



ST MARIA GORETTI SCHOOL Newsletter

Issue 2: February 9th, 2017

• EDUCATION • FAITH • COMMUNITY • DISCIPLINE •

STUDENT PROTECTION

CONTACTS:
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IN THIS ISSUE

Inserts:

- ⇒ 5 things from NDIS
- ⇒ Acceptable Use Policy
- ⇒ Warwick Wolves
- ⇒ Twba Rugby League
- ⇒ Mobile Health Service
- ⇒ M.I.T.Jets

LOOKING AHEAD

February:

- ◆ **Wed 15th—Thurs 16th**
Principals Forum
- ◆ **Thurs 16th—Fri 17th**
Literacy Solutions PD
- ◆ **Wed 22nd**
Arts Council

March:

- ◆ **Wed 1st**
Ash Wednesday
DD Swimming
- ◆ **Thurs 2nd—Fri 3rd**
Literacy Solutions PD
- ◆ **Mon 6th—Tues 7th**
APRE Meeting

TUCKSHOP

10th February

WORKER

Carla Trevisiol

HOME COOKING

Sandra Beard

Jodie Campbell

17th February

WORKER

Sara Price

HOME COOKING

Sara Price

Rochelle Bynon

Dear Parents and Carers,

"An attitude of gratitude" – Mary MacKillop emulated this in her everyday life by always being thankful to God. She thanked God for everything in her life from food being provided to other nuns arriving safely to her safe travel to the food she would eat. The students have been noticing other people in our school who are being thankful by writing their names and what they did on the coloured pieces of paper and placing them in the box outside the tuckshop. What are you gratified to have in your life?

Congratulations to our four swimmers who attended Mac Zone trials last Friday. Three of these students will now represent our zone at the Darling Downs trials on 1st March – Ryan, Lachlan and Erin. Well done! More hard work to come!

Thank you to those parents who were able to attend the P&F and School Board meeting yesterday. Plans are underway for fundraising – an Easter raffle – which each family will receive some tickets to sell. Please see Sara or Zala or Mandy if you are able to sell tickets down the street. We will be starting the raffle soon.

The Board held their AGM before the general meeting. The members of the board are Chair – Mike Price, Secretary – Lexie Bennett, Spiritual leader – Fr Sean, Principal – Paula O'Rourke, P&F representative – Sara Price, Teacher representative – Polly Crawford and other members include Zala Smith and Samantha Hobbs. We are looking for another parent representative so if you are interested and would like to know more please see me.

Next week I will be attending the Principals' Forum on Wednesday and Thursday. We will also have Literacy Solutions Consultant here working with our teachers on Thursday and Friday. With all this happening we will have Mrs Marianne Jordan in to help with releasing teachers to observe our consultant modelling the teaching of reading. We will also have some visitors from Catholic Schools Office.

Its great seeing you attend our assembly each Thursday. Each week the students will be sharing some work from their classroom – one week, Prep to Year 3 then the next week Year 4 to 6. This week we had our Year 4 -6 students share some of their writing.

Mary MacKillop's reflective saying for this week is "When I want something very much I thank God beforehand for I feel God will certainly grant what has been thanked for". 1874

Stay cool!

Yours in God's love,

Paula

Next week at a glance:

Thurs: Assembly
Library borrowing
Fri: Tuckshop
Swimming



Congratulations to Kaylah and Cameron on their achievements this week!

Board Meeting
Wednesday 15th March
5:30pm

P and F Meeting
Wednesday 15th March
3:30pm



Mac Zone Photos



Tobacco Road / Greenup
Bus Committee Meeting
Wednesday 15th February at 4pm
Venue: 1708 Tobacco Road



Toowoomba Catholic Schools
Visiting services

13th Feb

Jorja Foster (Speech Therapist)
Jenny Wills (ATSI—Indigenous Officer)

6th March

Jayne Farquharson (School Counsellor)



We are currently looking for volunteers. If you are able to assist, please return this slip to the office.

- ☐ Reading with students or in groups
- ☐ Helping in the classroom
- ☐ Selling raffle tickets
- ☐ Handyman jobs
- ☐ Other _____

Name: _____ Date: _____

LEARNING NEWS

HOMEWORK

Homework is set for students to practice skills from school. This could and does include reading, spelling / sight words and number work.

