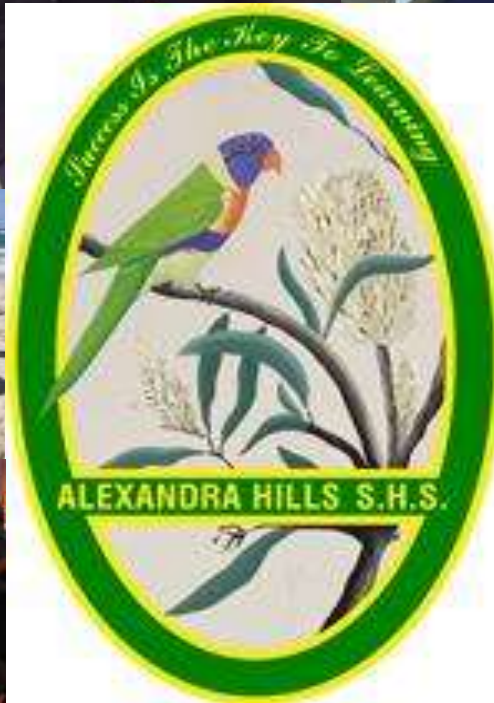


ALEXANDRA HILLS SHS INTERNATIONAL PROGRAM



STUDENT HANDBOOK 2017

STUDENT NAME: _____

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INTRODUCTION

Welcome to Alexandra Hills State High School! We hope that Alexandra Hills will be a place where you will safe, form friendships and be inspired to work hard. Our school motto “Success is the Key to Learning” expresses our commitment to helping our students achieve their full potential.

Please take the time to read this handbook and keep it as a reference during your time at this school.



Ms Hutchinson (Deputy Principal)



Mr Murray (HOD)



Ms Harris (Homestay)



Mr Harvey (ISC)



Ms Johnson (ISC)



Ms Egan (ISP Admin Officer)

You will face many new experiences in your first days at school and it is important to talk to your host family and the staff at school about any difficulties. It will take time for you to know your teachers, classmates and host family and also for them to know you. The more you talk with these people the quicker you will understand what is required and the easier it will be for others to help you. Do not be afraid to ask many questions – this is the best way to learn. No-one expects you to know everything and most people will be glad to help you if you ask.

INTERNATIONAL PROGRAM STAFF

International Office Location:

English Block

International Program Phone:

3820 1489

International Student Coordinator:

Mr Nathan Harvey

nharv33@eq.edu.au

Ms Charmaine Johnson

cjohn543@eq.edu.au

Homestay Coordinator:

Ms Karen Harris

kharr359@eq.edu.au

After hours emergency mobile

0437 447 425



The mission of our school is “to provide education appropriate to the needs of all learners in the school community and of society”

Our philosophy is designed around the word **SUCCESS**.

Sharing education of students as a partnership involving the home, school and community.

Uniqueness of the individual; recognising the worth of each individual.

Care, respect and support for others.

Communication; the essence of understanding each other.

Environment firm, fair and friendly learning atmosphere.

Self-discipline, responsibility to self and to others.

Sense of achievement by way of positive thought, action and attitude.

With the basic philosophy of **SUCCESS** in mind, Alexandra Hills State High School’s vision is: “**ENTHUSIASTIC LEARNERS ARE CREATING THE FUTURE**”

We Value:

- Excellence and enthusiasm in teaching and learning to achieve the best possible range of outcomes.
- A quality curriculum that meets and responds to the diverse future needs of our community.
- High standards of work habits, manners and personal presentation.
- Continuous improvement through innovative, responsive and accountable leadership.
- Teaching practices which empower students to accept responsibility for their learning.
- The development of self-esteem, team work, respect and positive interpersonal relationships as members of the global community.
- Dynamic, critical and creative teaching and learning practices incorporating new technologies.

- The enhancement of learning opportunities through productive community partnerships.

