind regards,

Jennifer
Roep
Principal



IMPORTANT DATES

Term 1 Tuesday 27th January - Thursday 2nd April
Year 7 & VCE start Wednesday 28th January 2026.
Year 8, 9 & 10 start Thursday 29th January 2026.

YEAR 7 SCHOOL CAMP MONDAY 23RD FEBRUARY- WEDNESDAY 25TH FEBRUARY

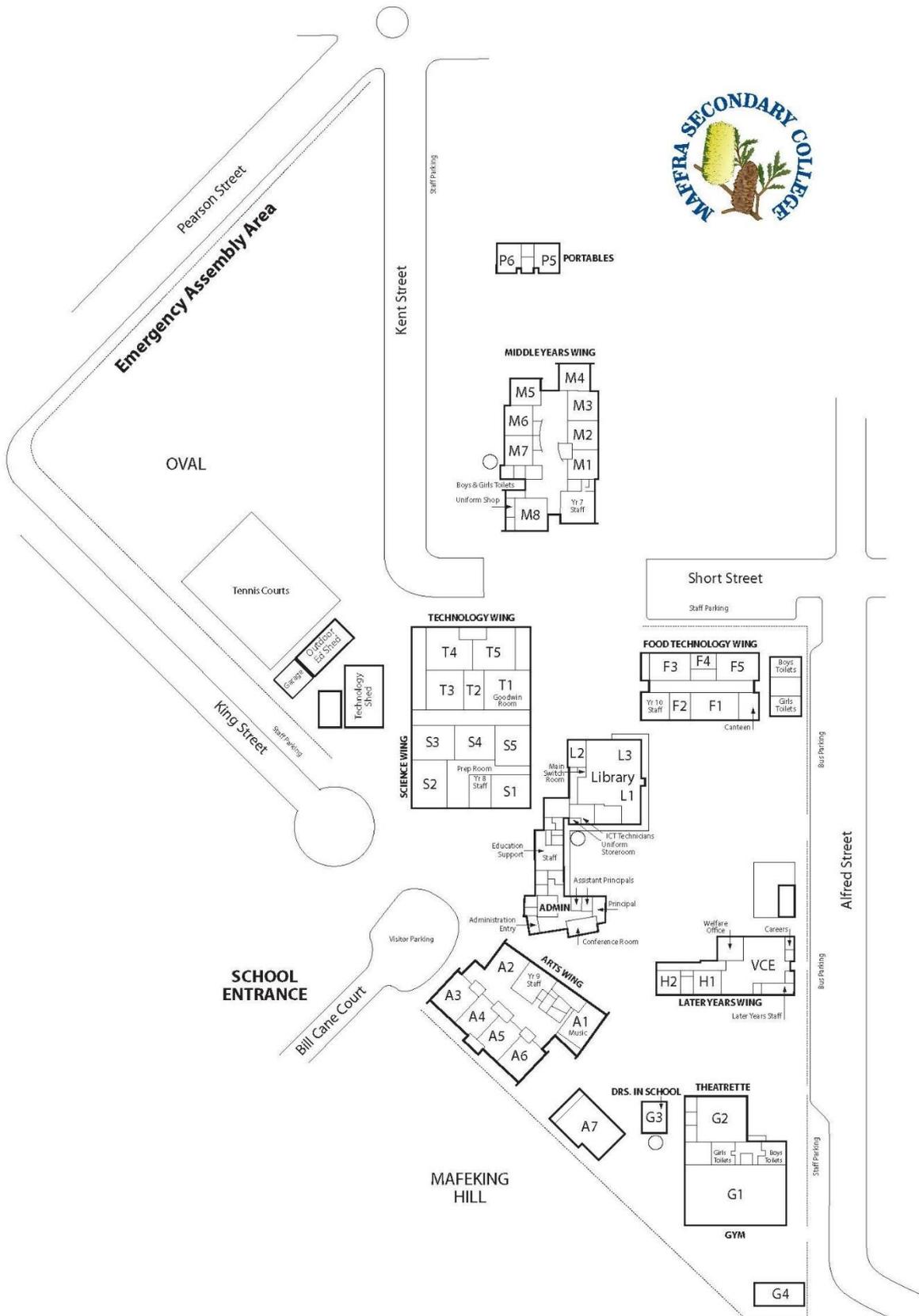
SCHOOL PHOTO'S – 2ND MARCH

NAPLAN 11TH – 23RD MARCH

Term 2 Monday 20th April - Friday 26th June
Term 3 Monday 13th July - Friday 18th September
Term 4 Monday 5th October - Friday 18th December

2026 Public Holidays

<u>9th March</u>	Monday	Labour Day
<u>3rd April</u>	Friday	Good Friday
<u>4th April</u>	Saturday	Easter
<u>5th April</u>	Sunday	Easter
<u>6th April</u>	Monday	Easter
<u>25th April</u>	Saturday	Anzac Day
<u>8th June</u>	Monday	King's Birthday
<u>Sept</u>	Friday	AFL Grand Final Day TBA
<u>3rd Nov</u>	Tuesday	Melbourne Cup



SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT & RESPECTFUL RELATIONSHIPS

POSITIVE SCHOOL CLIMATE

School Wide Positive Behaviour Support (SWPBS) is a framework based around establishing a positive learning and teaching environment where all students can achieve academic and social success. Our Behaviour Purpose Statement reflects this:

'Our community provides a safe, inclusive and respectful environment, which promotes individuals' social, emotional and academic growth.'

As a school we work together to provide a consistent approach to developing an environment where all students can learn. This includes explicitly teaching positive behaviours and having consistent approaches to the management of student behaviours.

COLLEGE VALUES AND EXPECTED BEHAVIOURS

Our College's Expected Behaviours consists of 4 Values - **RESPECT**, **RESILIENCE**, **COMMUNITY** and **LEARNING** and 10 expected behaviours. These are the behaviours that our College wants to see displayed by all members of our school community – Students, Staff and Parents.

RESPECTFUL RELATIONSHIPS

The Respectful Relationships initiative promotes and models respect and equality and teaches our students how to build healthy relationships, resilience and confidence. We are committed to providing our students with an education that gives each child the skills to enable them to have a happy, healthy and prosperous life. As a school, we are taking a whole school approach to embedding a culture of respect and equality across our school community and beyond, into the wider community via sporting activities and social events.

