



**GLOBAL JAYA
SCHOOL**

Parent Handbook

Primary Years Programme



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This Parent Handbook provides a guide to parents and serves as a tool that can be used to assist both students and parents through their learning journey in Primary at Global Jaya School. It provides basic information about our school policies, procedures, general guidelines, and other information. We encourage you to read it carefully and discuss the content with your child. Please do not hesitate to contact your child's teacher or the Primary Principals at any time, throughout the year, if you have any questions or concerns.

Please note that this Handbook is written and refers to policies and procedures during normal school daily operation. In practice, some of the procedures mentioned in this handbook have been adjusted and modified to suit Home-Based Learning (HBL) and/or in a hybrid model of learning. These adjusted procedures and practices might look different within each year level and will be communicated by the teachers to relevant parents and students.

Please bookmark our HBL site (<https://sites.google.com/globaljaya.com/hbl>) and check-in frequently to remain current of any updates that have been made. The school will continue to update the information as we move toward different learning models in response to the new phases, as recommended by the government and authorities.

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Dear Parents and Students,

At Global Jaya School, now more than ever, we recognize that the learning process is a partnership between children, teachers and parents. If this partnership is to grow we have to ensure that we continually seek ways to improve upon communication, thus enhancing the partnership between home and school.

We hope our Primary School Parent Handbook will help to do this by providing insight and clarification into our daily operations and procedures while helping you to get to know our school better.

Please read this handbook and if you require any additional information or clarification, please do not hesitate to contact us at the school.

Sincere regards,

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Head of School

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AIMS AND BACKGROUND

VISION

Global Jaya School facilitates the development of lifelong learners who are creative problem solvers with a broad perspective of the world around them. Are respectful, moral individuals who take pride in their national heritage.
Are equipped to participate in the international community as team members and leaders.

MISSION STATEMENT

Based on the vision, Global Jaya School will:

Provide experiences through which the knowledge and skills necessary to encourage problem-solving are developed.

Cater for individual learning needs and a range of learning styles.

Develop students' communication skills to actualize their academic potential in both English and Bahasa Indonesia or their mother tongue.

Deliver and enrich an internationally accredited curriculum within an Indonesian context.

SCHOOL MOTTO

'Gateway to the World'

THE IBO MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives—intellectual, physical, (spiritual) and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

ORIGINS AND BACKGROUND

Sekolah Global Jaya was established in July 1995, starting with pre-school up to Year 4 with an initial total of approximately 90 students. The school aimed to provide a different educational opportunity for Indonesian students, to prepare them to be actively contributing global citizens. This forward-looking vision was the idea of Bapak Ciputra who, at that time, was the President Director of PT Pembangunan Jaya as well as the Chairman of the Board of Commissioners of the Jaya Group.

To support its vision, Sekolah Global Jaya employed both Indonesian and expatriate educational leaders and teachers. Indonesian and English were used in daily communication and learning. While the national curriculum remained as the reference for its teaching scope, Sekolah Global Jaya made use of internationally practiced teaching methods and resources. Over time, the school has developed its own curriculum.

In 1999, Sekolah Global Jaya was accepted as a candidate school of the Western Association of Schools and Colleges (WASC) - an accrediting commission based in the USA – and obtained full accreditation in July 2001. In 2007, 2013, and 2018, the school successfully participated in WASC evaluations.

The introduction of the International Baccalaureate Programmes (Primary Years Programme and Middle Years Programme) in March 2003 has further internationalized the school curriculum. During the 2004-2005 school year, Sekolah Global Jaya was authorized by the International Baccalaureate Organization as an IB World School (PYP and MYP).

In February 2006, Sekolah Global Jaya was authorized by the IBO to implement the IB Diploma Programme. As a result, students who attend Sekolah Global Jaya will follow a consistent programme from K – 12 of PYP, MYP and DP before exiting the school.

In June 2009, Sekolah Global Jaya was officially recognized by the Indonesian Department of Education (DEPDIKNAS) as a nationally registered school with international standards. Henceforth, the school name was changed to **Global Jaya International School**.

In 2014, the Indonesian Ministry of Education and Culture implemented a new law, which does not allow the word 'international' in school names. Therefore, the school is now called **Global Jaya School**. This name change has not affected our curriculum or any programmes offered at GJS.

STRUCTURE AND ACCREDITATION

SCHOOL STRUCTURE

Primary School:

Kindergarten - Reception

Year 1 – Year 6

Middle School:

Year 7 – Year 10

Senior School:

Year 11 – Year 12

ACCREDITATION AND AUTHORIZATION

National Accreditation

- TK Accredited December 2006 – Status A. SPK Accreditation 2017 – Status A
- SD Established January 1995; accredited 1996, Status – “Disamakan” Re-accredited, 2003 – Status A, 2007 – Status A.
SPK Accreditation 2019 - Status A
- SMP Established 1996; accredited December 1997, Status – “Disamakan” Re-accredited, 2006 – Status A.
SPK Accreditation 2019 - Status A
- SMA Established 1998; accredited 1999, Status – “Disamakan” Re-accredited, 2007 – Status A.
SPK Accreditation 2019 - Status A

International Accreditation and Authorization

Whole School Western Association of Schools and Colleges (WASC) accredited in 2001.
Re-Accredited, 2007, 2013 and 2018

Primary School International Baccalaureate Organization’s (IBO) Primary Years Programme, authorized, March 2005. In March 2008, April 2013, and April 2018 Primary successfully participated in IB evaluation visits.

Middle School International Baccalaureate Organization’s (IBO) Middle Years Programme, authorized, September 2003. In March 2009, April 2013, and April 2018 Secondary successfully participated in IB evaluation visits.

Senior School International Baccalaureate Organization’s (IBO) IB Diploma Programme, authorized, February 2006. In April 2013 and April 2018 Secondary participated in IB evaluation visits.

The value of international accreditation and authorization

Accreditation and authorization necessitate that Global Jaya School operates at an approved standard accepted by the international education community.

Western Association of Schools and Colleges (WASC)

WASC is an accrediting commission for schools and is based in the United States of America. It is one of six regional accrediting commissions in the USA and accredits schools in California, Hawaii, and East Asia.

WASC accreditation is given to schools that meet high standards of educational practice. This is recognized by universities and colleges across the USA. Global Jaya School provides all graduating students with a school certificate that incorporates the WASC logo, thereby assisting universities in the USA to easily identify the standard of education the student has received.

International Baccalaureate Organisation (IBO)

The International Baccalaureate Organization (IBO) is a non-profit educational foundation based in Geneva, Switzerland offering the Diploma Programme for students aged 16 to 18 in the final two years of school, the Middle Years Programme for students in the 11 to 16 age range, and the Primary Years Programme for students aged 3 to 12 years.

The IBO has authorized over 5280 schools in 158 countries to teach these programmes. In addition, the organization provides teacher-training, electronic networking, and other educational services to these schools.

CURRICULUM

Our curriculum seeks to achieve the outcomes described by our vision and mission.

CURRICULUM BY SCHOOL SECTION

The Primary Years Programme (PYP), for students aged 4-12 (Kindergarten to Year 6), focuses on the development of the whole child. The programme endeavors to develop the individual talents of the young people and to teach them to relate the experiences of the classroom to the realities of the world outside. A strong emphasis is placed on the ideas of international understanding and responsible citizenship. IB students are equipped to be critical and compassionate thinkers, lifelong learners and informed participants in local and world affairs, conscious of the shared humanity that binds all people together while respecting the variety of cultures and attitudes that makes for the richness of life.

The PYP serves as an excellent introduction to the Middle Years Programme (MYP).

The Middle Years Programme (MYP) provides a framework of academic challenge and life skills for students aged 11 to 16 years (Year 7 to Year 10).

The MYP is a course of study designed to meet the educational needs of adolescents. The MYP aims to help students develop the knowledge, attributes, and skills they need to participate in an ever-changing world. It equips students to be truly global citizens.

The MYP provides a framework within which we are free to create our own curriculum. The MYP framework emphasizes the development of intercultural awareness, communication skills, and an understanding of the relevance of learning for all students.

Senior School: In Years 11 and 12, students undertake the IB Diploma Programme. Students will be asked to make subject selections for their senior schooling during Year 10. A comprehensive programme of personality and academic profiling also occurs during Year 10.

The IB Diploma Programme (DP) is a demanding two-year, pre-university course of study that leads to examinations. It is designed for highly motivated, well-organized students aged 16 to 19. In particular, the IB Diploma aims to:

- Prepare students for tertiary studies
- Provide students with a balanced education
- Foster critical thinking skills
- Encourage cultural understanding and respect
- Develop international awareness and broaden perspectives.

To be eligible to attain the IB Diploma students must; study six subjects, three subjects at standard level and three subjects at a higher level, and satisfactorily complete the requirements of the Extended Essay, Theory of Knowledge (TOK) and Creativity, Activity, Service (CAS).

SPECIAL ELEMENTS OF THE CURRICULUM

Some elements of the curriculum deserve special mention here, as they have been uniquely developed for Global Jaya School.

TEACHING ORGANIZATION AND TEACHING STAFF

The teaching staff consists of expatriate teachers, Indonesian teachers, Indonesian junior teachers, or assistant teachers.

