



Student Name

Year / Form

Code of Conduct

Each of the following Codes of Conducts is comprised of three sections:

Section A: Introduction

Section B: Rules for College Students

Section C: Code of Conduct Agreement

Bus / Public Transport Usage

Instructions

1. Please read Sections A, B and C of these Codes of Conduct carefully and make sure that you understand your responsibilities under the agreement.
2. Sign Section C yourself.
3. Present the Code of Conduct to your parent/guardian and obtain their signature on Section C of the agreement.
4. Return the signed forms at Enrolment.

Section A: Introduction

Students need to be mindful of their behaviour both inside and outside the College. They are expected to uphold the College Core Values of courage, persistence and respect and the code of behaviour **at all times** whilst they are in **school uniform**.

The College code of behaviour is summarised in the College Affirmation. Students are to be respectful to all those around them at all times. This includes being respectful to other students (no matter what year level), bus drivers and employees of transport companies that service the College, as well as the general public. Students are reminded that everyone around them should also feel safe, therefore behaviour that is aggressive in any way such as swearing, bullying or intimidation is a violation of the College behaviour standards.

Students should be aware that Transperth buses are fitted with CCTV cameras and a visual record of their behaviour is available for the College to view at any time. Drivers on the country bus services are obliged by their employer to report incidents of poor student behaviour, including swearing and vandalism. **Any breach of the College rules or general rules of the bus companies may result in infringements or outside send-outs.**

Our aim at the College is to have a safe, caring, respectful and positive environment. This includes travel to and from school. Please read and sign the attached Code of Conduct for Bus Travel. We understand that not all of our College students catch the bus on a regular basis however we ask all students to complete the form in order to cover those unexpected times when a student may need to use the bus services.

Section B: Public Transport Rules for College Students

College students are expected to conduct themselves in a respectful manner at all times whilst in College uniform or on a supervised College activity.

For this reason the following rules apply to the use of buses/public transport while students are in College uniform or on supervised College activities:

- i. Students should not participate in the intimidation or bullying of others who may be waiting for or using the bus/public transport.
- ii. Loud behaviour, including loud conversations, music, swearing and shouting is inappropriate while waiting for or using the bus/public transport.
- iii. Vandalism including graffiti, wilful destruction and damaging of the vehicle, fixtures and equipment is not acceptable behaviour and may incur punishments from transport companies as well as disciplinary action from the College. This includes the misuse of vehicle equipment and fixtures such as seats, rails, doors, and the bell.
- iv. The consumption of food or drink is prohibited on buses and other public transport.
- v. Leaning out of the bus or signalling out of the bus is dangerous and distracting behaviour and therefore inappropriate at all times.
- vi. Throwing items from the bus or public transport as well as throwing items in the vehicle is dangerous and therefore prohibited.
- vii. Disrespectful behaviour whilst waiting for the bus/public transport, including intimidating others, littering, swearing, loud noise, inappropriate signals to others waiting or passing by the bus stop/station is forbidden.
- viii. If seat belts are available, they must be used by students.

Section C: College Code of Conduct for Bus Usage Agreement

Please read the following carefully before signing this document. Your signature states that you have read, understood and agree to the conditions regarding the use of buses and any form of public transport whilst in school uniform.

Student/Parent/Guardian

I understand that I need to demonstrate respect and care for all those around me whilst on the bus. This includes other students, the bus driver and transport employees and the general public.

I will at all times abide by the College and Bus Company/Public Transport rules; I will conduct myself in a respectful manner at all times and ensure that all of those around me feel safe.

The following actions are NOT permitted:

- intimidation of others
- loud behaviour – including loud conversations, music, shouting
- bullying
- swearing
- vandalism including graffiti, wilful destruction and damaging of the bus/public transport or bus/public transport fixtures and equipment
- misuse of bus/public transport equipment and fixtures including seats, rails, doors, and the bell
- consumption of food or drink
- leaning out of the bus/public transport or signalling out of the bus/public transport
- throwing things from the bus/public transport
- throwing things in the bus/public transport
- disrespectful behaviour whilst waiting for the bus/public transport, including intimidating others, littering, swearing, loud noise, inappropriate signals to others waiting or passing by the bus stop/station

I [redacted] have read and understand the College Code of Conduct for Bus/Public Transport Usage. I agree to and will abide by all conditions and guidelines of the College behaviour code.