Please utilise the enclosed magnet by placing this on your fridge and referring to the behaviours that are expected of all our school community at Maffra Secondary College.



H.E.L.P.A.R MODEL

The H.E.L.P.A.R model (shown below) supports students to become independent and active learners by providing a clear framework that empowers them to take ownership of their learning. Each letter in the model represents a phase of our Instructional Model, outlining the learning behaviours, attitudes, and responsibilities expected of students at each stage. The H.E.L.P.A.R model was collaboratively developed by students, with input from staff and the wider student body, to ensure the final design reflected our shared vision for effective learning.





Bus Travel 2026 - Conditions of Travel

Approximately 70% enrolment of Maffra Secondary College consists of bus travellers.

Since safety and the related factor of behaviour on the buses are paramount importance, the following information and rules should be thoroughly understood by both parents and the students who use school buses.

Boarding, travelling on and leaving the bus:

1. Wait well off the roadway for the bus and UNTIL it has STOPPED, remain well clear of the bus.
2. Whilst waiting for buses, students should understand that the usual school rules regarding behaviour still apply.
3. Enter and leave the bus ONLY when it is stationary. When getting ready to leave a bus, students should wait for the bus to stop before leaving their seats.
4. Seat belts must be worn where fitted. It is a legal requirement just as in the car.
5. No part of the body should protrude from the bus, nor should anything be thrown from it.
6. Leaving a bus requires the traveller to remain on the edge of the road until the bus has departed, allowing a clear view of the road in both directions.
7. Behaviour on the bus is to be sensible and thoughtful of others. This means quiet conversations and remaining in seats is expected. The bus captain is the student's representative during the bus journey and as such, carries the authority to supervise the travellers, in conjunction with the driver. Unruly behaviour may lead to a seating plan on buses.
 - According to the DSE Memorandum '*contract school bus service is a privilege not a right*'. Any travellers who disregards a request from a bus traveller or bus driver will be disciplined by the school which can lead to suspension from travelling on this service.
8. Allocation of students to the buses and seating arrangements is the responsibility of the school. Where more than one bus travels to the same destination, and traveller numbers on those buses become exhausted, it may become necessary for some of the travellers to be moved from one bus to another.
9. When a student is allocated a bus seat, this means that they have had the school's approval to travel on that bus and at that specific location. The ONLY time a student can travel on an alternate bus is if there is a family separation. Both parents are to have a signed application to travel form.
10. If a student needs to get off at a different stop on their regular bus - a letter can be written from the parent stating date, time, reason and signature. A temporary bus pass will be given - but must be on each occasion.

These rules are in place to keep our students and the community safe.

Situations where bus services may be cancelled:

1. **EMERGENCY MANAGEMENT RULE - ON A CODE RED DAY, ALL COUNTRY NETWORK BUSES WILL BE CANCELLED.**
Families will be notified as early as possible through the Maffra Secondary College Compass Portal and/or SMS.

Conditions of Travel

To ensure the safety of all passengers on school buses, the following conditions apply at all times.

To ensure safe travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left, and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and not use offensive language or call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any vandalism or misbehaviour including but not limited to bullying, teasing, or aggression.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Training are unable to accept responsibility for the safety of your bike.
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The student's name and full details of the breach will be recorded.
- The student will be transported to school or to their normal drop off.
- The breach will be reported to the bus coordinator.
- The bus coordinator will take disciplinary measures in accordance with the guidelines below.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

Responsibilities of parents/guardians:

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- Supervision is not provided at roadside stops. Parents/guardians are responsible for their children upon disembarking the afternoon service.
- Parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions.
- It is understood that bus travel is provided and accepted on these conditions.



INSTRUMENTAL MUSIC

2026

Welcome to Maffra Secondary College's Instrumental Music Program.

The Instrumental Music Program provides an opportunity for every student to learn a musical instrument. We offer tuition and rehearsal facilities on a range of band and orchestral instruments. Instruments offered are: **Flute, Clarinet, Saxophone, Trumpet, Trombone, Drums, Tuned Percussion, Guitar, Bass Guitar, Ukelele, Keyboard, Voice, Violin, Viola & Cello.**

Instrumental Lessons

All students receive a 30-minute lesson per week on a rotational basis. Students are expected to check their lesson time on Compass. Please note all lessons and rehearsals are compulsory.

Ensembles

All students who receive lessons through the College are expected to participate in an ensemble as part of their commitment to the program. Current ensembles include Junior & Intermediate Concert Band, Rock Bands, Guitar groups, Vocal Group Harmonics and String Ensemble.

INSTRUMENTAL CHARGES FOR 2026

To be involved in the Instrumental Music Program a payment of \$62.50 needs to be made by week 5 of each term. The fee covers all tuition, rehearsals and performances. Please note that this fee will not be refunded if your child chooses to discontinue their lessons at any point in the year.

If your child requires an instrument from the College, an additional fee of \$25 per term needs to be made by week 5 of each term. Please note this is a strict hire arrangement.

If your child is interested in undertaking instrumental lessons, would you kindly complete the Instrumental Music Program application form and return it to the Main Office on Transition Day.

For any enquiries, please contact the College on school 03 5147 1790 or email Gerry Ciavarella: gerardo.ciavarella@education.vic.gov.au

Gerry Ciavarella

Instrumental Music Co-ordinator



STUDENT LOCKERS

Student lockers have space for bags and books to be locked away. Lockers are required to be locked at all times. **A combination lock will be supplied by Maffra Secondary College.**

If the student loses/breaks their lock, there will be a charge of \$30 to replace. These can be purchased from the Front Office.

Please note, as of 2020 all mobile phones must be stored in the student's locker

After 4.00pm every school day, at the weekend and during the holidays, the locker bays are secured by locked roller doors.

- Students are to keep the lockers clean, with no food scraps or rubbish left in them.
- Nothing is to be stuck on the inside or the outside of the locker.
- Nothing is to be written on the inside or the outside of the locker.
- Students who graffiti or damage their own locker or that of another student in any way will lose their locker privileges and will be required to pay the value of the repair or replacement of the locker, which may cost up to \$200 per unit.
- Students are to keep their lockers **locked** at all times and not share their combination code with any other students.

