

## **Student Code of Conduct** (updated November 2018)

### **1. Preface**

Australian Christian College Darling Downs is committed to providing a student-safe environment which safeguards all students and is committed to promoting practices which provide for the safety, wellbeing and welfare of our children and young people. Australian Christian College Darling Downs expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment.

### **2. Introduction**

- a.** The student Code of Conduct serves to establish the school's expectations of the students. The Code helps to regulate student behavior and so to ensure the safety of students, teachers, volunteers and visitors. It assists in establishing the culture and atmosphere of the school, thus helping the school to achieve its mission and to maintain its values.
- b.** While attending school during regular hours or during school-sponsored activities, students are expected to follow the basic rules, procedures, and expectations described in this Code of Conduct
- c.** This Code of Conduct give students notice of general conduct which is prohibited. It is not an exhaustive list of misconduct. Students will be held accountable for their misconduct and any misconduct may be subject to disciplinary action by the school as stated in the School's Behaviour Management Policy.
- d.** Our school is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. This Student Code of Conduct applies to all students regarding the conduct expected of them whilst at school, engaging in school related activities or representing the school. Students are expected to uphold the School's core values at all times.
- e.** This Code applies to all activities and events that are school-related and when representing, or acting on behalf, of the School. The code also requires that student actions do not bring the school into disrepute at any time regardless of whether the action occurs within or outside of school activities.
- f.** In general, the aim of this Code is to ensure that the school is a safe and pleasant place in which learning takes place, that the property and reputation of the school is protected, and that students develop self-discipline and consideration for others.

### **3. Students have a responsibility:**

- a.** to uphold the School's core values at all times;
- b.** to be respectful and supportive of the School's Christian beliefs and values;

- c. refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on social media),
- d. behave in a manner that does not endanger the health, safety and wellbeing of themselves or others,
- e. strictly adhere to the School's policies and procedures as required,
- f. to uphold the reputation of the school by observing an appropriate standard of behaviour in transit to and from the school and when wearing school uniform,
- g. to accept the authority of members of staff and observe specific rules which may be made from time to time,
- h. to behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying and harassment,
- i. to refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students,
- j. to respect school property and the property of staff and other students,
- k. to be punctual and attend all classes,
- l. to remain in the School grounds during the School day unless otherwise approved by the School,
- m. to complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school,
- n. to follow the school dress code as set out in the school handbook,
- o. students are not permitted to possess or smoke cigarettes, possess or use or be under the influence of alcohol or non-prescribed drugs or other substances harmful to health, at school, on school excursions, in transit between school and home or otherwise while wearing school uniform.

#### **4. Student behaviours not permitted**

- a. **Disrupting and harmful behaviour.** Students must not:
  - i. disrupt or hinder any School activities
  - ii. do anything which may bring the School into disrepute including by making or publishing false or misleading statements relating to the School, School staff or other students
  - iii. physically touch, bully or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
  - iv. engage in any form of physical or verbal violence including fighting, assault or threats of violence
  - v. engage in any form of cyberbullying or cyber abuse
  - vi. send inappropriate, offensive or explicit text messages, photos or videos
- b. **Dishonesty.** Students must not engage in any dishonest behaviour including by:
  - i. stealing or taking or using without permission any property of any person or possessing property which is stolen or taken without permission