Primary school classes are led by an Indonesian class teacher and another teacher (assistant or junior teacher). At each year level, one teacher is designated as the Curriculum Leader. The task of each Curriculum Leader is to maintain the quality of classroom standards and practices in addition to teaching. An expatriate teacher works between two classes. In addition to their teaching role, each of the expatriate teachers has the responsibility of assisting in the on-going development of Indonesian teachers by working collaboratively through the planning, teaching, and learning process.

Indonesian class teachers are responsible for delivering Indonesian lessons, and expatriate teachers are responsible for delivering English lessons.

Religion, Physical Education, Mandarin, Visual Arts, and Music are taught by specialist teachers, except for Kindergarten and Reception, where Music and Visual Arts are taught by classroom teachers.

The Library is under the supervision of teacher librarians.

Student counseling and support services are provided by the Primary Student Counselor. In addition, the school counselor coordinates the Growth and Development programme.

The learning diversity specialist and learning support teachers assist teachers across the school to assess individual student learning needs and provides guidance and support for the implementation of appropriate strategies and materials.

The language support teacher is available to assist those new to either English or Indonesian.

LANGUAGE POLICY

The GJS Language Policy has four key aims.

The development of two main languages is to be constructed in such a way that students have **both** strong mother tongue development and acquire a strong second language.

GJS students are able to attain and apply the highest levels of literacy possible in English and Indonesian.

GJS students are able to apply their language and literacy skills to achieve the learning outcomes of the school curriculum.

Strong awareness of culture is developed through the languages learned.

For further information, please refer to: [GJS Language Policy](#)

LANGUAGE SUPPORT PROGRAMME

The language support programme has been designed to assist students new to Indonesian or English. The school's language support teacher works in collaboration with expatriate and class teachers to provide an individual programme for students. The language support programme is implemented to meet the needs of the students and has the objective of working toward year-level learning outcomes. Students are taught in small year level groups.

READING PROGRAMME

At Global Jaya School, a reading programme has been established to encourage students to read on a regular basis and to ENJOY their reading in English and Indonesian. It has also been designed specifically for the needs of our students, to encourage the correct use and understanding of the language, to repeat complex sentence structures of the language and to enjoy a variety of texts.

The programme consists of:

- leveled books for sequential learning
- a folder to hold and protect the book
- a reading diary, to be completed each night by parent or student and checked by teachers. The diary also contains a number of hints for parents to help support their children at home
- class and expatriate teachers who regularly listen to students read at school
- assistant teachers and junior teachers to support reading and book changes
- Reading parents to allow the additional reading practice
- record keeping to monitor the books read by students

If a reader is misplaced or lost, the student will be responsible for the replacement cost.

STUDENT LEARNING SUPPORT

At all times, we work towards providing a quality educational programme that is relevant to each student's learning needs and stage of development. As such, students who require additional extension or support to reach their optimal potential are provided with this in the classroom using small groups and at times one to one tutoring. Within the classroom setting, differentiation /programmes are designed, developed, and implemented by the classroom, expatriate, assistant or junior teachers. The GJS Student Success Support team, is another support programme where the support teacher works with students with specific goals developed via an Individual Education Plan (IEP) and Student Success Plan (SSP). The support teacher will work closely with the classroom teacher and parent on the development of the plan and academic goals to support the student.

In addition to the mainstream learning that takes place, supported by individualized and small group instruction, the school also provides additional programmes that address personal health and safety.

RELIGION

Global Jaya School is a non-denominational school that caters for the development of all of its students' religious life according to their faith. Religion classes are conducted in the five recognized religions of Indonesia: Islam, Christianity, Catholicism, Hinduism, and Buddhism.

To foster moral and respectful behavior, the school observes major religious events of the five religions and, whenever possible, holds celebrations that involve the whole school community. Religion is integrated into units of inquiry when applicable.

Every Friday, students attend a service according to their faith.

MUSIC

In music lessons students are given the opportunity to discover and explore a broad range of music experiences. These experiences include classifying and analysing sounds, composing, exploring body music, harmonising, listening, playing instruments, singing, songwriting and recording.

PHYSICAL EDUCATION

The Primary Physical Education programme offers a wide variety of activities that expose children to a range of diverse skills, games, and sports. To ensure children gain the most out of the programme we deliver this in blocks, children participate in activities over a period of time to develop techniques, skills, and knowledge of games, exercises, and specific sports.

Swimming

During a block for swimming, students are required to wear appropriate swimwear. In addition, all students with long hair are required to wear a swimming cap during swimming lessons.

LIBRARY

The Library has been developed to support the programme of inquiry and resource-based learning in the school.

The ever-growing collection (currently numbering around 26,000 cataloged items) is carefully cross-referenced to facilitate the inquiry process and to foster personal reading for pleasure.

While Library classes are scheduled for the development of specific skills and understanding, students are also encouraged to use the library independently for research and leisure reading.

The Library provides Wi-Fi along with twenty public access terminals for the Library Automation System (Spectrum), the school intranet, and the internet.

We encourage parents to visit the Library and use the facilities, whether it be only to find a quiet place to read a book, magazine, or newspaper or to borrow resources to support children in their home.

Library Borrowing

To develop students' sense of responsibility, they are expected to take good care of borrowed items and to return them at the appointed time. A cost for replacement will be charged for lost or damaged items.

ASSESSMENT AND REPORTING

Assessment

Assessment is the process of collecting, organising, interpreting, and recording a variety of information gained from/by students. Informed judgments are then made about their performances, achievements, and needs. Assessment information enables the teacher to make decisions about

subsequent learning programme needs and to evaluate learning outcomes.

For further information on Assessment at Global Jaya, please refer to the Assessment Policy:
www.globaljaya.com/Files/WholeSchoolAssesmentPolicy.pdf

Reporting

All teachers are required to keep continuous records on students' progress. This information is continually communicated with parents with respect to both formative and summative assessment, e.g. semester reports, portfolios, Mid-semester Conferences and parent interviews.

Report Cards

At the end of each semester, every student receives a summative report outlining their progress and development. The report document will be uploaded to ManageBac and will be accessible by both students and parents via their respective log-ins. Parents are welcome to download and save or print the report document at their convenience. The document will remain part of the students' academic profile on ManageBac and will be accessible as long as the student is enrolled at Global Jaya School. Even after leaving, an electronic copy will be kept by the school.

Reports in the Primary school at Global Jaya are written collaboratively by class teachers, expatriate teachers, and specialist teachers. The homeroom comment section of the report is written by expatriate teachers in consultation with class teachers in Semester 1 (English), and by class teachers in consultation with expatriate teachers in Semester 2 (Indonesian). It is an expectation from the school that class teachers write the general comments in Indonesian due to the dual language nature of the school. However, not applicable when both parents are non-Indonesian speakers. In these cases, all report comments will be written in English. Parents who require the homeroom comment to be translated may organize this through the Primary Secretary. Sufficient time must be given for this process.

INFORMATION AND COMMUNICATION TECHNOLOGIES

ICT in the PYP encompasses the use of a wide range of digital tools, media and learning environments for teaching, learning and assessing. ICT provides opportunities for the transformation of teaching and learning and enables students to investigate, create, communicate, collaborate, organize and be responsible for their own learning and actions. ICT allows students to make connections and reach a deeper understanding of its relevance and applicability to their everyday lives. Through the use of ICT, learners develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new understandings and skills in different contexts.

Some guidelines for student's information and communication technology use are outlined below. Parents wishing to review the full ICT Policy may refer to [ICT Usage Policy](#)

ELECTRONICS AND PERSONAL GAMES

For security purposes, portable electronic games and MP3 players are not permitted at school. Lunch breaks are an important part of the school day, where students have the opportunity to engage and communicate with each other on a social level. We see this as a key component of their social education while at school. We believe that electronic games impede this part of the education process.

Should a child wish to bring a board game that involves a group of children, they may do so. However, they are responsible for all its components and safe return to their home.

Furthermore, MP3 Players or similar equipment are not permitted on school field trips. Please refer to [ICT Usage Policy](#) for further information on ICT Usage.

HANDPHONES

Students should not be using their handphones during school hours. During the day all handphones must be turned off. The only exception to this rule is if the student has been permitted by their teacher to use their handphone as a learning tool. If a student is using a handphone without permission during the school day, the handphone will be confiscated by the teacher and given to one of the Principals. The student may only collect the handphone at the end of the day. If the student is caught using his or her handphone on subsequent occasions, the handphone will only be returned to their parents. If a student continuously infringes this rule, discussions will be held with the parents concerned as to whether or not the student may have a handphone at the school in the future.

Students are not permitted to use their handphones (or any other mobile devices, i.e. iPad) to photograph any other student without that student's knowledge or consent. If this occurs the student who took a photograph will lose the privilege of having a handphone at school and maybe suspended or expelled.

USING THE SCHOOL'S COMPUTING NETWORK

Global Jaya School has invested in high quality and an extensive network of computers and iPads for use in all learning areas. The school is fully equipped for Wi-Fi technology to be used in any area. Students are expected to show care and respect for the equipment, the system, and other students' work. Inappropriate use of the internet will be dealt with severely and may result in suspension from school. **All students from Years 2-12 and parents must sign the Information and Communication Technologies agreement upon enrollment.**

HEADPHONES

Students are requested to provide their own headphones for health reasons. All headphones should be clearly labeled with the student's name and class. In the case of younger students, the headphones will be kept at school in a secure box by teachers.