The school will not be held responsible for items that go missing from lockers which are left unlocked or where a student has not kept their combination code secret.



PARENTS AND FRIENDS ASSOCIATION

At Maffra Secondary College, our Parents and Friends Association provides the opportunity for parents to meet together twice a term. The purpose of these meetings is so you can be informed about events and programs running within the school and to participate in fund raising ventures which in turn benefit the students in our school in a variety of curriculum areas. These informal meetings are a friendly catchup session where parents/carers can meet other parents/carers. We wish to invite the parents/carers of all students to join us at meetings and particularly the new families who are joining our school community for the first time.

Positive parent involvement has a significant impact on student achievement, school attendance and the central role of the school in student's lives.

Meetings are attended by interested staff and one or more Principals where they present reports on the school and to answer any questions which you may have. Our meetings are held twice a term on a Monday at 5.30pm at the Maffra Community Sports Club, we look forward to welcoming you to our meetings.

If you have any suggestions or donations for raffle prizes, or could help in some other way please contact the P & FA by email at maffra.sc@education.vic.gov.au or write to:

The President

Parents & Friends
Association

c/- Maffra Secondary
College Bill Cane Court
MAFFRA VIC 3860

SCHOOL COUNCIL

The Maffra Secondary College School Council plays an integral role in governing the school across a range of areas, including finance, curriculum, and policy matters. We are very fortunate to have a bright, supportive, and passionate school council team, and every year during term one the election process provides opportunity for parents to be elected. It is increasingly important to our College that we have strong community engagement, and that we seek honest feedback with practical avenues to continually improve what we do. School Council is a vital forum for that feedback and for raising issues.

If you're interested in applying for our School Council elections in 2026 or if you would like some more information on how to bring issues or topics to school council, please do not hesitate to contact us at the school. Our school council meets twice a term on a Monday night in the Main staffroom at 5.30pm where light refreshments are provided.



BOOKS, SPORTS UNIFORM & EQUIPMENT

Booklist Orders - Campion Education

Parents are advised of the following arrangements for booklist order collection & Sports Uniforms for 2026:

All school-based book distribution arrangements are managed by Campion Education. Booklist items can also be purchased elsewhere.

- Booklist Orders are to be completed online by **Friday 19th December 2025**. A Campion step by step guide is provided in your information booklet on how to place the booklist order.
- A second-hand Uniform Shop will be available in the Library Building on **Orientation Day, Tuesday 9th December** from 9am – 11am, in the Maffra Secondary College Library. Please be aware there is limited stock availability.
- All booklist orders are to be paid for and collected the School Library on **Thursday 22nd January 2026 from 12.30pm – 5.30pm.**
- Credit Card facilities will be available with Campion during this time. **Cash cannot be accepted.**
- Year 7 Uniforms may also be collected at the same time books are collected **on Thursday 22nd January 2026 from 12.30pm – 5.30pm** from the Maffra Secondary College Library

Organisation of Equipment

Students are to bring their books and stationery to school on the first day of 2026 as time will be allocated for teachers to assist students to set up their folders and organise their locker. Students **must name** their equipment prior to starting school.

HOW TO ORDER YOUR RESOURCES FOR Maffra Secondary College

Order online by your school's due date to save time, hassle and cost.

Orders placed by your school's due date get the first choice of availability, best available Postage and Packing costs, and are delivered before the start of school.

If you miss your school's due date, you can still order! We can't always guarantee stock availability for orders placed after the due date, and P&P costs may be higher.

You can also visit your local Champion retail service centre! (store details below)

1 Head to www.champion.com.au

Tap 'Parents order here'

2 Enter your email or mobile and we'll send you a verification code. When you get the 6-digit code, enter it and you're in!

3 Tap on '**Order Now**' when you're ready to place an order. Then match your student using either their school email address or school name

4 If you don't have your student's school email address, that's OK!

You can search for the school by name and then use your student's name and Resource List Code to bring up their list. **The Resource List Code for Maffra Secondary College is: MC33**

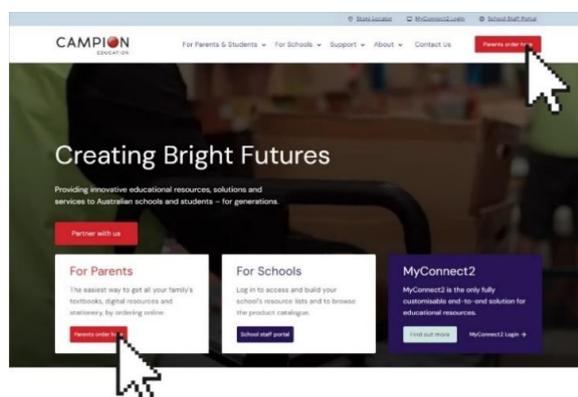
5 Now follow the prompts to select the year level for your student

6 Select the resources you need by expanding subjects and adding items

7 Select your delivery method:

- **Home Delivery – order before 19 December 2025** for delivery to your nominated address by 23 January 2026, before commencement of school (pending supplier availability).
- **School Collection – order by 19 December 2025** for collection at the College Library on Thursday 22nd January 2026 between 12:30pm and 5:30pm (pending supplier availability).
- **Standard Delivery – orders made online after 19 December 2025** will be at an increased delivery cost and delivered to your home or nominated address within 5-7 business days of the order being placed (pending supplier availability).