I will accept full responsibility for my behaviour on the bus/public transport and waiting for the bus/public transport whilst in school uniform. I realise that school rules apply while I am still in school uniform and I must also comply with the rules of the bus/public transport company.

Student Signature:

Date:

Parents/Guardians Signature:

Date:

Cybersafety

Important terms used in this Code of Conduct:

- i. The abbreviation ICT refers to the term Information and Communication Technologies.
- ii. Cybersafety refers to the safe use of the Internet and ICT equipment/devices.
- iii. College ICT refers to the College's computer network, servers, Internet access facilities, computers and other College ICT equipment/devices as outlined below.
- iv. The term ICT equipment/devices used in this Code of Conduct, includes, but is not limited to, computers (such as desktops, laptops, notebooks, netbooks, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), servers, cameras (such as video, digital, webcams, all types of gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and other similar technologies as they are developed and come into use.
- v. Objectionable or inappropriate means material that deals with topics such as sex, personal beliefs or violence in such a manner that is likely to be harmful to the wellbeing of students and/or incompatible with College standards and values. This type of material has no educational purpose in the College environment.

Section A: Introduction

The College computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programmes of the school and to its effective operation. The Internet is an excellent resource for research and communication; however, there is material on the Internet that is objectionable and inappropriate for research or general use. ICT equipment and devices can also be used in a manner that is detrimental to the individuals and the community. For these reasons there need to be measures put in place to guide the use of the Internet and ICT equipment at Austin Cove Baptist College.

The College aim in this matter is to create and maintain a culture of Cybersafety. This culture of Cybersafety must be in keeping with the College values as well as legislative guidelines and professional obligations. The College ICT is for educational purposes; teaching and learning activities appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or fully by the College, and used on or off the College site.

Once this agreement is signed and recorded at the College, students will be able to use the College ICT equipment and devices.

Section B: Cybersafety Rules for College Students

The following rules apply to the use of College ICT equipment/devices:

- i. Students may use the College ICT after the Cybersafety Code of Conduct Agreement has been signed by both student and parent and recorded by the College.
- ii. Every student has been issued with a personalised username and password for use of the College ICT. Students may not use the username or password of another student.
- iii. Students should not give their username or password to any other student or allow them to make use of these personal details.

- iv. Students are not allowed to trespass in another student's folders, files or work.
- v. The College ICT is provided for the educational purposes of each student and therefore wilful interference with the equipment to make it difficult or impossible for another member of the College to use is prohibited. This includes the changing of settings, hacking or physically abusing hardware, leads, cables or other parts of the equipment/device.
- vi. Students are reminded that they have access to their personal folder on the network as well as their Year group folder. Hacking is the attempt to gain access or the gaining of access to a site, file or folder that is not authorised to that student or person. (Even the attempt to access unauthorised sites is regarded as hacking.)
- vii. Students are not permitted to use a network, device or software to disrupt the service of the College ICT or the individual use of the College ICT by another student.
- viii. Students are not permitted to use or access the computers or ICT equipment/devices of a staff member.
- ix. Students should not use College ICT or their own personal ICT to participate in any activity which may place themselves or another student at risk. This may include the use of e-mail, chatrooms, Facebook, Twitter and other social media sites.
- x. One of the main values of the College is respect, therefore the use of social media and/or electronic devices, ICT and mobile phones to deliberately harass, bully, offend, threaten or harm another student is prohibited by the College both during and outside College hours. This applies even if it is meant as a joke.
- xi. The posting or communication of insulting, offensive, threatening and detrimental remarks or statements about the College, College staff, students, parents and community via social media and/or ICT equipment/devices is forbidden. This applies even if it is meant as a joke.
- xii. The use of obscene language and swearing is forbidden in any communication using the College ICT. This includes song, media and video recording, e-mails, graphics, printing and other forms of educational teaching and learning activities.
- xiii. Whilst using the College ICT:
 - a. Sending, displaying, accessing objectionable/inappropriate or age restrictive sites is prohibited.
 - b. Downloading, saving or distributing material from such sites by copying, storing, printing or showing it to other people is forbidden.
 - c. Attempts to bypass, circumvent, or get around security, filtering and monitoring in place at the College is not allowed.
- xiv. Students who bring their own ICT equipment to the College are under the same restrictions as those already outlined. Material and images on privately owned ICT must follow College guidelines and be appropriate for viewing and listening on the College grounds or whilst on supervised College activities.
- xv. Students may not download files such as videos, games or programmes without the express permission of a teacher.
- xvi. The uploading of files such as videos, games or programmes onto the College ICT is also forbidden without the express permission of a teacher.
- xvii. All damage, breakages, misuse and irresponsible treatment of the College ICT must be reported to a staff member immediately.
- xviii. Students are reminded that there are State, Federal and International laws in place that govern the use of ICT.
 - a. The transmission of any material in violation of state, federal and international regulations is prohibited.
 - b. Software piracy is illegal.
 - c. The violation of copyright laws when researching is also illegal. Material from the Internet, DVDs, CDs, videos and other pieces of information created by another person must be carefully and correctly cited in research.
- xix. It is also prohibited to use College ICT for profit, product advertisement or political lobbying.
- xx. All students should respect the intellectual property and privacy of others.