HOMEWORK POLICY

Rationale

The challenge for teachers is to design and assign quality and quantity of homework that allows students to develop:

- a love for learning
- an understanding that their time in school is relevant to their lives outside
- academic and personal skills, which will promote further learning in future education.

Homework is:

- the application of a concept (how to apply the skills to everyday life)
- has a clear purpose is challenging yet achievable
- should develop pride in student work
- should develop responsibility and positive attitudes towards learning

- should foster student’s achievement and independent learning
- should develop organisational skills and time management
- should develop self-management skills and habits
- should encourage lifelong learning is creative and exploratory.

Implementation Responsibilities of teachers

All homework will be:

- relevant to skill development
- explained with clear expectations of outcomes
- marked and feedback will be provided
- allocated suitable timelines
- designed to develop skills for independent learning
- complementary to classroom activities that develop skills, attitudes, understanding, and knowledge.

Homework may include:

- project work
- activities that require research at home preparation for examinations
- work for students who need support
- completion of work that has not been finished at school private study.
- Year level teachers will provide a schedule for their year level subjects.

Below are the suggested times for homework and reading:

Kindergarten -Reception expected to “read” for at least 5-10 minutes each night.

Year 1 – Year 2 expected to read for at least 5-10 minutes each night, and complete 10-15 minutes of homework up to twice a week

Year 3 approximately 15 minutes per night + 10 minutes reading

Year 4 approximately 30 minutes per night + 10 minutes reading

Year 5 approximately 40 minutes per night + 10 minutes reading

Year 6 approximately 50 minutes per night + 10 minutes reading.

Homework will be marked and feedback provided, this will be noted and recorded.

NON AUTOMATIC PROGRESSION

Giving consideration to all areas of development for each child, the automatic progression from one year level to the next year level is not automatic. At Global Jaya School, we expect all students to reach their maximum potential. However, from time to time for a variety of reasons, e.g. academic, social, emotional, and /or personal growth and development, not all students are able to reach the same levels as their peers at the same time. As such, the school will contact parents in advance to discuss the overall performance of each student who is considered “at-risk”. Strategies will be discussed, planned, and implemented. Should the student still not be able to reach the required standard to progress to the next year level, parents will be called for further discussion.

ASSEMBLY

Assemblies generally occur every second Friday in the Theatre. Class teachers will inform parents of their child's year level assembly dates.

Assembly is an opportunity for students to gather as a school. These student-centered assemblies aim to build self-esteem and confidence, for students to see other students' work, to appreciate and value individual effort and achievement.

At these assemblies, the students are the audience, performers, presenters, and organizers. As an audience, the students learn audience skills, such as listening quietly to performances and appropriate ways to show appreciation. As performers, the students present their learning through song, dance, presentations, drama, individual and group items. During assemblies, students also receive achievement awards to highlight outstanding accomplishments and report student action to the school community.

Parents are encouraged and invited to attend assemblies but must remain seated throughout the assembly performance. Parents are welcome to take photographs from their seated location and upon completion of the assembly. Parents may also join the performing class for individual and group photographs.

CO-CURRICULAR ACTIVITIES

FIELD TRIPS AND CAMPS / STUDY TOURS

We believe that learning through experience is one of the most dynamic ways in which children learn. The PYP is committed to the inquiry as a vehicle for learning through open-ended questions and deep questioning to promote thinking. Frontloading is a term used to give students as much information as possible so they can form their questions. Using the community as a teaching resource enables children to gain a greater understanding of the world in which they live. These first-hand opportunities offer the reality of the world around them.

These out-of-school visits comprise of half and full-day field trips for Primary (Kindergarten to Year 6), and overnight stays or camps/study tours in addition to excursions for Years 4, 5 and 6. Camps/study tours focus upon off-campus education but include curriculum elements that are not adequately covered by field trips.

It is expected that through these off-campus experiences students will be able to build relationships among peers and with staff learn to work effectively as a team, and to develop an appreciation of the environment outside the school. Additionally, to develop independent skills in a setting outside the students' normal home environment, acquire a more in-depth understanding and knowledge in the real world.

THE HOUSE SYSTEM

The house system divides all students and teachers into three houses. Each house will have a Boy and Girl Captains and Vice-captains. The rationale behind this system is to develop:

- Collaboration among students
- Leadership
- Individual potential.

Participation in a wide variety of events by all students is encouraged and promoted by the awarding of points. This is not just for sporting competitions but other curricula and non-curricular events

throughout the year.

The houses are: Elang - Green, Garuda - Red, and Rajawali - Blue

AFTER SCHOOL ACTIVITIES

ACTIVITIES

After School Activities (ASA) offer student activities outside of school hours.

The aims of after school activities are to cater to student interests to develop social skills, exploration experiences, and provide non-formal activities that will support students' academic development.

REGISTRATION

At the beginning of each semester, information and enrollment instructions are communicated to students and parents for all 'After School Activities' (ASA). Students, with the help of their parents, can register online for the activities in which they want to participate. Confirmation of activity groups will be posted on the ManageBac Calendars prior to the start date for each activity.

Activities led by Global Jaya School teachers are generally free of charge, while others conducted by outside providers are charged according to the price quoted. Payment can be made through the school cashier. All payments must be made before the After School Activities commences. Students will not be permitted to participate unless payment has been made.

PRIMARY SPORTS PROGRAMME

The Primary Sports Programme continues to grow with each passing year. The focus of the Primary Sports Programme is to encourage **commitment, participation, and sportsmanship** among our athletes. The coaches are chosen because of their interest in promoting these values.

Throughout the school year, Primary students will have the opportunity to participate in the following sports:

| Year level | Sport | Season (months) |
|------------|-----------------|-------------------|
| 1 - 6 | Swimming | August-May |
| 3 - 6 | Basketball | August – November |
| 3 - 6 | Badminton | August - April |
| 1 - 6 | Soccer | January – March |
| 3 - 6 | Handball | March-May |
| 3 - 6 | Track and Field | March - April |
| 3 - 6 | Touch Rugby | March - April |

NOTE: During HBL, until further notice, this programme has been temporarily suspended.

REGISTRATION

Students can register for each sport by making any necessary payment to the school cashier and notifying the coach in writing that they have permission from their parents to participate.

The only exception to this is the Swimming Team. Students will be invited to try-out for a position; there is also no cost involved.

YEAR LEVEL REPRESENTATIVES AND CLASS PARENTS

At Global Jaya, we value the support of our parents. To assist us with the organization of school events and the sharing of important information and reminders, Global Jaya has established two key parent roles.

The first is that of the Year Level Representative. At the end of each school year, Year Level Representatives are elected by the parents within each year level. The school will arrange the voting system and announce the appointment of the Year Level Representative at the beginning of the academic school year. The second role is that of a class parent. Usually, two class parents are appointed by the relevant teachers for each class.

One of the important components to the role of a class parent is the responsibility of establishing and maintaining an up to date 'Class Phone Tree'. This will be activated on occasions when information needs to be disseminated quickly, this process is usually activated at the request of the Head of School or one of the Primary Principals. Please note that the phone numbers of students and parents are strictly confidential and will only be used for school-related purposes. Class parents are responsible for keeping the class phone list confidential.

Both of the Year Level Representative and Class Parent roles are voluntary but come with full job descriptions to assist parents who may be considering accepting the roles.

SCHOOL RULES

SCHOOL DAYS AND SCHOOL HOURS

Unless specifically informed, school days are from Monday to Friday:

KINDERGARTEN – RECEPTION: School hours 07.30 – 12.00

Break times (Monday – Friday)

1. 08.40 – 09.05
2. 10.45 – 11.20

YEAR 1-2: School hours 07.30 – 13.30

Break times (Monday – Thursday)

1. 09.15 – 09.35
2. 11.55 – 12.35

Break times (Friday)

1. 09.15 – 09.35
2. 11.20 – 11.55

YEAR 3-6: School hours 07.30 – 14.50

Break times (Monday – Thursday)

1. 09.15 – 09.35
2. 11.55 – 12.30

Break times (Friday)

1. 09.15 -09.35
2. 11.20 – 11.55

After school activities begin immediately after school classes have finished.

Year 1 – 2 13.45 – 14.45

Year 3 – 12 15.00 – 16.00

AFTER SCHOOL CARE PROGRAMME

NOTE: During HBL, until further notice, this programme has been temporarily suspended.

To further assist and support students and parents at Global Jaya School, we have included in our school schedule an After School Care Programme. We understand that with the different finishing times for different levels in the Primary school, it can be challenging to organize several pick up times.

The Kindergarten-Reception students will take a nap before the Year 1-2 students join the programme at 1.30 pm. Each afternoon students are involved in a number of activities that assist in the development of their social, communication, and self-management skills.

To be a part of the programme all students who wish to join are obligated to attend on a regular basis and adhere to an agreed schedule. Non-adherence to the agreement can mean cancellation of enrollment in the programme.

Should you wish to have your child participate in this programme or would like to know more details, please contact the After School Care Coordinator, Ibu Angel (angel.alexandra@globaljaya.com).