8 Complete your details, check the summary, and submit your payment. **And you're done!**



You can also shop at your local Champion store: 5/151-155 Princes Hwy Hallam

Maffra Secondary College



**YEAR SEVEN
2026**



**ALL ORDERS TO BE COMPLETED ONLINE
at
www.campion.com.au
using "MC33" as your code**

**OR
at www.mafrasc.vic.edu.au
by
Friday 19th December 2025**

PREPACKAGED COLLECTION SERVICE

DAYS: Thursday, 22 January 2026
TIMES: 12:30pm - 5:30pm
PLACE: Library

TICK THE BOX FOR THE ITEMS REQUIRED

TICK THE BOX FOR THE ITEMS REQUIRED

Description	Price		Location
YEAR SEVEN			
PLEASE NOTE! ALL BOOKS, SUBSCRIPTIONS AND STATIONARY ON THE BOOKLIST ARE A REQUIREMENT FOR YEAR 7, 2026			
<i>For the latest and up-to-date information and full terms & conditions, please visit Campion's website at www.campion.co</i>			
ART			
1 x Eraser Plastic Pencil Medium - Faber	\$0.85	1 <input type="checkbox"/>	P55518
1 x Pencil (2H) Tradition	\$0.95	2 <input type="checkbox"/>	P56186
1 x Pencil (HB) Tradition	\$0.95	3 <input type="checkbox"/>	P56172
1 x Pencils-Watercolour 12's Aquarell	\$9.95	4 <input type="checkbox"/>	P56280
2 x Pen Fineliner Uni Pin 0.4mm Black	\$7.80	5 <input type="checkbox"/>	P53307
1 x Visual Art Diary A4 110gsm 100 Sheet	\$15.50	6 <input type="checkbox"/>	P56679
DRAMA			
1 x Binder Book A4 128 Page 8mm Premium with Margin #127 Spirax	\$2.25	7 <input type="checkbox"/>	P55158
1 x Display Book A4 20 Pocket Premium - Assorted.....	\$5.50	8 <input type="checkbox"/>	P55453
ENGLISH			
4 x Binder Book A4 96 Page 8mm Premium with Margin #121 Spirax	\$7.00	9 <input type="checkbox"/>	P50452
1 x Visual Art Diary A4 110gsm 60 Sheet/120 Page Blue Cover	\$10.95	10 <input type="checkbox"/>	P51868
HEALTH / P.E			
1 x Display Book A4 20 Pocket Premium - Assorted.....	\$5.50	11 <input type="checkbox"/>	P55453
1 x Binder Book A4 64 Page 8mm Premium with Margin #120 Spirax	\$1.35	12 <input type="checkbox"/>	P52090
HUMANITIES			
1 x Notebook A4 250 Page 5 Subject Colourhide Assorted Colours	\$11.55	13 <input type="checkbox"/>	P55953
LANGUAGES (INDONESIAN)			
1 x Binder Book A4 128 Page 8mm Premium with Margin #127 Spirax	\$2.25	14 <input type="checkbox"/>	P55158
1 x Earphones Ear Bud With In Ear Drivers and Microphone	\$15.95	15 <input type="checkbox"/>	P50547
LEARNING TO LEARN			
1 x Display Book A4 24 Pocket Insert Cover Black	\$11.60	16 <input checked="" type="checkbox"/>	P50422
1 x Binder Book A4 96 Page 8mm Premium with Margin #121 Spirax	\$1.75	17 <input type="checkbox"/>	P50452
MATHS			
1 x Cambridge VIC Essential Maths Yr 7 (Print & Digital) 3E [David Greenwood et al]	\$74.95	18 <input checked="" type="checkbox"/>	P35232
1 x Calculator Sharp Scientific EL-531	\$32.25	19 <input checked="" type="checkbox"/>	P55274
1 x Protractor 10 cm 180 4" Half Circle	\$0.45	20 <input type="checkbox"/>	P56353
1 x Display Book A4 20 Pocket Premium - Assorted.....	\$5.50	21 <input type="checkbox"/>	P55453
4 x Binder Book A4 96 Page 8mm Premium with Margin #121 Spirax	\$7.00	22 <input type="checkbox"/>	P50452
SCIENCE			
Maffra SC Stile Subscription Year 7	\$30.80	23 <input checked="" type="checkbox"/>	F91654
1 x Binder Book A4 128 Page 8mm Premium with Margin #127 Spirax	\$2.25	24 <input type="checkbox"/>	P55158
TEXTILES			
1 x Display Book A4 20 Pocket Premium - Assorted.....	\$5.50	25 <input type="checkbox"/>	P55453
STATIONERY			
Students will need the following items for general classwork.			
1 x Glue Stick 40gm UHU	\$3.40	26 <input type="checkbox"/>	P50130
1 x USB Pocket Flash Drive 32GB - NO RETURNS	\$14.05	27 <input type="checkbox"/>	P52086
1 x Eraser Plastic Pencil Medium - Faber	\$0.85	28 <input type="checkbox"/>	P55518
1 x Highlighters Pkt 5 Assorted Briteliner Grip	\$9.45	29 <input type="checkbox"/>	P50196

Description	Price		Location
1 x Markers Texta Nylonite TX200/12's Asstd/Cols	\$3.35	30 <input type="checkbox"/>	P55815
1 x Pencil Case 325x180mm 2 Zip Name Vinyl Large ...	\$5.45	31 <input type="checkbox"/>	P50688
2 x Pencil (HB) Tradition	\$1.90	32 <input type="checkbox"/>	P56172
1 x Pencil (2H) Tradition	\$0.95	33 <input type="checkbox"/>	P56186
2 x Pen Ballpoint Cap Type Med Pack of 5 (3Blue/1Black/1Red)	\$3.40	34 <input type="checkbox"/>	P56092
1 x Ruler 300mm Plastic Clear Marbig	\$0.75	35 <input type="checkbox"/>	P56414
1 x Scissors 216mm Orange/Red Handle	\$3.15	36 <input type="checkbox"/>	P50465
1 x Sharpener Pencil Barrel Single Hole (EL)	\$1.25	37 <input type="checkbox"/>	P56240

Get up to \$500 for education costs

Achieve a savings goal for 10 months,
and **ANZ will match it up to \$500.**

To be eligible, you need to meet these requirements:



18 years
or older



A regular
income
(you or your
partner)



Attend
free online
financial
education
workshops



Are studying
yourself or
have a child
at school, or
starting next
year



Current
**Health Care
or Pensioner
Concession
Card**

Saverplus.org.au

1300 610 355


saverplus



Get help with school costs

Saver Plus supports people to develop life-long savings habits. It's delivered by Brotherhood of St. Laurence, The Smith Family and Berry Street. It's funded by ANZ and Department of Social Services, learn more at www.saverplus.org.au.

To be eligible for Saver Plus, you need to meet these requirements:

- ✓ Be 18 years or older
- ✓ Have a current Health Care or Pensioner Concession Card
- ✓ Have a child in school, starting school next year, or be studying yourself
- ✓ Get a regular income (can be you or your partner)
- ✓ Agree to join in free online financial education workshops

saverplus.org.au

1300 610 355



Frequently asked questions about Saver Plus

What is Saver Plus?