It is important that parents help children set up routines around completing homework. This may look different for each family as each family has different commitments and work hours. But the important thing is to establish a routine that works for you and your child.

Here is a suggestion:

- ♦ Arrive home
- ♦ Change out of uniform and have afternoon tea
- ♦ Talk about what happened at school today—what they were learning
- ♦ Read
- ♦ Practice spelling and number facts
- ♦ Play outside or a game

You may find that will need to do some of this in the morning as your child is too tired of an afternoon.

You need to establish a routine that works for you and your child.

Happy homework time!

Clockwise:

Congratulations to Goretti on 200 points in the recent swimming carnival. Mackillop received 112 points.

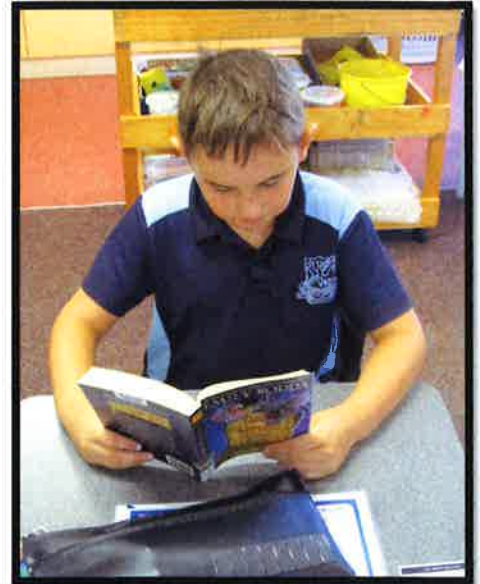
Congratulations to our Age Champions and Runners Up!

Well done to all our competitors who set new records! Thank you to Naomi Phillips for donating frames for the certificates.





Shared reading





Title

Acceptable Use of Diocese of Toowoomba Catholic Schools Office provided ICT systems and resources policy (AUP)

Purpose

The provision of ICT systems and resources by the Diocese of Toowoomba Catholic Schools Office is to improve and enhance learning and teaching, and conduct of the business and functions of Diocese of Toowoomba Catholic Schools. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. To reap these benefits, it is essential that access to and appropriate use of these ICT systems and resources be described and managed.

Policy statement

All employees and students (users) of the Diocese of Toowoomba Catholic Schools must access and use ICT systems and resources in ways that are legal, ethical and are consistent with the aims, values and objectives of Catholic education.

Legislative references

- *Education (Accreditation of Non-State Schools) Act 2001 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)*
- *Education (General Provisions) Act 2006 (Qld)*
- *Education (General Provisions) Regulation 2006 (Qld)*
- *Education (Queensland College of Teachers) Act 2005(Qld)*
- *Commission for Children and Young People and Child Guardian Act 2000 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *Evidence Act 1977 (Qld)*
- *Work, Health and Safety Act 2011 (Qld)*
- *Work, Health and Safety Regulation 2011 (Qld)*
- *Environmental Protection Act 1994 (Qld)*
- *The Privacy Act 1988 (Commonwealth)*
- *Copyright Act 1968 (Commonwealth)*
- *Publications, Films and Computer Games Act 1995 (Commonwealth)*