EARLY ARRIVALS

Students are expected to arrive at school between 7.10 am, and 7.25 am. Students in Years 1 to 4 should put their bags and folders away in their locker and return outside to the playground where supervision begins at 7.15 am. Students in Years 5 and 6 are permitted to keep their bags with them in the playground; however it is their responsibility to find an appropriate and safe location.

Kindergarten and Reception students are required to stay indoors once they arrive at school and are able to play in the Kindergarten and Reception shared area.

LEAVING SCHOOL DURING THE DAY

During school hours, students are not allowed to exit the school compound without permission from their respective Principal. Approval will be given only after receiving direct visits by parents/caregivers, phone calls, letters, or notification through a diary note from parents explaining the time and reasons for having to leave the school.

Permission to leave the school shall be given by a Principal or, in his/her absence, a member of the Leadership team.

ATTENDANCE

The school aims to develop students who can become active contributors to their community during their adult life. To achieve this aim, our educational programmes are designed to support students in becoming global citizens that can think, reflect, inquire and communicate, as well as being caring, knowledgeable, principled, open-minded, balanced, and risk-taking individuals. Curriculum material is delivered sequentially throughout the entire school year. Therefore, regular attendance is required throughout the year to enable students to obtain the most from their educational experience.

It is an expectation that students aim to maintain a 100% attendance record. A record of their days absent will be kept and printed at the end of the semester report. If a student does not maintain a satisfactory attendance record, then the Leadership team reserves the right to withhold that student

from progression to the next year level. Such a decision will be made after consultation with the parents of the student, but the final decision is the sole responsibility of the Principal.

For further information regarding the attendance, please refer to the Primary attendance policy that can be found [in this link](#).

ABSENCES

If a student cannot come to school due to sickness or other problems, the parent is required to notify the Primary Administrative Assistant by phone, or through a ManageBac (excusal submission) as soon as possible.

Teachers can provide home assignments for students who cannot attend school for an extended period due to illness.

For frequent absences without notice, the year level Class Teacher and/or Curriculum Leader will make contact with the family.

After an absence:

A written explanation or doctor's clearance is required if a student is absent from school for longer than 2 days. This is important, especially if the student has been diagnosed with an infectious illness e.g. hand foot and mouth, measles, chickenpox, H1N1, etc. In these cases, students must provide a **written clearance** from their doctor on their return, identifying the illness and confirming they are fit to return to school and are no longer contagious.

Permission to be absent:

If parents are aware that their child will be absent from school, a letter of explanation must be provided to a Principal in advance. The Principals will give permission for this absence at their own discretion.

Parents are advised of school holidays well in advance, any families contemplating taking holidays outside these times should think carefully about the effect such absence will have on the child's academic progress.

ABSENCE FROM PHYSICAL EDUCATION AND SWIMMING LESSONS

To foster a healthy lifestyle physically, emotionally, intellectually, and socially, regular participation is a school expectation and requirement.

If for any reason a student cannot join a Physical Education or swimming lesson, a letter or a note from a parent must be communicated in the diary or communication book stating the reason. This message must be addressed to both the class teacher and Physical Education teacher. Should this be a regular occurrence, parents will be contacted and asked to meet with a Principal to discuss the matter or problem. Physical Education and swimming are essential components of each child's education.

LATE PICKUP

Students are expected to be collected immediately after school finishing times. If a possible delay is anticipated, parents are required to contact the Primary Administrative Assistant immediately so the student can be informed and temporary supervision can be arranged.

LATE STUDENTS

Time management is an important life skill. Arriving at school and lessons on time is part of the expectations which will help students to develop this skill and to take responsibility for their actions.

The school understands that sometimes there are legitimate reasons for students not arriving on time, but if this happens often, parents will be called to discuss the matter.

Procedure for lateness is stated **in the Primary Attendance Policy that can be found in [this link](#)**

UNIFORM AND DRESS CODE

Rationale

At Global Jaya School, we believe that the school uniform helps create a sense of belonging to the school community. Students have a responsibility to demonstrate their commitment to the school community by following the uniform and dress code. The uniform seeks to present a smart, disciplined image inviting respect of others within the school and wider community.

Aims

- To have a clearly identifiable Global Jaya School uniform
- To have a uniform that reflects current school values and practical needs.
- To have a uniform that develops pride in and a sense of belonging and commitment to the school community.
- To have a practical, good quality uniform that is economical.
- To have a uniform and dress code that is straightforward and easy to comply with.
- To educate and prepare the students to fulfil their role as members of a civil society.
- To provide an opportunity for students to understand and engage in the processes associated with policy change.

Implementation

The school uniform must be worn at all times during school days, except on special occasions, such as some field trips or assemblies when students are asked to wear specific costumes or casual dress.

The uniform is to be worn as a whole according to the design required and should not be supplemented by non-uniform items.

Students must always be clean, neat and appropriately dressed.

Students in Year 3 to 6 must change into their school Physical Education uniform before their Physical Education lesson. The Physical Education uniform shall only be worn during Physical Education classes.

Students should change back into school uniform after the lesson unless PE is the last lesson of the day. Students in Kindergarten to Year 2 can wear their PE uniform to school on PE days.

Students who engage in vigorous sports and games at break times or after school, such as basketball and soccer, must wear a plain T-shirt with no print, not their school uniform shirt, during these activities.

Hair is to be neatly maintained, be cut conservatively and be of its natural colour. Hair should be cut or pinned back so that it does not cover the student's face, including their eyebrows. Boys should not have hair that is longer than the bottom of their shirt collar when they are looking straight forward. Girls may wear hair accessories to keep their hair from their eyes such as bandos, hair clips

and scrunchies, but they must be black or dark in color and simple in design. Hats with the school logo and name may be purchased in the school shop. Other hats are prohibited. Exceptions may include special outdoor events like Sports Day and Swim Carnival.

There should not be obvious makeup, nail polish, accessories, and jewelry; except simple earrings (for girls) and bracelets/pendants for medical purposes. Earrings must be removed for sport and Physical Education lessons.

GIRL'S UNIFORM

- GJS Batik dress or GJS batik shirt & GJS batik skorts
- White ankle or knee length socks
- Black shoes
- School cap

BOY'S UNIFORM

- GJS Batik shirt
- Navy blue shorts
- White ankle socks
- Black shoes
- School cap

Friday Batik Day

As part of our ongoing commitment to honour and respect local culture and tradition, each Friday students have the opportunity to wear a traditional batik shirt or dress of their own choice. The following guidelines have been devised to assist students with their choice of clothing on these days.

- Girls may wear a batik dress with the shoulders covered or a batik shirt with sleeves, worn with a plain coloured skirt, or long pants.
- Boys may wear a batik shirt with school shorts.
- Clothes that are not permitted:
 - sleeveless shirt
 - t-shirt or shirt without a collar
 - Jeans
 - Sarong and/or Kebaya (in the Primary only for safety reasons).

All students must wear plain black shoes.

A SWEATER/CARDIGAN/JACKET is also available to all students.

PHYSICAL EDUCATION UNIFORM

- White GJS T-shirt with blue v-neck.
- Navy blue sport shorts.
- Shoes for use in the gymnasium, non-marking soles.

School uniforms and uniform materials can be purchased from the shop in the Administration Building.

For safety reasons, it is important that students wear shoes that cover all of their feet. Students are not to tread on the back of their shoes or wear them in any way similar to a sandal.

We would also like to encourage parents to consider their clothing and appearance when attending school and ensure it is appropriate for a school environment.

SUN PROTECTION

The sun is potentially dangerous to human health. When a school activity takes place outside, i.e. Upacara, playtime, sports, swimming lessons, or field trips, students are expected to wear a hat. The school also encourages the use of sunblock.

SAFETY OF STUDENTS

To ensure that our large community of students and staff can be safe and productive, we have to have specific procedures and rules about the use of certain areas at school, and the activities students can undertake.

Students are expected to follow safety procedures around the pool. No students may enter the pool area without the supervision of a teacher.

Specific safety rules exist in areas like Science laboratories. These rules and procedures will be fully explained to students. Details are available to parents/caregivers if desired.

The possession of drugs, including cigarettes and alcohol, are not permitted. Weapons of any kind are not allowed in the school.

Violence and bullying are behaviours that are dangerous and are not tolerated. GJS believes that all community members have a right to feel safe, not only when they are at school, but also when they do school activities outside the school. Please refer to the Child Protection Policy and the Behavior Policy that is available on the school website for further explanation.

MEALS

Students can bring their own meals and drinks to school. If a meal needs to be delivered to a student in Year 3 to 6, it must be left with the security personnel in charge, and students can collect it during break times. Security will not deliver the food to students. Meals delivered for students in Kindergarten to Year 2 will be collected from the security personnel by a member of staff and delivered to the classroom.

Deliveries of commercial food are not permitted. These will not be allowed passed security nor stored by security. Please do not arrange deliveries of meals from commercial outlets. This includes delivery from commercial outlets by companies such as Go Jek (and other similar services).

Cakes, etc. for birthdays or other celebrations are discouraged. A Principal must authorize any cake/cupcake deliveries before they are delivered to the school.

Free filtered drinking water is provided at various sites around the school.