Saver Plus is a matched saving program that can help people and families to establish a long-term savings habit, build their money management skills and knowledge and save for education costs. The program is funded by ANZ and the Australian Government Department of Social Services, with ANZ providing matched savings for participants.

What does Saver Plus offer?

The Saver Plus program offers

- an opportunity to build your financial skills
- an opportunity to save for your own or your children's education
- personal support and guidance to save
- an opportunity to have every \$1 you save 'matched' with \$1 (up to \$500).

Who is eligible to participate in the program?

You may be eligible to join Saver Plus if you:

- are 18 years or over;
- and are either:
 - the parent or guardian of a child attending school in the current or next year
 - or attending or returning to any tertiary education where you will receive at least an accredited vocational education certificate, and
- have regular income from paid employment (you or your partner) including casual, part-time, full-time or seasonal, and
- have a current Health Care Card or Pensioner Concession Card, and
- are in receipt of an eligible Commonwealth social security benefit, allowance or payment (many Centrelink payments are eligible, please contact your local Coordinator for more information), and
- are able to demonstrate a capacity to save after your regular expenses have been paid, and
- commit to completing *MoneyMinded* Financial Education Program via videoconferencing

How does Saver Plus work?

Saver Plus participants select education-related items they wish to save for. They agree to a savings routine over a period of 10 months. If participants make regular and consistent savings deposits and complete the *MoneyMinded* Financial Education Program, every dollar they save will be matched with an additional dollar, up to a total of \$500.

Matched savings are used to buy an education-related product or service for the participant's personal educational development or their children's educational costs. For example, education resources could include uniforms, textbooks, camps, excursions, special subject costs, musical instruments, sporting equipment or a computer.

Where are savings deposited?

Saver Plus participants open an ANZ Progress Saver account in which they deposit their savings. This account does not have any monthly account keeping fees.

What does the *MoneyMinded* Financial Education Program involve?

The *MoneyMinded* Financial Education Program covers personal finance and money management and is delivered virtually over videoconferencing. They include saving strategies, setting goals, budgeting, superannuation, scams, credit cards, credit checks and banking. *MoneyMinded* is informal, fun and interactive and is designed to help develop financial skills, knowledge and confidence. We offer workshops at diverse times to try and suit everyone.

What happens if participants want to leave the program or make withdrawals?

Participants are free to leave the program at any time. This would mean that they give up the opportunity to have their savings matched with additional funds, but they still receive all of their savings and any earned interest.

Participants are advised to use the account exclusively for Saver Plus program savings and whilst they are not prohibited from withdrawing their savings before the end of the program, the amount withdrawn will not receive matched savings.

How will participants receive the matched savings?

At the end of the savings period, Saver Plus National Office will arrange for an electronic funds transfer (EFT) into the participant's ANZ Progress Saver account after receiving a request with a copy of *evidence* that shows the price of the item/s and details of the registered business that is selling the item/s.



MOBILE PHONES – STUDENT USE POLICY

PURPOSE

To explain to our school community the Department's and Maffra Secondary College policy requirements and expectations relating to students using mobile phones and other personal mobile devices, including smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Maffra Secondary College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy 'mobile phone' includes mobile phones and any device that may connect to, or have similar functionality to a mobile phone such as a smart watch and iPads/tablets.

During School Hours from 8.55 in the morning until students are dismissed from their last class

POLICY

Maffra Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Maffra Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Students who choose to bring other mobile devices to school must have all notifications turned off during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Maffra Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.



Secure storage

Mobile phones owned by students at Maffra Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Maffra Secondary College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Maffra Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Maffra Secondary College students are required to store their phones in their lockers with a secure combination lock. Students are expected not to disclose their combination to anyone. If, for any reason, a student believes that their combination may be known by another person, it is strongly recommended that they reset their combination to a new one as soon as possible.

Enforcement

At Maffra Secondary College, if a personal mobile phone or mobile device is seen, heard or used during the school day, the following process will be applied:

- The student will be instructed to hand over the item(s) to the staff member
- The staff member will place the device in a specifically designed envelope for mobile devices and relevant information will be completed on the envelope
- The student will initial the envelope and be provided with a 'tear off strip' from the envelope with the envelope number printed on it
- The staff member will take the envelope to the front office where it will be stored securely

First offence:

- At the end of the school day, the student will come to the front office and meet with a member of the Principal team before collecting their mobile device
- A member of the Principal team will speak with the student and go over the school and DET expectations about mobile phones/devices, then return the phone/device to the student with a warning

Second and subsequent offences:

- The student will need to organise for their parent/carer to contact the school and organise a meeting with a member of the Principal team to discuss the mobile phone policy and identify support for the student to ensure they do not use their mobile phone or device during the school day
- The device will be returned to the parent/carer at the end of the meeting.

Refusal to hand over the device:

- Staff member will contact a member of the Principal team
- Principal team will meet with student and contact home if required.
- Consequences will be implemented in line with the school's existing student engagement policy and/or the DET Ministerial Order 1125 - grounds for suspension.



Devices used to film incidents:

- If it is established that a student has used mobile phone or other device to film an incident in which another person is being harmed or at risk of being harmed (eg. a physical altercation or verbal abuse) will be suspended from school. The process above around mobile phone use will also be followed.

Smartwatches and Earbuds

- Students who bring smartwatches (eg. Apple watch) to school must ensure that notifications are switched off. Use of the watch as a phone (to send messages or make calls) will result in the same process being followed as per mobile phones.
- In the classroom, headphones may be used in permission is given; however they may not be used in conjunction with a mobile phone (connect to laptop only). The same process will be followed as per mobile phones if students use them in connection with a mobile phone.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Principal approval at least 1 month prior to learning activity Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Principal approval Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Principal approval Student Health Support Plan



Students who are Young Carers	Principal approval A localised student record
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3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Principal Approval Risk assessment planning documentation
Students on excursions and camps	Principal Approval Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Principal Approval Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Principal Approval Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Maffra Secondary College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Hard copy available from school administration upon request



Maffra Secondary College

More than you imagine

RELATED POLICIES AND RESOURCES

- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Consultation	School Council
Approved by	Principal
Next scheduled review date	May 2028

Photographing, filming and recording students policy

AUGUST 2023



Help for non-English speakers

If you need help to understand this policy, please contact Maffra Secondary College Office 03 5147 1790

PURPOSE

To explain to parents/carers how Maffra Secondary College will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students. It does not cover the use of Closed Circuit Television (CCTV). The use of CCTV is covered in our school's CCTV policy.