ALEXANDRA HILLS SCHOOL MAP



STUDENT SAFETY PLAN

Emergencies

- Emergency “000” numbers are free of charge – call this if someone is injured or you are threatened outside of school.
- At school ask any teacher, office staff or the International staff for help.
- Always call the International Student Coordinator or Homestay Coordinator on the emergency contact numbers 0437 447 425 if you are involved in an emergency outside of school.
- The police are here to help you. For emergencies call 000.

Personal Safety in the School Grounds

- Know the evacuation and lock-down procedures (*see...*)
- Know and follow the school safety rules (*see school diary*)
- Know and follow the school safety procedures (*see school diary*)
- Tell the International Student Coordinator about any people or incidents that have made you uncomfortable or have hurt you.
- Report broken or dangerous equipment to International Student Coordinator.
- Report strangers or people acting suspiciously immediately to International Student Coordinator.

Safety with possessions

- Avoid bringing valuables to school. If you must bring something valuable, leave it at the office for safe-keeping.
- Never leave belongings unattended (at school or anywhere else).
- Keep your bag where you can see it and close to your body.
- Report any lost or stolen items immediately.
- Name your belongings, especially your hat, school bag, school jumper and valuable items.

Safety away from school

- Belong to a group.
- Walk with friends.
- Stay where there are lots of people.
- Keep emergency contact numbers in your phone and have your Emergency Card with you.
- **Always tell your host family** when you are going out, where you are going and when you expect to return.
- Have enough money to get home and **plan your transport** home before you leave (make sure you know which bus or train you will catch and where to catch it).
- Be aware of your surroundings; do not use headphones while walking.
- Avoid travelling alone especially at night – phone someone with the bus route number and the bus number or the taxi company name and the taxi number.
- Always carry your mobile phone charged and with credit available.
- Do not go anywhere with strangers.
- Do not give personal information to strangers.
- Know and follow the EQI travel policy procedures (*see p.23*)

Beach Safety

- Always swim with a friend.
- Don't swim at night.
- Always swim between the red and yellow flags.
- If you get into trouble, stay calm and signal for help by waving your arm in the air.
- Check http://www.beachsafe.org.au/Visiting_the_beach

IMPORTANT CONTACTS**EMERGENCIES**

In emergencies you should call the Emergency phone numbers on your **Emergency Card**, which are your host family, Homestay Coordinator and Student Coordinator. You should keep these numbers in your phone for easy access.

If you need urgent help for a serious accident or personal threat you should call 000 to get help and then call the school emergency numbers. *Please tell the International Student Coordinator or Homestay Coordinator if you lose your Emergency Card.*

Homestay Coordinator	Ms Harris	0437 447 425
Emergency Services:	Police Fire Ambulance	000
Police Stations	Capalaba Cleveland	3433 3333 3824 9333
Asian Specialist Unit	200 Roma Street Station, City	3364 6200
Free Emergency Medical and Legal Advice		1800 234 601

Rail Lost Property	Roma St.	3235 1859
Translink		3167 4000
Chinese Consulate Mon – Fri 9-12	79 Adelaide St Brisbane	3012 8950
Japanese Consulate	17th Floor, 12 Creek St Brisbane	3221 5888
Sth. Korean Consulate	Lev 13 111 Elisabeth St Sydney	02-9210-0200
Norwegian Consulate 9:00-12:00 and 14:00-16:00	Level 10, 217 George St Brisbane	3229 0492
German Consulate 09.00-12.00	10 Eagle Street, 32 Floor, AMP Building Brisbane	3221 7819
Indian Consulate 11:30-13:00	175 Swann Road Taringa	3371 5198
Papua New Guinea 08:30-16:30	Level 3, 344 Queen Street Brisbane	3221 7915
Danish Consulate 09:00-16:00	Level 5, Toowong Tower Brisbane	3374 3062
Swiss Consulate By appointment	George Street Brisbane	3236 1445
Health Services Aust (Extend Visas)	Level 10 340 Adelaide Street, Brisbane	3307 9444

EMERGENCY PROCEDURES

EVACUATION BELL SEQUENCE

SERIES OF SHORT
RINGS PROCEED TO
EVACUATION POINT



LOCK DOWN MUSIC
ACROSS
LOUDSPEAKER
REMAIN IN THE
CLASSROOM, HIDE



VISA REQUIREMENTS

ATTENDANCE

It is a condition of your visa that you attend school every day unless you are sick.

