



SELECTION AND USE OF TEXTS POLICY

REVIEW HISTORY

Originally Written:	Reviewed by:		Revised:	Next Review:
2016	College Staff			2017

RATIONALE

St John Bosco College aims to help students to integrate culture, faith and life through engaging in critical thinking and discussion. The values and attitudes at St John Bosco College are founded upon the teaching of Jesus Christ. It is these values and attitudes which inform the selection and use of texts at the College. Therefore, the selection and use of texts is a rigorous and careful process.

PRINCIPLES

1. Texts are used to:
 - support and develop the desired outcomes of schooling including the love and appreciation of texts
 - address student diversities in culture, gender, special learning needs and socio-economic background
 - provide students with learning experiences, which access a wide, range of knowledge, understandings and skills.
2. Texts enable students to:
 - deepen their understanding of the values of Christ including absolute values such as the sacredness of human life and the dignity of the human person.
 - develop a critical understanding of the diversity of beliefs and values found in society and in human experiences
 - develop their unique potential – physical, emotional, creative, spiritual, intellectual, moral and social
3. Texts are not studied in isolation and are related to the contexts of their production and reception.
4. Some texts enable students, with assistance, to challenge dominant societal ideas, particularly stereotypes and undesirable models of human behaviour.
5. Texts dealing with controversial topics or challenging situations need to be selected with sensitivity to community expectations.
6. Texts containing gratuitous or extreme violence, or pornographic material, have no place at St John Bosco College.

DEFINITIONS

1. Texts can be written, spoken or multi-modal and in print or digital/online forms. Multi-modal texts combine language with other systems for communication such as print text, visual images, soundtrack and spoken word, as in film or computer presentation media.
2. The term 'visual texts' includes but is not limited to: film, video and static images.
3. The term 'written texts' includes but is not limited to: essays, articles, newspapers, magazines, brochures, books, letters, manuals, transcripts, novels, short stories and poems.
4. The term 'audio texts' includes but is not limited to: speeches, radio broadcasts, songs, recited prayers and poems.
5. The term 'multi-modal' includes but is not limited to: webpages and e-books.

PROCEDURES

1. Texts selected at St John Bosco College are previewed and evaluated prior to their use.
2. The Principal and staff are the first people to consult for advice on the selection of texts and the Guidelines Australian Classification Board for non-print texts.
3. In selecting a documentary, feature film, television program, animated film or short film, for viewing by students, the guidelines set by the Australian Classification Board apply. This classification relates to all College activities:

G	GENERAL - Suitable for all ages. Suitable for Years K-12
PG	<p>PARENTAL GUIDANCE - Parental guidance recommended for persons under 15 years.</p> <p>Teachers are not the parents or guardians, and as such, parents should be notified of a teacher's intent to use PG material in an educational program. Within a primary school context, parent permission should always be obtained prior to the use of each PG rated non-print text.</p> <p>If teaching staff have any doubts about materials with this classification, they should inform parents or guardians of all students of their intention to use the materials, regardless of the age of the child.</p>
M	<p>15+and over MATURE - Recommended for mature audiences 15 years and over.</p> <p>If all educational considerations have been made and it is deemed necessary to use M-rated materials with students under 15 years, parental or guardian permission is required.</p> <p>Teachers should inform parents or guardians of students over 15 years of their intention to use materials with this classification.</p>
MA 15+	<p>MATURE ACCOMPANIED – Restrictions apply to persons under the age of 15. The MA category is legally restricted. Children under 15 will not be allowed to see MA films or hire them on video unless in the company of a parent or adult guardian.</p> <p>If all educational considerations have been made and it is deemed necessary to use MA 15+ materials with students over 15 years, parental or guardian permission should be gained and allowances made for withdrawal before showing or using materials with this classification. If any child in a class group is under 15 years, MA15+ materials are not to be used.</p>

R 18+

RESTRICTED - Restricted to adults 18 years and over. The R category is legally restricted to adults. Material, which is given a restricted classification, is unsuitable for those under 18 years of age. Material classified R deals with issues or contains depictions that require an adult perspective. Not suitable for high school students.

X 18+

RESTRICTED - Restricted to adults 18 years and over. Not suitable for high school students.

4. Professional learning needs to be planned to ensure that staff have the knowledge and understanding to use the selected text.
5. Where the class teacher and a member of the Literacy Team consider the text suitable but its rating is above the recommended age group, then permission must be sought from the parent or guardian by letter and reply slip. If a parent or guardian declines consent, then where possible the student will be provided with an alternative text covering the same concepts.
6. It is recommended that the following information be provided when seeking parental or guardian permission:
 - a short statement about the item;
 - the educational benefits of using the item; and
 - its place in the teaching and learning program.Receiving permission to use a non-print text does not absolve teaching staff from their responsibility to make a judgment about the appropriateness of items to be shown or used with students in class. Parents and guardians have the right to apply to withdraw their children from a particular viewing.
7. It is not the policy of St John Bosco College to abridge a text and no text will be censored by the removal of pages or editing of footage because this contravenes the Copyright Act. However, it may be appropriate to use particular sections of the text.
8. If a parent or guardian makes a complaint about the relevance or suitability of a text, the complaint should be made in writing to the Principal outlining the nature of the complaint.
9. Subsequent to a complaint, the relevant staff member and/or member of the Catholic Education WA will meet the parent or guardian to discuss their concerns.
10. If appropriate, the relevant authorities at the Catholic Education WA and the School Curriculum and Standards Authority will be consulted. The Principal will have the final say on the removal of a text. In the case of a text having a number of different complaints brought against it, each complaint will be examined independently.
11. If a member of the general community makes a complaint, the nature of the complaint should be ascertained. The matter should be reported to the Principal.
12. St John Bosco College has safeguards to prevent students accessing materials that are of a dubious nature, inappropriate or offensive.

DUTY OF CARE

Teachers need to determine the suitability of non-print texts prior to them being used in a classroom context and obtain parental or guardian permission to use non-print texts when students are under the recommended age or where there is any doubt as to the suitability of the non-print text.

APPENDIX – PARENT PERMISSION OF VIEWING OF TEXTS

Dear Parents/Guardians

Students in (Year Level and Class) _____ have been studying (make links to curriculum/teaching and learning program):

To support this unit, I plan for students to view a text rated **PARENTAL GUIDANCE** set by the Australian Classification Board.

Title of text to be viewed _____

Short statement about the text and benefits of viewing the text:

If you agree to grant permission for your child to view this video, please sign below and return by _____.
Date

If you decline permission, your child is not required to view this text. Where possible, an alternate text related to the unit may be viewed or an alternative assignment.

Teacher: _____ Class: _____

Viewing
Date: _____



PERMISSION SLIP

I, _____ grant permission for my child,
Parent/Guardian

_____ to view the PG/PG 13 text identified above.
Name of Student

Parent/Guardian Signature: _____ Date: _____