POLICY

This policy outlines the practices that Maffra Secondary College has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Maffra Secondary College will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Maffra Secondary College will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example, camps, excursions, concerts, sports events, or assemblies. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey, show parents highlights of their child's camp or excursion, and to communicate with our parents / carers.

Maffra Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the main office.

In addition to the processes outlined below, parents/carers can contact the Maffra Secondary College main office on 5147 1790 at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

Maffra Secondary College | Bill Cane Ct, Maffra | (03) 5147 1790 | www.maffrasc.vic.edu.au

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- There may be occasions when the school will record whole of school or large group events and if your child participates, they may appear in these recordings which will be available to the whole school community.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year Maffra Secondary College will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Maffra Secondary College will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school photographs.

Parents/carers who choose to opt-out of having their child participate in official school photographs must contact the main office on 5147 1790 before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time to time Maffra Secondary College may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools, such as Compass
- for display in school classrooms, on noticeboards etc
- in the school's newsletter
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.

Images to be used or disclosed outside the school community

External use or disclosure by the school

Maffra Secondary College | Bill Cane Ct, Maffra | (03) 5147 1790 | www.maffrasc.vic.edu.au

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website (including in the school newsletter)
- on the school's social media accounts (Facebook)
- in the school magazine, published at the end of each year

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and at the beginning of each school year. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, or the Department of Education's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests Maffra Secondary College will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Maffra Secondary College will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

School performances, sporting events and other school approved activities

Maffra Secondary College permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Maffra Secondary College requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Images to manage student behaviour or fulfil our school's legal obligations

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Maffra Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Maffra Secondary College photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	August 2027



Uniform Policy

Help for non-English speakers

If you need help to understand the information in this policy please contact the main office on 5147 1790

PURPOSE

The purpose of this policy is to outline Maffra Secondary College's requirements for student dress and appearance and to provide information about uniform purchase and support, and dress code implementation.

This uniform policy has been developed by Maffra Secondary College's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Maffra Secondary College uniform aims to:

- promote a sense of identity and pride, cohesion and good order in the school
- allow all students to feel equal
- prevent bullying and competition on the basis of clothing
- ensure students' appearance reflects the expectations of their school community
- enhance the profile and identity of the school and its students within the wider community
- strengthen the spirit of community within the school
- enhance individual student safety and group security
- ensure all students are dressed safely and appropriately for school activities
- prepare students for the expectations of workplaces
- encourage students to present themselves appropriately for a particular role.

SCOPE

Students are expected to comply with this uniform policy while traveling to and from school, during school hours and when attending school activities.

UNIFORM AND APPEARANCE

All students in years 7-12 are required to be in full and correct school uniform on a daily basis. No other items of clothing will be accepted. Year 12 students are permitted to wear the approved Year 12 Jumper as an alternative to the school jumper.

Summer & Winter Uniform Items

Summer school dress

Winter skirt

Navy shorts

Predominantly black leather school shoes (lace up or buckle). No boots allowed

White polo shirt featuring school logo OR fitted white business style shirt / blouse if wearing a school tie

Grey drill shorts (longer style preferred)

Grey drill or melange trousers (no cargo style pockets)

Beanies: plain navy or white beanies may be worn in Terms 2 & 3.

Jumpers: Navy blue woolen jumper; navy polar fleece top or navy tracksuit top with gold piping.

All must feature the school logo.

Jacket: MSC navy blue soft-shell jacket with the school logo.

Physical Education Uniform

The PE uniform can be worn to school on any day. It must be the complete and correct PE uniform.

Navy and gold polo top featuring the school logo

Navy and gold shorts

Navy tracksuit pants with gold piping

Navy polar fleece top with school logo

Navy tracksuit top with gold piping also featuring the school logo. The tracksuit jacket can be worn as a school jumper all year round for extra warmth.

Sport shoes/runners

Additional uniform items

In Terms 1 & 4 the navy school hat should be worn in the yard at recess and lunchtime.

All students:

- Shoes are to be flat heeled and totally black and laces are also to be black. Sports shoes are only to be worn with the sports uniform. On casual clothes days, shoes must also be enclosed. Open-toed shoes will not be accepted under any circumstances.
- Hats: students are encouraged to wear the hat particularly in terms 1 and 4. This must be one of the school hats; 2 styles available (all feature the school logo).
- Headwear: No other headwear will be accepted. No headwear is permitted to be worn in class, unless for medical or religious reasons with appropriate documentation.
- Long-sleeved tops: if a long-sleeved top is worn under the school polo shirt, this is to be plain white or navy under the PE polo top. If anything other than white or navy is worn, the student will be asked to remove it.
- Socks: students are to wear plain navy, white, grey or black socks.
- Tights: navy blue or nude tights may be worn.
- Scarves: a navy or white scarf may be worn in Winter. No other colour will be accepted.
- Headbands: if worn, these are to be navy or white.
- Ties: the official school tie may be worn with a white business shirt.
- Beanies – plain navy blue or white only.

All students are required to wear appropriate clothing on casual clothes days. No singlets are allowed to be worn and shoes must be fully enclosed.

Students can wear any uniform item regardless of gender.

General appearance

- Uniforms should be clean and in good repair
- Uniforms should be clearly marked with the owner's name
- Additional layers of clothing may be worn underneath the uniform, provided these undergarments are completely hidden.

Health and safety

Students with shoulder length or longer hair are encouraged to tie back their hair to help restrict the spread of lice and for student safety.

Shoulder length or longer hair is to be tied back for student safety in technology and science subjects.

Jewellery, nails, hair accessories, hat cords and similar items that interfere with students' ability to engage with school activities safely and fully are not permitted.

Facial piercings – only studs or sleepers may be worn. Students with facial piercings may be asked to cover or remove their jewellery by any teacher in the interest of safety in the classroom.

Rings or bracelets of any description must not be worn, and necklaces must not be visible. Watches may be worn, but may be required to be removed for sport or PE lessons, or whilst the student is involved in technology classes. Smart watches may not be used as communication device (see mobile phone policy) or taken into examination rooms.