- If you miss 3 or more consecutive days or are away on the day of an exam or when an assignment is due, you must have a medical certificate.
- Missing 1 or 2 periods will be recorded as a half days absence.
- You will be given a 1st warning letter when you have been absent 4 or 5 days in a term. If you miss 10 days you could be reported to the Immigration Department.

Deferrals

If you miss 5 or more consecutive days without good reason your enrolment could be cancelled. If you need to be away from school for more than 5 days your parents should request a deferral of enrolment.

Suspensions

If you are suspended from school, the period of suspension will be recorded as days absent and could result in an Attendance Warning letter in addition to a Behavioural Warning letter. Suspensions are regarded very seriously at Alexandra Hills High School. Serious behavioural infringements may result in suspension or cancellation of enrolment. In this case you would have 20 working days to access EQI's internal complaints and appeals process in accordance with the EQI Complaints and Appeals process.

ACADEMIC PROGRESS

It is a condition of your visa that you obtain satisfactory academic results each term. The school will monitor your academic progress and will send reports to your parents. If you are not achieving satisfactory results you will receive a warning letter. Continued unsatisfactory progress will result in the school informing EQI and possible reporting to the Immigration Department.

It is important that you when your assignments and exams are. You should start assignments early so that you can ask your teacher to check your draft and make improvements well before the assignment is due. If you are having trouble with a subject you should attend tutorials and ask for help. You can also make an appointment to see the Student Coordinator to discuss other subject options.

BEHAVIOUR

It is a condition of your visa that you abide by Australian Law and school and EQI rules. It is illegal for a person under 18 years of age to purchase or consume cigarettes or alcohol in Australia.

For EQI rules see the **International Student Code of Conduct** p. 29 of this handbook

For *school rules* see the code of Behaviour and Dress Code in your **student diary**.

If you breach any of these rules you will receive a Warning Letter. Continued behavioural breaches may result in cancellation of enrolment and / or visa.

ADDRESS

It is a condition of your visa that you inform the school whenever you change address. You must also inform us if you change your phone number.

COURSE EXTENTIONS

If you would like to extend your enrolment at Alexandra Hills High School your parents should write a letter of request, stating the dates for which they would like your enrolment extended, the name of the school they would like you to attend for the extended enrolment and the reason for the extension. If the request is approved a new offer and invoice will be issued. A new COE (confirmation of Enrolment) will be issued upon payment.

VISA EXTENTIONS

If you extend your enrolment you may also need to extend your visa. If your visa is due to expire before you complete your school enrolment you should request a visa extension. You can do this online at www.immi.gov.au . You should do this 4 to 6 weeks before your visa is due to expire.

Firstly, check if you will need a health check at <http://www.immi.gov.au/allforms/health-requirements/> and if so, book your appointment and undertake the check before you lodge your application! This will make things much faster.

To lodge online you need your new COE, your current visa still needs to be valid and you need to make your payment of \$550. If you pay by credit card with your COE and you complete the form you, will instantly be granted a Bridging Visa, if you pay by BPAY there is often a short delay in the lodgement of your application and the granting of your Bridging Visa.

Remember – make sure you attach copies of all your documents to your application to make it faster for your Case Officer.