- ii. using or providing false or misleading documentation or information for the purpose of obtaining a benefit or advantage for any person
  - iii. Plagiarism – students must not present anyone else’s work as if it were theirs
- c. Safety breaches.** Students must not:
- i. be in a classroom, workshop or enclosed area etc., unless accompanied by a teacher,
  - ii. enter rooms until invited to do so by a teacher. Students must line up in an orderly and quiet manner until the teacher arrives and invites them into the classroom,
  - iii. run through doorways or along verandahs,
  - iv. do anything which may endanger the physical or mental health, safety or well-being of any person,
  - v. Possess, store or use on school premises any weapon, explosive materials, aerosol sprays, fireworks, dangerous chemicals or biological agents, water pistols or other dangerous thing.
- d. Breach of rights.** Students must not:
- i. cause physical or emotional harm to any person or bully any person,
  - ii. engage in violent or threatening behaviour including by using threatening or abusive language,
  - iii. conduct himself or herself in an offensive manner or use offensive language, on or near, or within view or hearing from school premises or whilst engaged in school activities,
  - iv. use language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor,
  - v. use inappropriate or profane words or gestures and images.
- e. Alcohol and drugs.** Students must not:
- i. consume or distribute alcohol or any illegal drugs on School property or during a School organised event,
  - ii. Smoke, consume or distribute alcohol or illicit drugs at School, on School excursions, in transit between School and home or otherwise while wearing School uniform
  - iii. must not attend School, social, sporting or other functions as a representative of the School whilst under the influence of alcohol, illicit drugs or other substances harmful to health.
- f. Property.** Students must not:
- i. damage, destroy, endanger, vandalise, put at risk, pollute or obstruct any School property or any property of any member of the School staff,
  - ii. enter, occupy, use or interfere with any School property or enable any other person to do so, without authorisation from the School,
  - iii. steal or misuse School resources or fraudulently use school resources.
- g. Co-operation.** Students must not:
- i. disobey a reasonable direction given by a School staff member

**h. General.** Students must not:

- i. incite, persuade, conspire with or assist any other person to engage in misconduct,
- ii. attempt or threaten to do anything which is misconduct,
- iii. be party to any cover-up of misconduct or the destruction, concealment, alteration or withholding of any evidence of misconduct or otherwise conceal the identity or whereabouts of any person who is alleged to have engaged in misconduct,
- iv. publish or display material which could be understood by a reasonable person as indicating that somebody intends to engage in misconduct.

**i. Attendance.** Students:

- i. shall be punctual and shall attend all of their classes,
- ii. who are going to be absent from school must provide explanations from their parents or guardians,
- iii. shall not leave the school grounds during the day, except on official school excursions, unless they obtain a leave pass from the office.

**j. Conduct on Buses.** It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes students:

- i. following the instructions of the bus driver,
- ii. applying all of the School rules for good conduct on the bus (e.g. no swearing, fighting, spitting, placing feet on the seat, throwing things, and not eating and drinking),
- iii. giving up their seat for an adult,
- iv. politely obeying all instructions from the driver,
- v. keeping all parts of their body inside bus,
- vi. not being out of your seat once they have entered the bus, until they reach your destination,
- vii. protecting all bus property and reporting any vandalism,
- viii. showing their bus pass on entry to the bus or paying the appropriate fare (their bus pass must never be loaned to another person)

**k. Use of Technology**

- i. All device usage is in accordance with school rules.
- ii. The devices are for educational purposes only. Only approved applications can be installed.
- iii. Students in Kindergarten to Year 6 are not permitted to use their devices outside of the classroom (before school, during recess, and lunch) whilst on school grounds unless given specific permission. Students can only use such device for educational purposes.e.g. Study for test or assignments.
- iv. Students are to ensure that all software required is installed and not removed to make space for entertainment applications.

- v. Students are to ensure all required apps/textbooks are installed,
- vi. Students are to ensure that there is enough space on their device for class content. If there is insufficient space for a class task the student may be requested to delete entertainment applications and data to ensure that they can complete their work,
- vii. Any problems of theft and damage are to be reported to the School Office. The school does not accept any responsibility or liability for any theft of, or damage to, any device,
- viii. The student's device is to be early labelled to ensure that it can be quickly returned if misplaced,
- ix. Students are permitted to use their device on the private school bus, to and from school on their normal daily journey,
- x. The student use of technology is to always reflect the high values of the college and to be used as a positive agent of change in the community,
- xi. Students need to be aware that the college has a web-proxy content filter in place which tracks usage and blocks harmful categories of websites. Students should not try to bypass the web-proxy filter as the filter logs these attempts,
- xii. Students who are concerned about content accessed on the Internet should refer their concern to the classroom teacher. The college views these incidents as opportunities to strengthen digital citizenship,
- xiii. The college reserves the right to retain any device or phone for the purpose of investigating student behaviour,
- xiv. Students must not take photos within school grounds or on excursions without teacher permission.