Hats are not to be worn inside.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

PURCHASE OF UNIFORMS

Uniform shop is open Tuesday and Thursday lunchtimes 1:30pm -2:15pm

Uniform items can be purchased from the uniform shop at school. Orders and payments can be made by calling the main office and will then be given to students. Permitted non-branded uniform items (socks, scarves, grey slacks, grey drill shorts) can be purchased from department stores. Some second-hand items are available at the school.

The School Council has consulted with the school community and worked to ensure the student uniform is affordable. However, if you are facing difficulty meeting uniform costs please contact the relevant year level coordinator to discuss support that we may be able to provide to you. The following links may be of assistance [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting prep or year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform program through [State Schools' Relief](#).

IMPLEMENTATION

Maffra Secondary College will ensure that this Student Dress Code and uniform item list is communicated to all families and students through our website. We will assist students who may be experiencing difficulties complying with this policy where possible.

If a student is out of school uniform or otherwise breaches the uniform policy on a recurring basis, a staff member will contact home to discuss supports. If non-compliance with the student dress code becomes a continued occurrence, a parent meeting may be required. In this event, the school will continue to work with the student and family to support compliance.

Measures taken by Maffra Secondary College to address concerns about student non-compliance with the uniform policy will also be addressed in accordance with our Student Wellbeing and Engagement Policy. Uniform passes will not be provided for hooded jumpers or leggings. Students will be asked to remove hooded jumpers and will be provided with a school jumper and alternative school uniform eg. shorts or tracksuit pants will be provided to a student to wear.

CONCERNS ABOUT THIS STUDENT UNIFORM POLICY

Maffra Secondary College welcomes feedback from the school community in relation to this Student Uniform Policy. If you have a concern or complaint about the policy, further information about raising a concern or complaint is available in our school's *Complaint Policy*.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- sent out via Compass
- reminders in our school newsletter
- discussed in student assemblies
- included in staff digital handbook
- discussed at staff briefings/meetings as required
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request.

Views on our student dress code have been invited from the whole school community including:

- parent/carers
- teachers and other school staff
- students

The school community consultation invited feedback about uniform cost and affordability. This feedback has been recorded, carefully considered and incorporated into the student dress code policy where appropriate.

FURTHER INFORMATION AND RESOURCES

- Maffra Secondary College Complaints Policy
- Maffra Secondary College Wellbeing and Engagement Policy
- Department of Education [Student Dress Code](#)
- Department of Education [Student Engagement](#)

POLICY REVIEW AND APPROVAL

For future reviews of this Student Dress Code, we will consult with our school community through the following mechanisms:

- letters, emails and social media messages to parents/carers
- information in newsletters
- student meetings
- focus groups
- information on our website

The community will be given advance notice of the consultation process and timelines.

Policy last reviewed	November, 2025
Approved by	School Council
Next scheduled review date	November, 2029



Maffra Secondary College

BYOD Parent Information Booklet

Year 7, 8 and 9 New Enrolment



What is Bring Your Own Device (BYOD)?

At Maffra Secondary College, BYOD means a student brings their own laptop or netbook to school. The device may or may not be purchased through the school (see information below). For equity reasons, we have attempted to allow flexibility in the choice of device and operating system. However, the device must meet the College minimum specifications relating to hardware, software, networking capabilities, and battery life.

Why BYOD?

The *Melbourne Declaration on the Educational Goals for Young Australians* (MCEETYA 2008) recognises that "in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use." Also, the Australian Curriculum highlights that ICT should support and enhance student learning across all areas of the curriculum.

The integration of ICT tools across the curriculum at Maffra Secondary College allows for an enhanced learning experience through greater flexibility, differentiation and a focus on learning rather than on the device used in class. Maffra Secondary College has successfully integrated ICT into its curriculum over a number of years, while we believe the BYOD Program will continue to enhance the learning outcomes of students.

Technology used by students with their BYOD

Compass

The schools online Learning Environment, where students (and parents) can access work, upload completed documents and check attendance.

Microsoft Office 365

All students and staff have access to a Microsoft Office 365 account including the use of Teams for online learning.

Online Applications

Many classes now utilise online tools as an essential part of the curriculum. The school has purchased licences to support student use of these tools.

BYOD Options

Option 1 - Purchase a device via Maffra Secondary College through LWT Order Portal

Cost*

DEVICES (including 3 yr. warranty)	DEVICE COST	INSURANCE	TOTAL COST (Inc. GST)
Lenovo 100w Gen 4 – 11.6" Non-Touch Intel N100 8 GB 128 GB 	\$641.92 inc. GST	\$116.00 for 3 years	\$757.92
Lenovo 500w Yoga Gen 3 – 11.6" Pentium, 8 GB 256GB Dark Blue (While stocks last) 	\$812.91 inc. GST	\$116.00 for 3 years	\$928.91
Lenovo 500w Yoga Gen 4 – 12.2" N100 8GB 256GB 	\$892.91 inc. GST	\$116.00 for 3 years	\$1008.91
Lenovo 500w Yoga Gen 4 – 12.2" N200 8GB 256GB 	\$938.92 inc. GST	\$116.00	\$1054.92

Picking up Option 1 devices

1. Families purchase device from LWT order at: <https://msc.orderportal.com.au/>
2. Device is delivered to MSC who will put the school software on it
3. Depending on when the device is purchased students can collect the device at the start of Term 1, or they can organise to collect it earlier by contacting the ICT office.

*Cost and specifications correct as of most recent update.

Option 2 - Purchase netbook/laptop at a retailer

Bring your own netbook/laptop that has been purchased independently of the College. To be granted access to the College network, the netbook/laptop must meet the **Minimum Technical Specifications** outlined by the College.

Families are responsible for ensuring these specifications are met in any purchase they make. The College technicians **will not** be able to provide on-site servicing and repairs for these netbooks/laptops as this may void warranty.

Setting up Option 2 Devices

Students bring the device to the IT technicians in the library who will put the device on the college wireless network and allow for internet access and printing. No other changes to the device will be made.