Effective date

28 October 2016



Policy

1. Ownership and work related use

- 1.1. Diocese of Toowoomba Catholic Schools Office is the owner of all electronic communications created, sent or received using Diocese of Toowoomba Catholic Schools Office ICT systems and resources. This includes school purchased resources and access to the system from personally owned devices including laptops, mobile phones, tablets or similar products.
- 1.2. Access and use of Diocese of Toowoomba Catholic Schools Office ICT systems and resources includes:
 - publishing and browsing on the internet (during and outside of work hours);
 - downloading or accessing files from the internet or other electronic sources;
 - email (inbox, outbox and archives);
 - electronic bulletins/notice boards;
 - electronic discussion/news groups;
 - weblogs ('blogs');
 - social networking;
 - file transfer;
 - file storage;
 - file sharing;
 - video conferencing;
 - streaming media;
 - instant messaging;
 - online discussion groups and 'chat' facilities;
 - subscriptions to list servers, mailing lists or other like services;
 - copying, saving or distributing files;
 - viewing material electronically; and
 - printing material.
- 1.3. All access and use of the Diocese of Toowoomba Catholic Schools Office ICT systems and resources (see 1.2) will be monitored. Accordingly, all access and use including from personally owned devices can be scrutinised at the request of the school Principal, an employee's supervisor or legal authority including the Police and courts.
- 1.4. Social networking, on-line conferences, discussion groups or other similar services or tools using Diocese of Toowoomba Catholic Schools Office's ICT systems and resources must be relevant and used only for educational or business related purposes. When using such tools, all Diocese of Toowoomba Catholic Schools Office's ICT users must conduct themselves in accordance with the Diocese of Toowoomba Catholic Schools Code of Conduct and/or the school's behaviour code.
- 1.5. Electronic communications should be treated in the same way as any other correspondence, such as a letter or fax; that is, as a permanent written record which may be read by persons other than the addressee and which could result in personal or Diocese of Toowoomba Catholic Schools Office's liability.
- 1.6. Users and/or Diocese of Toowoomba Catholic Schools Office may be liable for what is said in an email message. Electronic communications are neither private nor secret. They can be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation.



- 1.7. Users must not use the Diocese of Toowoomba Catholic Schools Office's ICT systems or resources for the following purposes:
- to abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other);
 - to send, receive, access, download or distribute obscene or pornographic material;
 - to make comments that are not appropriate in the workplace;
 - to injure the reputation of Diocese of Toowoomba Catholic Schools Office or school;
 - to spam or mass mail or to send or receive chain mail;
 - to infringe the copyright or other intellectual property rights of another person; or
 - to perform any other unlawful or inappropriate act.
- 1.8. Users of Diocese of Toowoomba Catholic Schools Office's ICT systems and resources who receive unsolicited offensive or inappropriate material electronically should immediately report this to their supervisor, teacher or Principal and then delete it. Offensive or inappropriate material received from people known to the receiver should be deleted immediately and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto Diocese of Toowoomba Catholic Schools Office's ICT systems and resources except where the material is required for the purposes of investigating a breach of this policy.

2. Personal Use

- 2.1. Users of Diocese of Toowoomba Catholic Schools Office's ICT systems and resources may use them for personal use provided the use is not excessive, does not interfere with performance of normal work duties or education, and does not breach this policy.
- 2.2. In the case of shared ICT systems and resources, a user is expected to respect the needs of other users and use these facilities in a timely and efficient manner.
- 2.3. Large data downloads or transmissions should be minimised to ensure the performance of Diocese of Toowoomba Catholic Schools Office's ICT systems and resources for other users is not adversely affected. Where a user has caused Diocese of Toowoomba Catholic Schools Office to incur costs for excessive downloading of non-work or education related material, the Diocese of Toowoomba Catholic Schools Office may seek reimbursement or compensation from the user for all or part of these costs.
- 2.4. Excessive or inappropriate use of ICT systems and resources for personal reasons during working or school hours will be investigated and if deemed necessary will lead to disciplinary action or termination of employment.

3. Privacy

- 3.1. In the course of carrying out a users' duties on behalf of Diocese of Toowoomba Catholic Schools Office, a user who has access to, or may handle personal information relating to others, including students, colleagues, contractors, parents and suppliers should not disclose this information except in accordance with Diocese of Toowoomba Catholic Schools Privacy Statement, as included on the footer of all emails and webpages or with proper authorisation.
- 3.2. The Privacy Act (1988) requires a user and Diocese of Toowoomba Catholic Schools Office to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. Therefore, each user is responsible for the security of ICT equipment provided for work and education purposes and must not allow it to be used by an unauthorised party, which specifically includes anyone who is not an employee or student of Diocese of Toowoomba Catholic Schools Office.