**I. Mobile Phone Usage**

- i. Parents of students must give written permission for a phone to be brought to school.
- ii. Students in years up to year 6 are to follow the system established by their class teacher in regards to the care of any mobile phones, seeking permission of their teacher if they wish to use their phone,
  - 1. If students use their phone without permission during school hours the phone will be confiscated and parents will be contacted and asked to collect it.
- iii. Students who bring mobile phones on campus accept all liability for the security and operation of the device.
- iv. Media captured on mobile phones and/or other mobile devices is subject to all college policies.

**m. BYOD Learning Devices**

- i. Students who bring laptops or mobile devices on campus for the purpose of learning accept all liability for the security and operation of the device. Only Apple Macbook or iPads are to be brought to school.

- ii. Devices must not be used for messaging whilst at school.
- iii. Students must show device history if requested by a staff member.

**5. Staff responsibilities.**

- a. Staff are expected to implement the Student Code of Conduct fairly, reasonably and consistently noting that:

- b. Teachers have a right to:**

- i. expect the cooperation of all students,
- ii. expect that they will be able to teach in an safe, orderly and co-operative environment,
- iii. expect the support of all school staff in fulfilling their professional duties,
- iv. maintain flexibility in their approach to classroom procedures and organisation within the framework of school policy.

- c. Teachers have a responsibility to:**

- i. treat all students fairly and consistently,
- ii. provide an appropriate range of learning strategies to meet all student's needs,
- iii. undertake the counselling of students and a pastoral role when appropriate,
- iv. develop in students an awareness and understanding of school rules,
- v. follow the agreed policies and procedures of the school regarding student management,
- vi. communicate with parents/guardians/carers on matters relating to the educational development and behaviour of their children.

**6. Explanation of Child Abuse, Corporal punishment and Degrading punishment**

Australian Christian College Darling Downs explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. See below for definitions of these terms.

- a. Child abuse:**

- i. Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
- ii. Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:
  - 1. the child is the subject of bribery, coercion, a threat, exploitation or violence;
  - 2. the child has less power than another person involved in the behaviour; or
  - 3. there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

- iii. Emotional abuse includes:
  - 1. psychological abuse; and
  - 2. being exposed to an act of family and domestic violence.
- iv. Neglect includes failure by a child's parents to provide, arrange or allow the provision of:
  - 1. adequate care for the child; or
  - 2. effective medical, therapeutic or remedial treatment for the child.

**b. Corporal punishment:**

- i. Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

**c. Degrading punishment:**

- i. Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child

# SIGNATURE PAGE

## Student Commitment

I \_\_\_\_\_ (name) have read and discussed the Australian Christian College Darling Downs Student Code of Conduct with my parents / guardians.

- I understand the school values and expectations of behaviour, bullying and harassment, dress code, ICT use and attendance and the consequences or procedures for when they are not followed.
- I will endeavour at all times to play my part in making Australian Christian College Darling Downs a happy and safe place for all by following the Student Code of Conduct and respecting the rights of other students and teachers.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent / Guardian Commitment

I \_\_\_\_\_ (name) have read and discussed the Australian Christian College Darling Downs Student Code with my child.

- I understand the school values and expectations of behaviour, bullying and harassment, dress code, ICT use and attendance and the procedures that the school will implement when these are not followed.
- I fully support the school in the implementation of the Student Code of Conduct and am willing to work with the school to assist in making Australian Christian College Darling Downs a happy and safe learning environment for all students.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_