CANTEEN

Kindergarten - Year 2 students

The menu, price list, and pre-order form are sent home with your child every Friday. The canteen staff delivers food/lunch to the classroom. Students will have lunch together with teachers in the classroom. Parents will need to arrange payment at the canteen office every Monday morning.

Year 3 - 12 students

All students from Year 3 to Year 12 are required to register a canteen account. The minimum deposit is Rp. 50,000. The remaining balance will be shown on the monitor at every transaction. There is no paper receipt available for environmental reasons; however, a record of items purchased or individual student accounts will be available to parents on request. Please contact our school Canteen Coordinator (Ibu Elzie) if you wish to arrange this.

Students will be reminded by the canteen staff when their balance is getting low. Primary school parents must deposit as soon as possible because when the negative balance is greater than Rp. 50,000, the students will not be able to purchase any items. For Secondary school students, the canteen service will stop once there is a zero balance.

Students, or others on behalf of them, may top up the credit at the canteen office in the Administration Building by presenting their ID card. Please keep the receipt for your records. Student ID cards only keep a record of the student's name and ID number, not how much has been deposited or how much is left in the account.

Method of Payment

Cashless System

Year 3 to Year 12 students use Electronic Point of Sale (EPOS) to pay for their meals. They need to show their student ID card when doing the transaction in the canteen. The use of an ID Card is to reduce service time. Their balance will be shown at every transaction.

Cash System

There are no cash transactions at the canteen register. If parents wish to buy food with cash, they may purchase it at the canteen office after placing an order at the register. Students are not permitted to use cash payment.

Lunch Pre-order for Primary School Students

Primary school students may place their lunch order before 11 am and collect their lunch from the pre-order food collection counter. This system may reduce the lengthy queues at lunchtime.

Hours of Operation

The canteen registers serve food and drinks from 7 am-3 pm, Monday-Friday, however, from 2.00-3.00 only Café Corner that will be opened. It serves drinks and snacks only.

The canteen office is open from 7am-3.15 pm, Monday-Friday.

Canteen Committee

The school, with the assistance of parents and students, selects canteen providers of a high standard. A committee meeting is held once per semester to develop and improve canteen service and quality continuously.

Suggestions

If you have any suggestions or concerns about our school canteen, please put these in the suggestion box located at the canteen office or contact the school Canteen Coordinator via email (Ibu Elzie - elzie@globaljaya.com). The Canteen Coordinator will be responsible for supervising the operation of the canteen and liaise between the school and the canteen provider.

ACCIDENT OR SICKNESS

Students who become ill or incur minor injuries at school will be cared for by the school nurse in the first-aid room. After treatment, students will generally be sent back to class or sent home with parental permission.

For more serious illnesses or injuries, parents will be contacted immediately so appropriate treatment can be arranged. The nearest hospital (10 minutes away) has a 24-hour emergency service. A personal accident insurance programme covers the school. Any cost incurred due to an accident during school activities will be treated according to the insurance policy. Parents will incur any medical expenses that are not covered by the school insurance.

For cases where a student needs to have his/her medication at school, the parent is required to advise the school nurse. Students will then be asked to visit the first-aid room at a suitable time to receive their medication.

STARTER PACK

Each academic year the school issues each student with a 'starter pack' which includes all the necessary consumable equipment for classroom work. This is a ONCE only issue. When the student has used the contents of the pack, each family is required to replace the subsequent pencils, rubbers, rulers, etc. Please check with your child regularly to ensure they have the necessary equipment to attend to and complete their daily lessons.

HOME-SCHOOL COMMUNICATION

The school encourages open and intensive communication with parents on issues related to the individual child's learning or any relevant matters. Starting the school year of 2021-2022 the student diary or communication book will no longer be used as communication tools in Primary. Parents are encouraged to use email communication with the teachers. However, please allow for at least 24 hours for our teachers to respond. Teachers' priority during the day is the care and education of the students; they are also involved in several meetings and other duty commitments.

For more complicated issues or concerns, parents are encouraged to arrange an appointment to meet with class teachers. This can be organised through the Primary Administrative Assistant.

A class letter outlining the units of inquiry will be emailed to parents and uploaded to the ManageBac Calendar within the first two weeks of each new unit. The letter will inform parents about the inquiries and the curriculum areas that will be covered during the period of the unit.

Telephone contact with teachers can be made only during break times or after students have been dismissed for the day, (please see break times in the section of 'School Days and School Hours')

COMMUNICATION

Education is a group effort between the student, school, and parents/caregivers and we encourage consistent and positive communication between all parties involved. In order for this communication to be most effective, every situation has an optimal line of communication to follow. The first line of communication should always be between the student and teacher. If further communication is required, please follow the lines of communication below. All meeting requests must go through the Primary School Administrative Assistants.

For academic matters:

Student/Parents → Teacher → Curriculum Leader → Programme Coordinator → Primary Principals

For behavioral matters:

Student/Parents → Teacher → Curriculum Leader → Primary Principals

For social/emotional matters:

Student/Parents → Class Teacher → SSS (counselor) → Primary Principals

GRIEVANCE POLICY

To promote a positive and constructive working environment; all conflicts, concerns and complaints need to be managed and resolved in a productive and positive way. We want any complaints parents/students may have to be resolved in ways that result in satisfaction for all parties. We seek a win-win situation that enhances the learning of students.

Three principles to deal with a grievance are confidentiality, positive reinforcement of each other and the ability to strive to work as a team.

Parents are required to contact the class teacher directly for specific issues regarding their child. Contact can be made through email, telephone calls or direct visit (with appointment).

Matters requiring broader attention can be brought to the respective Curriculum Leader for year level specific situations and Principals for Primary situations.

Behaviour Policy: Providing a Safe & Secure Learning Environment

Rationale

Global Jaya School (GJS) is committed to promoting and protecting the safety and the well-being of the children in its care. We believe that children learn best when they are provided with a positive, safe and supportive environment in which to grow. Accordingly, all members of the Global Jaya community have both rights and responsibilities in contributing to sustaining our positive, safe and supportive community.

The driving principle behind our work is to, “... facilitate the development of lifelong learners who; have a broad perspective of the world around them; are respectful and moral individuals and who are equipped to participate in the international community as team leaders and leaders.” (Global Jaya School vision)

We aim to support students to develop, “... problem solving and communication” skills (Global Jaya School mission) and encourage them to be, “Inquirers, Thinkers, Communicators, Principled, Open-Minded, Caring, Knowledgeable, Risk-Takers, Balanced and Reflective.” (IB Learner Profile attributes)

Principles

As an IB World School, we believe in an holistic education, which means that we are concerned with developing the whole person. “Along with cognitive development, IB programmes are concerned with students’ social, emotional and physical wellbeing, and with ensuring that students learn to respect themselves, others and the world around them.” **“IB learners” What is an IB education? (updated June 2015, November 2019)**

The learner profile attributes inform our behavioural aims, the way that we reflect on and correct our behaviour and imply a commitment to help all members of the community to learn to respect themselves, others and the world around us.

Where students are not fulfilling their responsibilities as members of the GJS community, we aim to help the student to first identify that they are not meeting the responsibility and then help them to understand why this might be the case. If, through not meeting their responsibility, they impact on the rights of others, we aim to work restoratively with the students to help them to put things right.

We believe that in managing student behaviour, we must develop a culture of recognition across the school. By recognising and promoting the sorts of behaviours and interactions that we want to see in our positive learning community, we are modeling and emphasizing our expectations.

The Student Code of Conduct

The student code of conduct is built upon the rights and responsibilities that underpin our community values. For clarity, the code of conduct includes possible examples of when responsibilities are not fulfilled. These examples are included to illustrate the types of mistakes we might see in connection with the corresponding rights and responsibilities and should not be considered as an exhaustive list.

The code of conduct also includes an outline of possible school responses. The range of hierarchical responses indicate the different kinds of responses we might enact, depending on the severity and pervasiveness of the mistake. This list is meant for illustration purposes only.

At GJS, the student code of conduct is based on the following beliefs:

- Just as all students have rights, along with rights come responsibilities.
- Making mistakes is an ordinary part of what it means to be human.
- Our role as a school is to help students to:
 - learn from their mistakes
 - take responsibility for their actions
 - put the mistake right
 - help the student to 'bounce back' after making a mistake
- Responses should involve a consideration of individual circumstances as well as the rights, safety and wellbeing of all community members.
- Where mistakes are made, responses should be connected to the nature of the mistake in order to emphasize the learning opportunity.
- A distinction is made between the mistake and the child making the mistake.
- All investigations, interactions and responses are objective and open-minded; all parties are treated with respect and dignity at all times.

The Underpinning rights and responsibilities

| Rights | Responsibilities |
|--|--|
| <i>I have the right to be treated with dignity and respect</i> | <i>I have the responsibility to be a caring and compassionate, globally conscious citizen</i> |
| <i>I have the right to a positive, safe and secure environment (both physical and psychological)</i> | <i>I have the responsibility to contribute towards a positive, safe and secure environment (both physical and psychological)</i> |
| <i>I have the right to my own intellectual property</i> | <i>I have the responsibility to respect the intellectual property rights of others by adhering to the Academic Integrity Policy</i> |
| <i>I have the right to make progress in a broad and balanced, international curriculum</i> | <i>I have the responsibility to be present, punctual and ready to learn</i> |

Click [here](#) to read our behaviour policy, in full.