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- 3.3. Users will be assigned a log-in code and will select a password to use on Diocese of Toowoomba Catholic Schools Office ICT systems and resources. Each user must ensure that these details are not disclosed to anyone else. Individual users are to keep their log-in and password secure.
- 3.4. Users should either lock their screen or log-out when they leave their desk or complete a session of use.
- 3.5. In order to comply with the Diocese of Toowoomba Catholic Schools Office obligations under the Privacy Act (1988), users are to use the blind copy (BCC) option when sending emails to multiple recipients where disclosure of those persons' email addresses will impinge upon their privacy.
- 3.6. In addition to the above, users are to familiarise themselves with the Australian Privacy Principles and ensure that their use of electronic communications does not breach the Privacy Act (1988) or the Australian Privacy Principles.

4. Confidentiality

- 4.1. When electronic communications are sent from Diocese of Toowoomba Catholic Schools Office ICT systems and resources to the network servers then on to the Internet, the communication may become public information. Encryption of emails should be used to reduce the risk of third parties being able to read email and should be used in cases where additional security is required.

Please note: Receivers of encrypted emails require appropriate software to be able to decrypt it. If users require more information in relation to encrypting email, they should contact the Information and Communications Technology Team, Corporate Services, Diocese of Toowoomba Catholic Schools Office via support@twb.catholic.edu.au.

- 4.2. Users must be aware that security of electronic communications is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send and choose the most appropriate means of communication.

Please note: There is always a trail and a copy saved of electronic communications on the Diocese of Toowoomba Catholic Schools Office's network servers along with other servers to which the communications pass. This applies even when encryption is used.

- 4.3. Where an outgoing email is important or urgent, users should verify that the recipient has received the entire email including any attachments.
- 4.4. All emails that are sent from Diocese of Toowoomba Catholic Schools Office email addresses must contain the disclaimer message as shown below:

The contents of this email are confidential. Any unauthorised use of the contents is expressly prohibited. If you have received this email in error, please advise the sender by email or telephone 61 7 4687 4321 immediately and then delete / destroy the email and any printed copies.

Thank you.

Please note: This message is set to appear automatically on each outgoing email. Contact the Information and Communication Technology Helpdesk at support@twb.catholic.edu.au if this feature is not working.

- 4.5. Users should maintain a reasonable degree of caution regarding the identity of the sender of incoming messages and verify the identity of the sender by another means if they have concerns.
- 4.6. Users must delete old or unnecessary email messages and archive only those emails they need to keep. Emails that will be required at a later date are to be saved in an individual's network directory so that appropriate backups are made.



5. Distribution and Copyright

- 5.1. All materials that are created, stored and distributed using Diocese of Toowoomba Catholic Schools Office systems and resources become the property of the Diocese of Toowoomba Catholic Schools Office, unless they have been reproduced, with permission, in accordance with copyright laws, from a third party.
- 5.2. When distributing information over Diocese of Toowoomba Catholic Schools Office's computer network or to third parties outside Diocese of Toowoomba Catholic Schools, a user must ensure that Diocese of Toowoomba Catholic Schools has the right to do so, and that they are not violating the intellectual property rights of any third party.
- 5.3. If a user is unsure of whether they have the sufficient authorisation to distribute the information, they are to contact their immediate supervisor, teacher or Principal.
- 5.4. Copyright law must always be observed. The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files and downloaded information) must not be distributed through email without specific authorisation to do so.

6. Viruses and Malware

- 6.1. All external files and attachments are virus checked using scanning software before they are accessed.
- 6.2. Virus and malware checking is done automatically through protection software installed on the servers.
- 6.3. If users are concerned about an email attachment, or believe that it has not been automatically scanned for viruses, they should contact the Information and Communication Technology Helpdesk at support@twb.catholic.edu.au.
- 6.4. Any attachments from unknown sources should never be opened.

7. Absence

- 7.1. During periods of absence from work or school, arrangements must be made to enable access to a user's email by the Diocese of Toowoomba Catholic Schools Office or an 'out of office reply' must be set.
- 7.2. If a user requires assistance with installing an 'out of office' reply, they are to contact the Information and Communication Technology Helpdesk at support@twb.catholic.edu.au.
- 7.3. At any time, the Executive Director: Catholic Schools, Directors or Principals can direct the Information and Communication Technology Helpdesk at support@twb.catholic.edu.au to allow access to another user to emails where arrangements described in 19.1 and 19.2 have not been made.

