



I003	Use of Resources Policy
Purpose	This policy ensures that the use of all forms of media serve the Reformed Christian character of the School.
Authority	Principal School Committee
Policy	All resource materials are selected to support and promote the School's educational objectives, Christian principles and duty of care to students.
Delegation	Principal
Related Policies	Acceptable Usage of Information and Communication Technology ICT (IT001) Social Media Guidelines (IT004)
Date approved	September 2011; October 2014; October 2017; April 2019
Next Review Due	July 2025
Review Authority	Management
Keywords	Media; DVD; TV programs; resources; video; music; computer games
Authorised by: Board Chairman	
Date:	
Author/Reviewer:	Jolanda Mulder – October 2018



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Use of Resources Procedure

Definition

Resources includes all materials used to support the teaching and learning at school. It includes books, videos, DVDs, recorded music, computer games, YouTube, Podcasts, TV, live performances, excursions and guest speakers.

Selection of resources

- Consideration will be given to selecting materials suitable to the level or the intellectual, spiritual, emotional and social development of the students in line with the values and ethos of the school.
- Students shall be offered a range of resources that support them in developing a critical understanding of the diversity of beliefs and values found in society and in human experiences. Some resources will be selected which will enable the student, with assistance, challenge dominant areas in media resources, particularly stereotypes and undesirable models of human behaviour.
- The school shall be sensitive to the use of resources which deal with controversial topics or challenging situations and carefully consider the suitability of such resources.
- The school shall also be sensitive to student diversities in culture, gender, special learning needs and socio-economic backgrounds when selecting resources.
- Resources selected will be stimulating, adaptable and have appropriate language and visual quality.
- Student learning outcomes will guide the selection of resources.
- The school shall be mindful of the general parental views and reformed Christian character of the school when selecting resources.
- Resources, such as those that contain gratuitous or extreme violence or pornographic material have no place in the school and are not to be used.

Use of Resources

- All resources, including recommended curriculum materials or syllabus materials, should be previewed and evaluated prior to their use.
- If it is determined that the use of a particular resource could be considered sensitive but is worthwhile intellectually, spiritually, emotionally and socially then the school must:
 - Inform the parents/guardians in writing of the proposed use of the material and provide information to parents about the school's protocols regarding use of resources. The written advice to parents could include a tear-off section for the parent/guardian to sign giving their consent for the child to view/read the resource, and;
 - Acknowledge the right of parents to request that their children are not exposed to that resource.
- Where it becomes clear that there is a general concern about the use of a particular resource, the teacher will re-evaluate the selection. In the event that he/she concludes the necessity of the resource he/she will engage the parents in a discussion with a view to persuading them of its appropriateness or necessity. When parents cannot be convinced, in consultation with the Principal, the teacher will either proceed with the use of the resource (and allow students to withdraw) or decide not to use the resource. Parents who wish to take the matter further can follow the Disputes and Complaints Procedure if they so desire.