STUDENTS REPRESENTING THE SCHOOL IN EXTERNAL COMPETITIONS

Whenever a student plans to participate in an external competition representing the school, an initial discussion should be held between the student, the teacher/Curriculum Leader, and or a principal.

- the teacher in charge will coordinate the whole process
- any prizes or trophies etc. won in the competition will be considered the property of the school.
- If the prize is in the form of money, the amount will be shared between the Primary Student Council and the student(s) equally.
- The Student Council will decide to which charity the money will be allocated.

BIRTHDAY CELEBRATIONS

While we acknowledge a student's birthday, the school Leadership team does not encourage birthday celebrations at school. If parents wish to provide a cake/cupcakes for the students in their child's year level or class, they may do so, but a Principal must give authorization for any food to be brought into the school. Deliveries will be stopped at security unless approval has been given. Parents will not be permitted to distribute any other food or gifts/goody bags and will not be allowed to take any photos/video for commercial/public use. Parents wishing to celebrate their child's birthday in any other way must do so outside school hours.

It can be very distressing for students if permission is refused, so parents are asked to follow these rules to avoid unnecessary disappointments for their child.

GIFT POLICY

While we understand the wish of parents to show their appreciation and gratitude to their child's teacher, the Jaya Company of which this school is a part has a policy that states an employee must not accept gifts over a certain value. If you require clarification on this topic, please contact a Principal. The school does not encourage the giving of gifts to teachers.

STUDENTS' PROPERTY AND 'LOST AND FOUND'

Students are responsible for their own property. It is strongly recommended that names are put on all clothing, meal boxes, school bags, etc. We also encourage students to leave non-essentials at home, such as cameras and mobile phones, to prevent loss or damage (please also see 'Handphones'). The school will not be responsible for these items if they are brought to school; however, every effort will be made to help recover lost items.

Lost Property Procedures

Lost property found in the school grounds will be taken to either the Primary or Secondary offices, whichever is deemed most appropriate. Sports equipment or clothing lost in the swimming pool area or gymnasium will be kept in specific lost property locations at these venues. Please see PE teachers for assistance. Students should endeavour to retrieve the item(s) as soon as possible.

Items will be kept at the Primary and Secondary offices and PE venues until the end of the term. Any items that remain will be disposed of (given to a local school or charity).

Please see [Appendix C](#) for Lost Property Policy.

MESSAGES TO STUDENTS

Whenever messages need to be conveyed to students, parents should contact the Primary Administrative Assistant. Parents, nannies/maids or drivers are not permitted to enter the teaching areas to pass on messages. Teachers cannot take any calls during lesson times.

VISITORS

For security purposes, all guests, without exception, (including alumni) have to report to the security desk, sign in the visitor's book, where an ID tag (lanyard) will be provided and must be worn around the neck so that it is clearly visible. All visitors must make a booking before arriving at the school.

Access to campus for visitors are given based on the guidelines described in [the Campus Parameter](#)

Upon exiting the school, guests will return the lanyard to the security personnel on duty at the gate.

MAIDS, NANNIES, AND DRIVERS

As part of the process to help students to be more independent and self-sufficient, no domestic staff members or drivers are allowed to remain on the school grounds other than the car parking areas. They can use the toilet facility in the parking area. Maids, nannies, and drivers are only permitted to enter beyond the drop-off area (please see map), with an ID card and only to complete business such as payment of fees and collection of a sick child from the first-aid room (UKS).

Access to campus is given based on the guidelines described in [the Campus Parameter](#)

Identity Cards for Maids and Drivers

For security purposes, we have an Identity Card system at the school which assists with the collection of students by caregivers, e.g. maids and drivers. All families are required to provide the school with details and change of details for all caregivers of their children. Upon doing so, the school will provide an ID card with a photo displayed. Students in Kindergarten to Year 2 will only be released from the school into the care of maids, nannies, and drivers who wear the school generated ID cards.

PARENTS IN THE SCHOOL GROUNDS

Students must be independent of their parents and carers. It is for this reason that we ask for your support in the following ways:

Only parents of Kindergarten and Reception students should walk their children to class. All other students should walk to the classroom independently.

Parents should not remain on campus, unless on school business, i.e. reading parents or appointment with a teacher, after 7.30 am. This ensures students are not seeing or interacting with parents during break times or when moving around the school for specialist lessons.

SECURITY

The school is secured 24 hours a day by a team of 'satpam' on a rotation basis. We have also established contacts with the nearest police stations, foreign embassies, and neighboring schools to share information in the event of broader emergency situations.

In the event of any unrest or irregular situations, parents will be notified as soon as possible. An emergency contingency procedure will be activated within the school.

For this purpose, please ensure your ManageBac contact details are correct at all times.

CAR STICKERS

For security purposes, all vehicles must display the valid school sticker on the windscreen to enter the school grounds. The stickers are issued and available at the school reception at the beginning of the school year and provided to each family based on the number of registered vehicles. In order to obtain a sticker, the Car Registration Number Document (STNK) must be presented.

Vehicles without a sticker will have to report to the satpam post, provide identification, and sign the visitor's book.

ENTRANCE POINTS

GATE 1: Theatre Car Park Entrance

ALL Secondary students should use this gate unless they have a sibling in Primary school. Drop off will be in front of the THEATRE. Students can move through the theatre foyer to the side exit, which will lead them to the walkways around the Primary play equipment.

Cars using this entrance will exit via the same gate through which they entered – **GATE 1. There will be no access to the Primary Drop Off Area from the Theatre Drop Off.**

Primary students should not use this entrance as the 'Drop Off Area' will not be controlled as the Primary 'Drop Off Area' is at present.

GATE 2: Primary Entrance

This gate should be used by all Primary students and those Secondary students who have Primary school siblings.

Drop off should only occur in the controlled area.

IN ALL CASES, STUDENTS MUST REMAIN IN THEIR CARS UNTIL THEY REACH THE DROP OFF AREAS. STUDENTS AND PARENTS MUST NOT WALK THROUGH THE TRAFFIC LINES.

Pick up for Primary and Secondary students should occur at the gate which they used in the morning. Car engines have to be switched off when parked in the school area.

Only cars registered to the school can be washed on the school grounds. As part of the school grounds, the parking area is a non-smoking area.

TRANSPORT

The school does not provide transport facilities for students.

STUDENT RESIGNATION PROCEDURE

If a student plans to resign from the school, the following steps need to be taken:

- the parent needs to write a letter/email addressed to a Principal stating that the student will resign from the school. If the parent needs any documentation to present to a new school, they must make a special request to a Principal for processing the document. Such requests may incur a charge to the parent
- the student will need to complete a resignation form that is available from the Primary Administrative Assistant. This includes the returning of the student's ID card, all library books, and other school materials. Assistant/junior teachers may also help students complete this task.
- the school will issue a clearance form signed by a Principal.
- If there are outstanding school fees, the request for supporting documentation will be delayed until the said fees are paid.

MAIN TIMELINE

The school calendar and any changes thereafter are announced in writing (or can be found on the school website: <http://www.globaljaya.com/index.php/aboutus/calendar>)

The longest holiday is at the end of the school year (June and July).

www.globaljaya.com/index.php/monthlycalenda

Preparations and bookings for family holidays and events should be made during school holidays, students' consistent attendance is vital to their progress and development.

SCHOOL FACILITIES

CLASSROOMS

Each classroom is air-conditioned. The classroom is set up for 25 students and can accommodate various types of seating arrangements.

COMPUTERS AND INTERNET

Primary has two computer rooms with 25 personal computer (PC) units in addition to one unit in each classroom. Every classroom has an LCD projector and computer pods are in some shared areas. Two mobile computer labs are available for students on levels 2 and 3, each containing 25 computers. Two class sets of mini iPads are also available for student use.

Global Jaya School is a Wi-Fi zone. Students can bring along their personal laptop or iPad and access the internet across the school. However, this is not a mandatory requirement for Primary students.

Whether using personal or school provided equipment, students must adhere to the ICT Usage Policy at all times.

THEATRE

The theatre building was completed in 2012. This facility includes one of the largest theatres in Indonesia and facilitates all our Arts programmes.

The Primary Music Room is well equipped for both modern and traditional instruments.

The Primary Visual Arts room supports a wide range of traditional and modern artistic pursuits, and the entire theatre building has been configured to display student work.

CANTEEN

The canteen is an open space, a roofed area with a total floor area of 720 m² and a seating capacity of 1000.

SPORT FACILITIES

- Athletics field Soccer fields Tennis courts
- Basketball courts
- Swimming pools (size “25m X 15m” and “6m X 8m”), with changing rooms and showers
- Volleyball courts Badminton courts Golf driving range
- Gymnasium (see below)

GYMNASIUM

The gymnasium incorporates one full-size basketball court, six badminton courts, and two volleyball courts. The gym has separate lockers, changing rooms, toilets and showers for students and teachers.

Indoor sports activities for students are the primary function of this building. The gymnasium can also accommodate whole school assemblies, student socials, and other formal and informal occasions. On the mezzanine level, there are five classrooms, offices and a dance studio.

If sport is to be conducted in the gymnasium, only non-marking sports shoes are permitted.