COMMUNICATION WITH SCHOOL

Absence from school	Ask host parent to phone school on the day to explain reason for absence. For absences of 3 days or more, or if absent for an exam or assignment due date, a medical certificate is required.
Late for school	Go to office sign in window and ask for a late pass, then take it to your teacher.
Need to leave school early	Take a note from your parent or host family to your year level deputy in the office in the morning and ask them to sign it. Show this to your teacher when you need to leave.
Sickness or injury at school	Go to the main office and ask them to inform International staff as well as your host family.
Problems outside of school or homestay	Contact your host family as soon as possible to tell them about your problem. If you can't contact your host family, call the Homestay Coordinator.
Problem with homestay	Tell the International Program staff.
Personal problems	Speak to the International staff to make an appointment to see the Guidance Officer or School Nurse or Chaplain.
Study Problems	Talk to your teacher, the International Student Coordinator or Guidance Officer.
Change in Family (people leave or come to live in your homestay)	Tell the International Program staff
Change of Address or Contact Details	Tell International Program staff and the main office
Overnight stays	Complete and submit a Type 2 travel form <u>at least 2 days</u> prior to the proposed arrangement. Students must not stay elsewhere overnight without school approval
Travel	Complete and submit a Type 3 Travel Form <u>at least 2 weeks</u> prior to proposed travel. Students must not travel without school approval.
Host family plans to be away from home overnight or for holidays	Tell the Homestay Coordinator in advance so alternative arrangements can be made.



HOMESTAY

It is important that you are happy and well cared for in your homestay. Your host family is your family while you are here so we expect our host families to give you care and support and to work with the school to keep you safe. Make sure you tell the Homestay staff (Ms Harris) or Student Coordinator (Mr Harvey or Ms Johnson) if you have any problems in your homestay. You should always feel safe and if you do not feel safe you must tell us.

Sometimes students are uncomfortable because of misunderstanding. It is always better to talk about problems when they happen because things are often not as serious as they seem and can be fixed by talking. Your host family is expected to follow the **Homestay Code of Conduct** (page 16). You are expected to follow the **International Student Code of Conduct** and the homestay and school rules. (page 17)

THINGS TO REMEMBER

Here are some things that will help make your homestay experience a happy one:

- Tell your host family and/or school staff about yourself and ask them questions about themselves
- If you do not understand what has been said, ask the person to say it more slowly or to explain
- If you are not sure about what you should do, ask someone
- Show respect to family members and their property, just as they should show respect to you and your property.
- Keep your room and bathroom clean and tidy and clean up after yourself.
- Always be home by meal-time unless you have made other arrangements with your host family in advance.
- Be home at the time your host family has set.
- Follow homestay rules, including rules for phone and internet use.
- Tell your host parent or school staff if you are not well. They will help you obtain medical assistance if needed.
- Always call your host family or school staff if you have a serious problem

WHEN YOU'RE SICK

If you are sick at school you should go to the First Aid counter in the main office, or see the staff in the International Office. If you are sick at home you should tell your host family. Medibank Private members can also call the **Medibank Private Emergency phone line 1800 234 601** for free advice and help to make appointments.

If you see a doctor you will have to pay for the consultation. You should keep your receipt to claim a refund for some of the cost from your health insurance provider (usually Medibank Private.)

It is a condition of your visa that you keep your health insurance up to date for the full length of your stay in Australia. Your health insurance will cover the cost of ambulance and hospital for accidents or new illnesses. It will *not* cover dental, optical, physiotherapy, medicines or other medical services. Dentists are quite expensive in Australia so you are advised to have your teeth checked when you go home for holidays.



CULTURAL MATTERS

It is normal for students to experience some difficulties when they first go to a new country. You may feel very tired, have trouble sleeping, feel irritable or even sick or angry. These feelings usually pass after a period of time, but when you have difficulties it helps to talk to someone about how you are feeling.

Sometimes the difference in culture can cause problems or misunderstandings. It is always best to talk about these problems when they first happen because if you don't ask for help the problem may become worse.

It will also help if you understand and respect the Australian culture.

Here are some basic codes of conduct that are expected from students at school, in the homestay and in the community. These are all ways of showing respect:

- Knock on a closed door before entering
- Look at the person and say hello when you see them
- Speak clearly so that people can hear you
- Listen to what the other person is saying before you speak again
- If you need to speak to someone who is talking or busy, wait until they have stopped speaking and say "excuse me" if you need to get their attention
- It is polite to say "thank you" when someone has given you something or has helped you.
- Clean up your own mess, do not leave it for someone else to clean
- Respect other people's property including school property such as school books, computers etc. If you borrow something look after it and return it safely.