8. Storage of devices and equipment

- 8.1. All ICT devices and equipment provided by the Diocese of Toowoomba Catholic Schools for staff and student use are to be stored in an area or place with a minimal possibility of theft or damage.

9. Breaches of this policy

- 9.1. Depending on the nature of the inappropriate use of Diocese of Toowoomba Catholic Schools Office ICT systems and resources, non-compliance with this policy may constitute:
 - a breach of employment obligations;
 - serious misconduct;
 - sexual harassment;
 - unlawful discrimination;



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- a criminal offence;
 - a threat to the security of Diocese of Toowoomba Catholic Schools Office ICT systems and resources;
 - an infringement of the privacy of staff and other persons; or
 - exposure to legal liability.
- 9.2. Non-compliance with this policy will be investigated and appropriate action, including disciplinary action or termination of employment, will be taken.
- 9.3. Where there is a reasonable belief that illegal activity may have occurred Diocese of Toowoomba Catholic Schools Office will report the suspected illegal activity to the police.
- 9.4. Examples of breaches of this policy include but are not limited to the following:

Category 1: Criminal

This category includes the following:

- child abuse and child exploitation material
- copyright violations
- material showing intent to commit fraud
- computer Crime
- other - any other material or activity which involves or is in furtherance of a breach of the criminal law

Category 2: Extreme

This category involves use of material that has or would attract a classification of RC under the Guidelines for Classification of Films and Computer Games 2005 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth). This covers any material that:

- depicts, expresses or otherwise deals with matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in such a way that they offend against the standards of morality, decency and propriety generally accepted by reasonable adults to the extent that the material should not be classified;
- describes or depicts in a way that is likely to cause offence to a reasonable adult, a person who is, or appears to be, a child under 18 (whether or not the person is engaged in sexual activity or not); or
- promotes, incites or instructs in matters of crime or violence.

This category also includes use of other types of offensive material that:

- has or would attract a classification of X18+ under Guidelines for Classification of Films and Computer Games 2005 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth). The material covered by this classification is only available for hire or sale in the ACT and Northern Territory, and covers sexually explicit material that contains real depictions of actual sexual intercourse and other sexual activity between consenting adults;
- involves racial or religious vilification;
- is unlawfully discriminatory;
- is defamatory;
- involves sexual harassment; or
- brings or has the potential to bring the employee and/or the Diocese of Toowoomba Catholic Schools into disrepute.



Category 3: Moderate

This category includes the following:

- language that would be considered offensive or discriminatory under the Code of Conduct
- depictions of violence that depicts the act of moderate physical or emotional harm
- partial or full nudity including cartoon nudity which does not show genitalia

Category 4: Low

This category includes the following:

- content that includes occasional text or verbal language that would be considered offensive or discriminatory under the Code of Conduct
- content that contains photographic, audio or text that would depict threatening or aggressive behaviour or low level physical or emotional harm

This category also covers personal use which satisfies the following 3 criteria:

- it occurs during normal working hours (but excluding the employee's lunch or other official breaks); and
- it adversely affects, or could reasonably be expected to adversely affect the performance of the employee's duties; and
- the use is more than insignificant.

10. Policy Updates

This policy may be updated or revised from time to time. Diocese of Toowoomba Catholic Schools Office will notify users each time the policy is changed. If users are unsure whether they are reading the most current version, refer to the intranet on <https://compass.twb.catholic.edu.au> and titled Acceptable Use of Diocese of Toowoomba Catholic Schools Office provided ICT systems and resources policy (AUP).

11. General

The terms and recommended conduct described in this policy are not intended to be exhaustive, nor do they anticipate every possible use of Diocese of Toowoomba Catholic Schools Office's ICT systems and resources. Users are encouraged to act with caution and take into account the underlying principles intended by this regulation. If users feel unsure of appropriate action relating to use of ICT systems and resources, they should contact the Information and Communication Technology Helpdesk at support@twb.catholic.edu.au



The National Disability Insurance Scheme (NDIS) is the new way of providing individualised support for people with disability, their families and carers. The NDIS is the insurance that gives us all peace of mind. Disability could affect anyone and having the right support makes a big difference.