LIBRARY

The Library is a resource center for the whole school. It includes an extensive collection of books and audiovisual materials and facilities, and it also provides access to LAN and the internet via its desktop computers. It is located on the 1st and 2nd floors of the Administration Building.

FIRST-AID ROOM (UKS)

The first-aid room is located on the 1st floor of the Administration Building and is always supervised by a certified nurse.

MUSHOLLAS

There are mushollas (small prayer rooms) located in each school building, i.e. one in the Primary building (3rd floor), two in Secondary Building A (2nd floor for boys and 3rd floor for girls), one in Secondary Building B and one in the Multi-purpose Hall.

SCHOOL PUBLICATIONS

'KONTAK' NEWSLETTER

The school publishes a regular newsletter to parents and the community called 'KONTAK'. This is accessible online via the school website: www.globaljaya.com

YEARBOOK

At the end of the school year, the school publishes a yearbook, which is distributed to each student and all staff members. This book records many of the activities and events during the school year.

SCHOOL'S WEBSITE

The school's website is www.globaljaya.com. The school calendar, parent newsletter (KONTAK), and more detailed information are available on the site.

SOCIAL MEDIA

We believe that communication between the school and parents is crucial to help support students in their school life, both academic and non-academic. By joining our online communication groups, you can access all of the latest information about your child at school.

YouTube : 'Global Jaya School' https://www.youtube.com/channel/UCe7IsaYif7DyxyuQC0_AmGQ

Facebook : 'GJS Society' <https://www.facebook.com/GlobalJaya/>

Twitter : '@globaljaya' <https://twitter.com/GlobalJaya>

Instagram : '@GJS_Society' https://www.instagram.com/gjs_society/

SCHOOL FEES

BUILDING FEE (SP, Sumbangan Prasarana)

SP has to be paid in advance and is valid per school year (July – June). Parents have 2 options for SP payment i.e. 1 year or 6 years. If a student resigns from Global Jaya School, the SP is not refundable.

TUITION FEE (SPP, Sumbangan Pembinaan Pendidikan)

SPP has to be paid in advance at the beginning of each term (July, October, January, and April) or yearly (at the end of June the previous year).

A reminder letter will be sent home if SPP is not paid in time, and parents will be charged 3% per month in penalties. The school will retain the student's report or disallow the student to attend classes if the SPP fees have not been paid for more than 1 term (3 months).

BANK DETAILS

School fee payments in Rupiah (IDR) should be made using each student's individual virtual account at CIMB Niaga. Virtual Account number information will be forwarded to parents by the Finance Department following the initial payment for new students.

For the initial payment for new students, the money should be transferred to the account of **Yayasan Pendidikan Jaya QQ Global Jaya School**.

Yayasan Pendidikan Jaya Bank CIMB Niaga Cabang Pondok Indah
Account number 8000. 31978.500

Swift code: BNIAIDJA

ORGANIZATIONS

PRIMARY STUDENT COUNCIL

The Student Council is an elected student body with one representative per class per semester. The council meets regularly, under the guidance of several support teachers, to plan student activities and is involved in school decision-making.

PARENT ASSOCIATION (PA)

The PA is a partnership organisation between parents and the school. All parents are automatically members. The PA is run by a committee that is annually elected by the members. The main objective of the PA is to facilitate communication and collaboration between parents and the school in activities and matters that support the school's vision and mission.

PA's programmes include:

Special Events. Parents assist by supporting school events, such as sports carnivals, religious celebrations, and special programmes, such as Book Week and

Family Fun Day.

Social and Community Welfare. This programme helps those less fortunate around the school. It has

an educational focus, such as a scholarship programme, school building repairs, book donations.

School Committee Representatives. Parents from the PA Executive are invited by the school management to join various committees set up by the school to handle particular issues or projects,

such as curriculum, school uniform, canteen, sports, and yearbook.

PA Club. This programme provides activities that cater to its members' interests such as choir,

seminars, book club and trips.

Year Level Representatives and Class Parents. These parents provide support for class teachers and class activities.

Please see Appendix E for more details about the Year Level Parent programme.

SCHOOL BOARD

The School Board is a partnership forum where all the school's stakeholders are represented, i.e. Yayasan Pendidikan Jaya (the legal owner of the school), the school leadership and parents.

Through its periodic meetings, the School Board provides consultative assistance to the school and Yayasan on matters of macro policies and long-term strategies, such as the school direction, budget and fees, curriculum and building plans.

Members of the School Board are elected every two years. For further information about the School Board, please see the school website: <http://www.globaljaya.com/index.php/home/school-governance>

YAYASAN PENDIDIKAN JAYA

Yayasan Pendidikan Jaya was founded by PT Pembangunan Jaya. The foundation aimed to execute Jaya's mission in supporting education development in Indonesia.

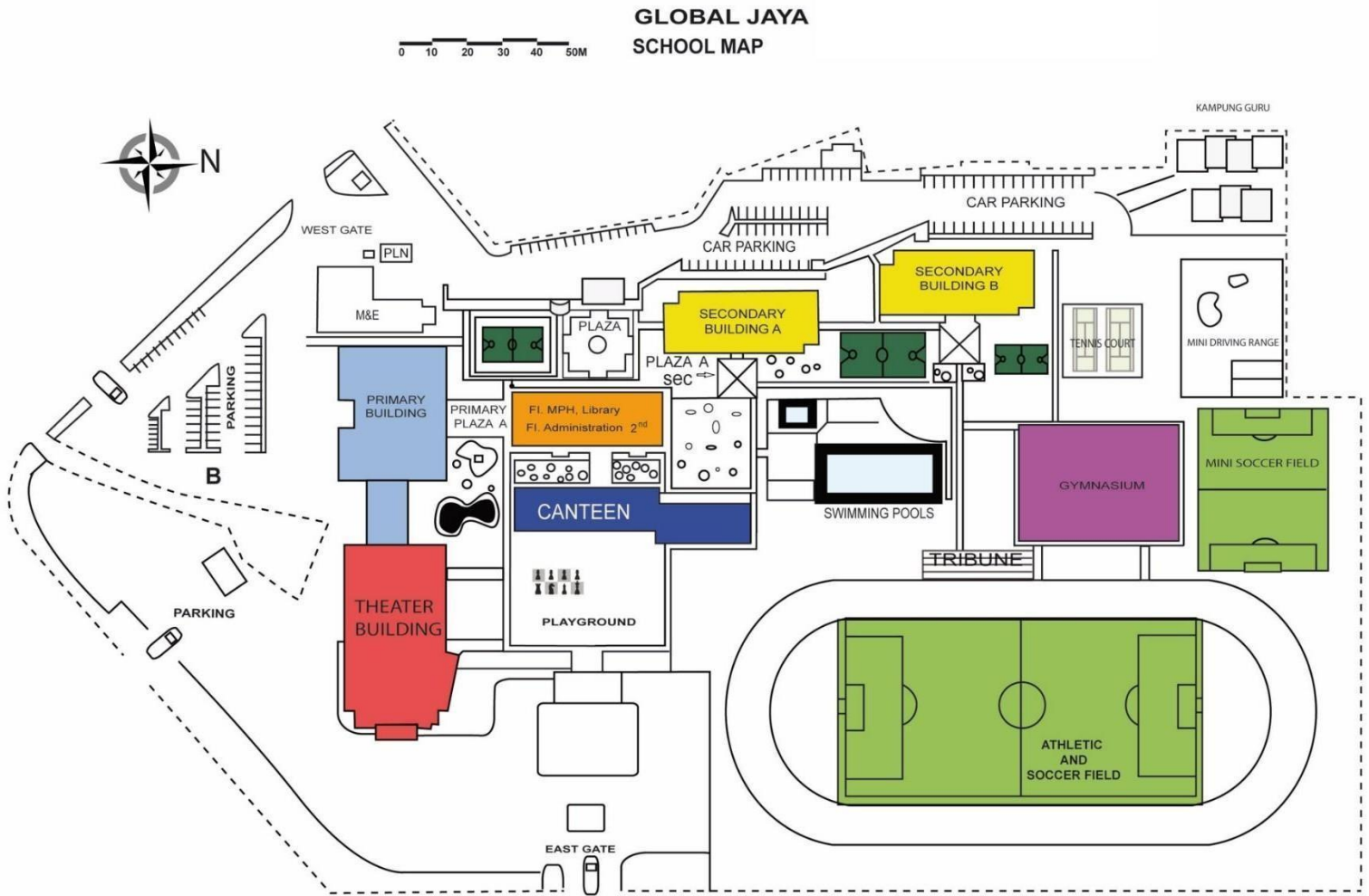
The foundation oversees two institutions, Sekolah Pembangunan Jaya and Global Jaya School.