ID CARDS AND PUBLIC TRANSPORT

You will be photographed in your first week at Alexandra Hills for your ID card. You will need this identification for library resources and to receive student discounts when purchasing your GoCard for travel.



TRANSPORT

For information on public transport go to the translink website <http://www.translink.com.au> or phone 13 12 30.

For taxi cabs call 133 222 (Black and White cabs) or 131 924 (Yellow cabs)

Please remember that students are expected to stand on trains and buses if there are not enough seats for all adult passengers. If there is not a spare seat for an adult passenger you should offer your seat. If you have to stand do not stand near the doors, and make sure you hold onto something.

ESL SUPPORT and TUTORIALS

Students requiring ESL support may have timetabled ESL tutorials. Additional tutorials include:

ESL (Years 11-12 Wednesday)

RESOURCE CENTRE (LIBRARY)

The Learning Hub is open from: 8:00am to 3:30pm Monday to Friday (including breaks)

- Most items can be borrowed for 2 weeks, magazines & periodicals for 1 week – student ID card required.
- Group study rooms can be used. Laptops can be borrowed and must be used at desks.
- Black & white and colour printer / photocopier / scanner are available for student use.
- Computers are available for curriculum purposes only.

Resource Centre Rules

- Leave bags on bag-racks (you can leave valuables at the circulation desk)
- Work quietly
- No food or drink in Learning Hub (including water bottles)
- Windows must remain closed for the air-conditioning to be effective

Printing

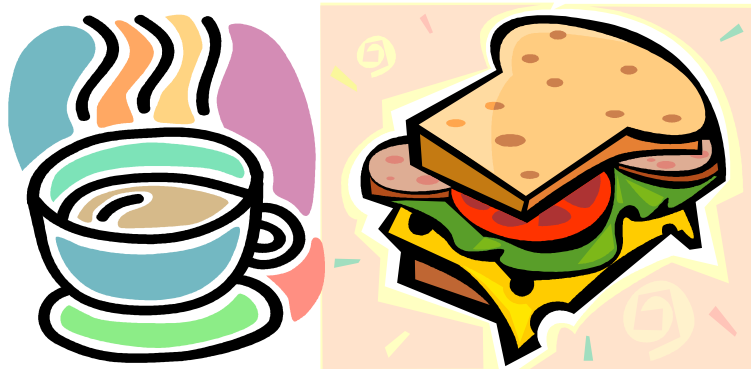
Students are issued a credit of \$5 for printing each semester. If you use all of your credit you should go to the Accounts office and pay to top up your print account.

TUCKSHOP

Open every day from 8am to first bell for breakfast and during First Break and Second Break.

TUCKSHOP RULES AND ETIQUETTE

1. Queue quietly in an orderly line behind the bar.
2. Bags are not to be carried in the queue.
3. Students are to buy for themselves only. Please do not ask students in the line to buy for you or give money to students in the line.
4. Students not in the queue should remain outside the yellow line.
5. All inter-actions with tuckshop staff and volunteers must be polite and courteous. Say 'Please' and 'Thank You'.
6. The tables are for your use while you are eating. Please move from them when you have finished so that others may use them for the purpose for which they were provided.
7. Leave the table clean. All litter must be put in the bins provided.
8. Bags are not to put on the tables. Please do not sit on the tables.
9. Be considerate. Keep noise at a minimum.
10. No ball games are to be played in the vicinity of the tuckshop. The ovals are to be used for all ball games requiring kicking; the courts for basketball.



SCHOOL BAGS & VALUABLES

School bags are not to be taken into classrooms unless you have permission from the teacher. Bags should be left on the bag racks outside the classroom.