The NDIS provides eligible people a flexible, whole-of-life approach to the support needed to pursue their goals and aspirations and participate in daily life.

1. What?



The Commonwealth and Queensland governments have agreed on how the NDIS will be rolled out across Queensland. In Queensland, the NDIS will be operating state-wide by July 2019. The NDIS already has early transition sites in Townsville and Charters Towers for children and young people (0-17 years) and all eligible participants from Palm Island.

2. When?



The NDIS is a big change and will be progressively rolled out in Queensland over three years from 1 July 2016.

People will move to the NDIS at different times depending on where they live. The NDIS will be operating state-wide by July 2019.

3. Where?



- Townsville
- Mackay
- Toowoomba



- Ipswich
- Bundaberg
- Rockhampton



- Logan
- Cairns
- Brisbane (North and South)
- Fraser Coast
- Caboolture / Strathpine
- Maroochydore
- Gold Coast
- Robina

4. How?

The National Disability Insurance Agency is working closely with relevant Commonwealth and Queensland government departments to ensure a smooth transition to the NDIS for people with disability, their families, carers and providers.



5. What can I do to prepare?



If you currently receive disability services you will be contacted before your area transitions. If you are not currently receiving services you will be able to apply to access the Scheme when the NDIS is available in your area. Check the information and resources available at www.ndis.gov.au/qld



Visit our website at www.ndis.gov.au/qld



Call us on **1800 800 110**



Want to play Soccer?

Junior registrations are open now

- **Ages 4 years - 17 years**
- **Registrations close 12th March (earlier if age group is full)**
- **go to our [website](#)**
- **or find us on Facebook by searching Warwick District Football Association**

Info day Saturday 11th February - Rose City Shopping Centre & Saturday 18th February Queens Park clubhouse

Come and join the Warwick Wolves!
500 players
45 teams

www.warwickwolves.com.au



**TOOWOOMBA RUGBY LEAGUE
PRESENTS**

SOUTH WEST OLD EMUS

V

**TOOWOOMBA RUGBY LEAGUE
ALL STARS**

**SATURDAY FEBRUARY 25
CLIVE BERGHOFFER STADIUM
MAIN MATCH KICK OFF --- 6:30 pm**

**Bar
Canteen**

**Match Times:
Under 16 -- 1:30
Under 18 -- 3:00
Women -- 4:30**

Main Game -- 6:30

**Activities
for the
KIDS**

**Celebrations of
Indigenous Culture**



Queensland Health Mobile Women's Health Service



The Mobile Women's Health Service is a free and confidential health service for women living in rural and remote areas. Services provided by specially trained nurses include:

- Pap smears
- breast care
- women's health checks
- counselling and support on women's health issues
- information and education on women's health
- healthy lifestyles including nutrition, weight and stress management
- information and support relating to domestic violence and sexual assault

If you would like to make an appointment to see the Mobile Women's Health Nurse at the following venue, please telephone the number listed.

Date:	24 February 2017
Time:	9 am - 1.30 pm
Venue:	Inglewood Community Health Centre
Appointment bookings:	4652 0777

Produced by:
Queensland Cervical Screening Program
Women's Cancer Screening Services

Public Health Services
Queensland Health GPO Box 48 Brisbane Q 4001

M.I.T JETS

(Millmerran, Inglewood & Texas)

It's that time of year again, **Junior Rugby League** season is here! This is a great way for children to be active, have fun and meet many new friends along the way.

Children from ages 5-16 years (boys and girls) are all able to play as long as your child turns 5 before June 2017.

INGLEWOOD will be having a sign on day on the **16th February 2017 at 3.30pm at Inglewood football oval.**

Jim Stevens who is the Game Development Officer for Warwick and District Border League will be also coming to speak with the children and run through a few training drills with them.

Please come to our sign on day for all information and how to register your child. Registration fee will be \$80.00. This includes your child's shorts, socks and a training shirt.

Registration fees must be paid before the season commences otherwise your child will not be able to play.

First game of the season will be **22nd April 2017.**

For all enquiries contact - Mark Wright, Aaron Perry, Quinn Buckland or Emma Smith.