Minimum Technical Specifications for Option 2

CPU	Intel Celeron N4120 (Quad Core, up to 2.60GHz)
DISPLAY	11.6" Non-Touch (1366x768)
RAM	4GB DDR4
STORAGE	128GB SSD
WIRELESS	Wireless-AC
KEYBOARD	Integrated Keyboard
BATTERY	Minimum 6 hour battery
OPERATING SYSTEM	Windows 10
WARRANTY	3 Year Warranty

Option 1 vs Option 2 Technical Support	Option 1	Option 2
Access to School Wi-Fi/Internet	YES	YES
School based technical support*	YES	LIMITED
Access to Printers	YES	YES
Access to School personal drives **	YES	NO
Access to school purchased software	YES	YES
Software Support	YES	NO
Hardware Support	YES	NO
Onsite Warranty Support	YES	NO
Insurance Options	YES	NO

* School based technical support for BYOD machines will only include the following:

- Installation of school approved antivirus/antispysware software.
- Installing AB Tutor
- Installing SCCM client for school approved software installation
- Connecting the device to school Wi-Fi system and internet.

** School onsite personal drives for Option 2 will not be available, but they will be able to connect to OneDrive to save/backup any data via their Office 365 account.

BYOD Options Summary

	Option 1 - Purchase via LWT	Option 2 - Retailer
Devices	A. Lenovo 100w Gen 4 – 11.6” Non-Touch Intel N100 8 GB 128 GB B. Lenovo 500w Yoga Gen 3 – 11.6” Pentium, 8 GB 256GB Dark Blue (While stocks last) C. Lenovo 500w Yoga Gen 4 – 12.2” N100 8GB 256GB D. Lenovo 500w Yoga Gen 4 – 12.2” N200 8GB 256GB	Must meet Minimum Specifications outlined by the College
Purchasing	LWT Order Portal	Retailer of choice/already owned
Cost	As per LWT portal	As per retailer
Software	eduSTAR, provided by the school	Some eduSTAR software available for download
Warranty	3 Years	As per retailer
Repairs	On-Site	As per retailer
Insurance	As per LWT portal	As per retailer
Insurance Excess	As per LWT portal	As per retailer
Uninsured Non - Warranty Repairs	Dependant on damage	As per retailer

Software

Microsoft Office 365 (Word, PowerPoint, Excel, etc.) is available for free to all students via download from the Microsoft website, using the student's school email address.

Instructions to install the Office software will be provided to students, along with other eduSTAR required software.

All systems will require the installation of AB Tutor and School Wi-Fi, privately purchased devices will need to be submitted to the ICT Office for this to be installed.

Key Issues and Questions

Equity of access

- Option 1 means buying a strong, highly functional device at a lower cost than at a retail store. Pay up front, or Payment Plan is available. Warranties and repairs organised by the ICT staff through the LWT portal to be completed onsite.
- Option 2 allows families to bring a device they already own or to enter their own agreements with providers/companies. This will not be the school's recommended option but clearly some families will find this option more manageable/equitable.
- All students should have a device to help them access their school work, however, students will be able to access the curriculum by other means also.

Teaching and Learning

- Technology will continue to be used to support learning.
- Staff will be provided with appropriate professional learning related to ICT in the curriculum.
- Students to access curriculum documents through Compass student portal.
- Students will be expected to bring a fully charged device to school each day.

Should I buy a MacBook or a PC?

It's advisable for all students in years 7 to 9 to purchase Windows PC's over MacBook's. MSC's ICT does support Apple MacBook's, but there are a number of reasons why MacBook's are not preferred:

- Applications that do not come with an OSX version
- Most staff use Windows, which makes it hard for them to support your child if they are using a different operating system
- If a class requires the use of a MacBook then one can be provided for example during Graphic Design or Photography classes

Are tablet (iPad, Galaxy Tab, etc.) devices allowed?

No, tablets do not possess the functionality required to be an effective learning tool in the classroom.

Are Android or Chromebook devices allowed?

No, Android or Chromebook devices do not possess the functionality required to be an effective learning tool in the classroom.

Insurance

It is very important to note that families will be responsible for insuring the device. Perhaps ring your Home Insurance Company because it could be covered under your home policy. If it isn't, sign up for insurance with LWT.

What technical support can students expect from the school?

The following support will be provided:

- Connecting to the school network
- Connecting to the internet at school
- Connecting to school printers
- Software issues with Microsoft Office 365
- Software issues with eduSTAR applications
- Configuration of email accounts

APPENDIX A



Digital Learning (Internet, social media and digital devices) Policy

PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school (including our BYOD netbook program)
- expected student behaviour when using digital technologies including the internet, social media, and digital devices
- the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Maffra Secondary College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cyber safety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Maffra Secondary College's Child safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (education support staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Maffra Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely

and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Classes at Maffra Secondary College are delivered with the use of notebook computers. Students must bring a fully charged device to school each day to be used during class time for different learning activities.

Our school operates a netbook program, which means students must bring a device with them to school each day. Maffra Secondary College has special arrangements with LWT that offers discounted prices for the purchase of devices for Maffra Secondary College students.

Students are required to have a device that can operate the following programs:

- Compass
- Windows 10
- Microsoft Office 365
- Online Applications as required

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Maffra Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents/ carers who would like more information or assistance regarding our netbook program are encouraged to contact the ICT Coordinator.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Maffra Secondary College, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Maffra Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents/ carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify a member of the year level team immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications, including text and images, may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent/ carer notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Maffra Secondary College's [Statement of Values](#), [Student Wellbeing and Engagement policy](#), and [Bullying Prevention policy](#).

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Maffra Secondary College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's [Student Wellbeing and Engagement](#) and [Bullying Prevention](#) policies

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September, 2021
Approved by	Principal

Next scheduled review date	September, 2023
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EXPECTED BEHAVIOURS



Student and Parent/Guardian Agreement:

Student Agreement

I have read the Digital Learning (Internet, social media and digital devices) Policy and the Expected Behaviours regarding the use of Student Netbook Computers for Maffra Secondary College and agree to abide by the terms and conditions.

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically in relation to e-mail and internet usage, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher.
- I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else.
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time.

(Student's name) _____

(Student's signature) _____ (Date) _____

Parent/Guardian Agreement

I have read the Digital Learning (Internet, social media and digital devices) Policy and the Expected Behaviours regarding the use of Student Netbook Computers for Maffra Secondary College and agree to abide by the terms and conditions.

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT network.
- I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

(Parent/Guardian's name) _____

(Parent/Guardian's signature) _____ (Date) _____