You should not keep large amounts of money in your homestay or at school. It is safest to keep your money in a bank account and withdraw cash as you need it. You will need to take your passport and your Confirmation of Enrolment (COE document) to open a bank account.

You should not bring valuable items to school and when you are out do not leave your bag where it can be accessed by others.

Valuable items such as a personal laptop, iPod, jewellery or money may not be covered by your homestay's insurance so you should include these with your travel insurance.

LAPTOP PROGRAM

The Laptop Program is available to students in Years 10, 11 and 12 in 2013.

Students must not lend their laptops to anyone else and abide by the Terms and Conditions that apply. Laptops remain the property of Alexandra Hills State High School and students are responsible for loss or damage.

SPORTING EVENTS

When you commence school at Alexandra Hills you will be allocated to one of 4 Houses (teams) for sporting competitions. Although it is not compulsory to compete in these events it is a school day and you are expected to attend and are encouraged to participate and support your house.

The main competitions are the:

- Inter-house Swimming Carnival (February)
- Cross-Country Event (April)
- Inter-house Athletics Carnival (July)

On these days you are encouraged to wear clothing to support your house colour at the event:

- Acacia (yellow)
- Banksia (Green)
- Hovea (Blue)
- Cassia (Red)

There are many other sporting events for students involved in team sport.

Remember: As you will be outdoors for most of the day you should wear protective clothing, including a hat, apply sunscreen and drink plenty of water.

CULTURAL EVENTS

Alexandra Hills Art, Music and Drama Departments conduct events throughout the year, featuring instrumental and vocal music performances, drama performances and art exhibitions. These events are always of a very high standard and attendance is highly recommended.

Check school notices for upcoming events.

SCHOOL INVOLVEMENTS

There are many groups and activities you can join while at Alexandra Hills. Participation will provide opportunities to make friends, improve your English and develop skills. Here are a few of the many areas of school life you can involve yourself in. Check Student notices for more information:

- Camps and Excursions
- Music
- Instrumental music including the Orchestra, Bands and Strings groups
- Vocal Group
- Sound and Lighting Team
- Sporting teams and competitions
- Leadership positions
- Community groups
- Peer Support Group
- School Magazine Committee
- Girls Group
- Gym

AFTER SCHOOL ACTIVITIES

There are many sporting clubs, libraries, parklands and places to visit in and around The Redlands. For information go to <http://www.redlandstourism.com/>.

HOLIDAYS

If you are booking travel for holidays please ensure you travel only during the official holiday period. Please refer to the following school term calendar:

Queensland term dates - 2017

Term	Dates	Length
Term 1	Monday 23 January - Friday 31 March	10 weeks
Term 2	Tuesday 18 April - Friday 23 June	10 weeks
Term 3	Monday 10 July - Friday 15 September	10 weeks
Term 4	Tuesday 3 October - Friday 8 December	10 weeks

TRAVEL, OUTINGS and SLEEP-OVERS (see attached)

EQI Travel Policy has been designed to manage the potential risk associated with student travel. The policy identifies 3 'types' of travel:

Routine Travel

Routine travel arrangements for the student during the homestay period, including travel with the homestay family, school staff and travel on public transport includes:

1. to and from school;
2. on school excursions;
3. Daytrips;
4. to and from medical and other appointments;
5. To and from routine non-risky social and recreational activities; and
6. To other places and destinations in the ordinary/routine course of domestic arrangements (i.e. travel to the shops, the cinema, a friend's house, etc.).

Routine travel is covered by the Terms and Conditions for Homestay Providers, Part C of the Homestay Provider Application Form.

Overnight stays / Sleepovers

The Local Overnight Stay Request Form must be completed for travel and activities that are short term / overnight. Requests will only be considered for travel or stays occurring during weekends or school vacation periods with appropriate supervision. High risk activities will not be approved*.