APPENDIX A - SCHOOL CONTACTS

(Updated August 2020)

| | |
|--|---|
| Head of School | Cory Carson (Pak Cory) |
| Primary School Principal (Expat) | Elena De La Rosa (Bu Elena) |
| Primary School Principal | Oscarina Dewi Kusuma (Bu Dewi) |
| Senior Secondary School Principal (Expat) | Steven Spannring (Pak Steve) |
| Secondary School Principal | Yohanes Edi Sunarya (Pak Edi) |
| Secondary Dean of Students (Expat) | Vicky Gardner (Bu Vicky) |
| Community Liaison Manager | TBA |
| Business Manager | Lien Lien Anggrahini (Bu Lien lien) |
| School Board Members | Okky Dharmosetio (Pak Okky - Board Chairperson) Trisna Muliadi (Pak Trisna) Edmund Sutisna (Pak Edmund) Cory J. Carson (Pak Cory) Lien Lien Anggrahini (Bu Lien Lien) Adhistry Kampono (Ibu Adhistry) Vera Febrina Unisulawati (Bu Vera) Devi Ariani Trisnadi (Bu Devi) Denny Fikri (Pak Denny) |
| Community Liaison Team | Agnes Estee Aroem (Bu Agnes) Elzie Sunarta (Bu Elzie) Christa Elizabeth Parengkuan (Bu Christa) Muhammad Mahdy (Pak Mahdy) |
| Cashier | Lilip Priyadi (Pak Lilip) |
| Finance Manager | Rahmat Dwiono (Pak Rahmat) |
| First Aid Nurse | Maria Mei Indrawati (Suster Maria) |
| Receptionist | Titiek (Bu Titiek) |
| Head of School Administrative Assistant | TBA |
| Primary Administrative Assistant | Imas Kurniati (Bu Imas) Caslim Budi Manggala (Pak Caslim) |
| Secondary Administrative Assistant | Nina Azwarini (Ibu Nina) Margaretha Anastasia Kristanti (Ibu Tanti) Annisa Indria Putri (Ibu Annisa) |

APPENDIX B - SCHOOL MAP



APPENDIX C - LOST PROPERTY POLICY

The purpose of this policy is to;

- minimize the amount of lost and abandoned property
- encourage an attitude of individual responsibility among all members of our community.

Preamble

It is our students' responsibility to organize all of their necessary academic materials and sports equipment before school, ensuring that they arrive fully prepared for the day ahead. If something has been forgotten, the appropriate consequences will be implemented by the teacher involved. Such consequences will hopefully help to remind students of their responsibilities in the future.

Policy

GJS assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended on the school property and for loss, under any circumstance, including theft, vandalism, or malicious mischief, of such belongings.

The guards (*satpams*) are not responsible to deliver or look after any property belonging to students, staff, or parents and as such parents, nannies, maids, drivers, or students should not be entrusting any items to them or requesting them to deliver items to students as this interferes with their main job of regulating the movement of people into and out of the school. Nor will parents, nannies, maids, or drivers be allowed to deliver the items personally to the students.

The Primary Administrative Assistant, Secondary Administrative Assistants and PE storage room supervisor shall administer the lost and found services until such time as the school is able to provide a single storage area and staff for this purpose.

All members of the GJS community are required to return to the secretaries any items of value, whether cash, documents, personal possessions, or school assets that they may find unattended anywhere on the property.

PROCEDURES

Lost Property

Lost property found in the school grounds will be taken to either the Primary or Secondary offices, whichever is deemed most appropriate.

Sports equipment or clothing lost in the swimming pool area or gymnasium will be kept in specific lost property locations at these venues. Please see PE teachers for assistance.

Students should endeavor to retrieve the item(s) as soon as possible.

Items will be kept at the Primary and Secondary offices and PE venues until the end of the term. Any items that remain will be disposed of (given to a local school or charity).

Lunch Boxes

Lunch boxes will still be accepted at the gates prior to the lunch break. Students are responsible for collecting the boxes; they will not be delivered to the classroom (except for Kindergarten to Year 2 students).

Oversized items unable to fit into lockers

Oversized items, such as golf clubs or tennis rackets on days when ASA has been scheduled, should be taken to school with students in the morning. Primary students may leave the clubs/rackets (and other oversized items) in the Primary Office, while Secondary students can leave their golf clubs (and other oversized items) in the Secondary School Principal's outer office.

APPENDIX D - ICT USAGE POLICY

Applicable for students from Years 2 – 12 at GJS.

INTRODUCTION

The purpose of this policy is to outline to students and parents the acceptable use of Information and Communication Technologies (ICT) both provided by Global Jaya School and those brought into the school.

RATIONALE

The primary purpose for which ICT is provided by Global Jaya School is to its students, to assist them in their learning. Students are encouraged to utilize these resources as a means of learning and for limited and reasonable personal use which are consistent with this policy. This policy reminds students and parents that they may not use these resources, provided by Global Jaya School, for any purpose which may contravene school policy or the law. Or in such a way as to expose Global Jaya School to significant cost or undue risk of liability or in a way that might bring the school into disrepute.

Personal technology brought into the school must also not be used improperly or inconsistently with this and other school policies.

POLICY STATEMENT

Each user of ICT at Global Jaya School is a valuable person and deserves to be treated with dignity and respect at all times.

No use of school-provided ICT can be considered to be private under this policy. The school maintains the right to monitor and log the use of ICT, for example emails, web browser activity, and so forth.

The intellectual property associated with teaching and learning at Global Jaya School remains the property of Global Jaya School.

PRIVACY

Monitoring and maintenance audits will occur randomly. There is no “private use” of GJS technology, Email, and Internet activity.

The reasons for this include:

- Email is not secure unless it has been encoded or encrypted.
- Email messages are hard to destroy.
- Email messages are backed up on a regular basis and can be recovered from these back-ups. The deletion of an email message from the email account does not remove the backed-up copy.
- Email messages are logged. These logs include email sender and recipient addresses and time of transmission of the email. These logs are necessary for routine maintenance and management of the email service.
- All Internet access is logged.

Students must be cautious when using social networking sites. Other people can and will access them, and links from your friends’ sites may cause you embarrassment or worse. People in other countries have already found themselves in serious trouble after not using social networking sites in a cautionary manner.

Community members who use the Internet, whether via email or social network sites, for the purposes of bullying other community members will be treated in the same manner as if the bullying had actually occurred at the school. Bullying is not accepted at any time and you must be aware of the fact that what you say on the Internet is traceable. Cyberbullying will be treated as seriously by the school, like any other form of bullying.

CONSEQUENCES OF UNACCEPTABLE USE

Violations of this policy may result in disciplinary action, including dismissal. In the event there is a claim that a student has violated this policy, the Executive Principal will be informed immediately and, if necessary, the student's or parent's access to the network will be suspended pending further action.

POLICY AWARENESS

Incoming student and parents will sign the policy agreement letter as part of the registration process. During the induction process, new students and parents will be reminded of this policy. All students will be reminded of this policy at the start of each year. The policy will also be published on the school's website.

DEFINITIONS

Acceptable Use

ICTs are provided for students to support their learning, to complete school-related work, and for limited and reasonable personal use.

Limited and reasonable personal use means use that is *infrequent* and *brief*. This should not include usage which:

- require a substantial expenditure of time
- impede the efficiency of network services including the Internet and email
- clog mailboxes with large numbers of messages
- would violate or breach any national legislation and regulation
- would violate or breach any school policy
- would not survive public scrutiny
- incur an unreasonable cost for the school

Inappropriate Use

All ICT provided by the school (or brought to the school) must not be used in a manner that could bring the school into disrepute and must be able to withstand public scrutiny.

Inappropriate use of technology services, especially mobile Internet phones and email includes but is not limited to the points below:

- Photographing or recording of students or staff.
- Engaging in any illegal or wrongful activity.
- Engaging in private business or personal profit ventures.
- Sharing passwords or log in to provide access for unauthorised persons.
- Collecting /accessing phone numbers or passwords without consent.

Users must not:

- Download, distribute, store or display offensive or pornographic images, statements or other material obtained from the Internet.
- Download, distribute, store or display material that could offend others, for example,

offensive material based on gender, ethnicity, religious or political beliefs.

- Download unreasonable amounts of material from the Internet for personal use.
- Distribute chain letters.
- Distribute confidential information without authority.
- Distribute messages that disclose personal information without authorization.
- Distribute private information about other people.
- Distribute messages anonymously, using a false identity, or using another person's email account.
- Perform unsolicited mass marketing on the Internet (spamming).
- Download software, unless they receive appropriate authorization and comply with licensing requirements.
- Infringe copyright or other intellectual property rights.
- Knowingly obtain unauthorized access to information or damage, delete, insert or otherwise alter such information with malicious intent.
- Download information for the purpose of providing it to external organisations or the general public without authorisation.

Information and Communication Technologies (ICT): refers to equipment (provided or brought to school) that may assist communication, e.g. telephones (mobile and fixed), computers (including laptops and other wireless technology), printers, photocopiers, cameras, scanners, video cameras, email, mailing lists, Internet, remote access devices.

Intellectual property: papers, texts, textbooks, files on the school network developed in relation to teaching and learning at Global Jaya School.

Electronic Mail or Email: the exchange of electronically stored messages by telecommunication.

Remote access: Access to the GJS computer network via the Internet from outside of the school.

Mailing List: email addresses for groups of people that are managed centrally, rather than by individuals. This removes the need for individuals to maintain their own lists in their address books.

Spam Mail: electronic junk mail which generally has two purposes:

- (a) To encourage recipients to purchase goods or services from the sender.
- (b) To gather live email addresses for future use or for on-selling.

Chain Letter: a communication that includes an incentive to forward to others, usually in the form of a promise for reward and/or a threat.

Blacklist: list of email addresses or domain names that can be used to filter out undesirable emails or Internet traffic.