Outside Local Area Travel / Holiday Travel & Activities

This type of travel includes:

1. any trips outside the local area requiring overnight absence from the homestay provider's home and not covered by Type 1 and Type 2 Travel; and
2. Activities such as organised tours.
3. Travel to home country for holidays

The Outside Local Area Travel / Holiday Travel and Activities Consent Form must be complete and submitted to the Student Coordinator at least 2 weeks prior to the proposed travel as parent signatures are required and it takes time for the forms to be sent to parents and returned.

Requests will only be considered for travel or stays occurring during weekends or school vacation periods with appropriate supervision. High risk activities will not be approved.*

For all travel other than Type 1, students should collect the relevant travel form from the Student Coordinator. Homestay providers are required to sign both types of Travel form. *Please note, Homestay Providers do not sign as Parents or Guardians.*

If the school cannot approve your travel request your parents will be informed.

INTERNET USE GUIDE FOR STUDENTS

Australian Internet

Australian internet plans are very different from what is available in other countries and are not free. Families must pay for their internet service just as they have to pay to use the telephone. The amount of data they can use depends on the plan they have. The more data they use, the higher the cost. If they reach the limit of their monthly internet plan their service will drop to half speed or they may have to pay very high fees for excess use.

What does this mean for students?

Students are expected to have access to the internet for study and to communicate with their families. The amount of time required will vary depending on homework tasks and assignments but approximately 2 hours per night should usually be enough.

Skyping

Some students may like to skype to communicate with family and friends. As skyping also involves large amounts of data transfer it should only be done with the permission of the host family, for limited times. The amount of time allowed would depend on the amount of data available at the time. It is best if skyping and online chatting are limited to weekends as priority should be given to study on school nights.

The Host family's Internet service is not to be used for:

- downloading movies;
- downloading music;
- downloading and playing games;
- listening to internet radio;
- looking at videos (i.e. Youtube);
- creating and changing webpages (i.e. Myspace and Facebook);
- using chat rooms or chat lines;
- visiting sites that allow streaming and unauthorised uploads;
- accessing sites that include material that is pornographic, sexually explicit or offensive, hateful or violent in nature or that encourage activities that are dangerous;
- Engaging in illegal activity (such as hacking, visiting illegal sites, pirating movies/music, etc.)

Never leave your computer on when you go out or go to bed. Always log off and switch off.

Problems caused by inappropriate internet use include:

- exceeding the family's monthly limit, resulting in a reduced speed or high excess use charges;
- lost time for study and sleep and study time, leading to poor performance at school and/or health problems
- social and psychological problems
- online abuse
- cyber bullying

- illegal activity

Reasonable use

Host families are expected to provide students with basic internet service for the purpose of study and communication with family. 2 to 5 GB should be enough for a student's basic activities each month.

The student is not expected to pay for family use; however the student must pay for any excess charges incurred over and above the negotiated internet usage in the home.

Did you know?

- Downloading movies may require between 700mb and 1400mb, or even more, depending on the movie
- Television episodes use between 300mb and 400mb
- Youtube, QQ and Kugo are programs that can create problems because they stream ads even when you are not aware.

Other Risks

- Realise that the people you chat with may not always be who they say they are. Be very careful of who you communicate with on the internet and NEVER give out information like your full name, address, photograph, bank details or credit card details
- Only allow friends and family to view a personal blog and profile
- Don't accept invitations to view web cams from unknown internet users
- Never arrange face to face meetings with people met online
- Delete emails from senders you do not recognise
- If you are receiving unwanted emails, block the sender so they cannot send you any emails
- Don't provide personal information in competitions and surveys
- Don't use or leave your laptop on your bed or other soft furnishings as it could overheat and cause a serious fire

Breach of Internet Use Rules

If students use their host family's internet service for activities that are not allowed they will lose the right to access and will have to buy their own wireless USB internet service and pay for their own use. Students will also receive a Behaviour Warning letter and a copy will be sent to their parents.

Need Help?

If you have any kind of problem with your internet use you should speak to the International Student Program staff about this. You can also contact the NetAlert helpline on 1800 880 176 or go to <http://www.netalert.net.au>.