xxi. The breaking of these rules will result in parents/guardians being informed and disciplinary action being taken. If the offence is in violation of the law, outside agencies such as the police will need to be informed.

xxii. Students must also realise that in the event of wilful destruction, damage or defacement of College ICT equipment or devices their family may be charged for repair or replacement costs.

It is important for students to realise that staff have the right to access student files as they are for educational purposes only and therefore will be inspected by teachers and administration.

Section C: College Code of Conduct for Cybersafety Agreement

Please read the following carefully before signing this document. Your signature states that you have read, understood and agree to the conditions regarding the use of College ICT and Cybersafety procedures in the College.

Student/Parent/Guardian

I understand that I need to demonstrate respect and care for all those around me and to take responsibility for College ICT.

I will at **all times abide by the College rules for the use of College ICT**; I will conduct myself in a respectful manner whilst in possession of ICT equipment and devices at the College and whilst on supervised College activities.

Students must at all times:

- Follow the Cybersafety Code and teacher instructions whenever College ICT is used.
- Realise that the use of private ICT is included in these rules.
- Avoid putting either single or multiple members of the College community at risk by the misuse of College ICT or the failure to keep these rules.
- Take care of all College ICT equipment and devices as well as the private ICT equipment and devices of other students, staff and members of the College community including visitors to the College.
- Never participate in the defamation, harassing, teasing, bullying or offensive treatment of either another student or the College or any member of the College community either through the College ICT or private ICT, including Facebook and other social media sites, during or outside College hours.

We understand that Austin Cove Baptist College will:

- Always do its best to keep the College cybersafe by maintaining effective practices including the restriction of access to inappropriate or objectionable sites on the Internet; the maintenance of College ICT equipment and devices; the enforcing of the Cybersafe Code of Conduct.
- Respond quickly and appropriately to all breaches of the Cybersafe Code.
- Provide the College community with Cybersafety education as it comes to hand.

I have read and understand the College Cybersafety Code of Conduct. I agree to and will abide by all conditions and guidelines of the Cybersafety Code.

I will accept full responsibility for my behaviour with regard to College ICT and College ICT equipment and devices. I realise that some of these Cybersafety rules apply while I am outside school and using private ICT equipment and devices.

Student Signature:

Date:

Parents/Guardians Signature:

Date:

Electronics / Mobile Phones

Section A: Introduction

The College recognises the fact that there are times when it is genuinely appropriate for students to carry mobile phones to and from school in case of emergency. Whilst at school contact with parents or by parents needs to be made via the phones in Student Services.

Students may also prefer to listen to music whilst travelling to and from school by bus. It is not necessary, however, for students to have access to iPods and other electronic devices, including mobile phones, during school hours.

The College reminds parents and students that electronic devices and mobile phones are expensive items and are often a highly prized target for theft. It is advisable for expensive electronic devices and mobile phones to be insured as personal property. Mobile phones may be used as a means of intimidating or bullying other members of the College community.

For this reason mobile phones and other electronic devices are collected by teachers during morning Form and returned during afternoon Form. Each student is given a padded post bag in which to store their phone and other devices. This bag must be clearly labelled with the student's full name. The bags are then locked away for the day for safe keeping.

Section B: Electronics and Mobile Phone Rules for College Students

The following rules apply to the carrying, storage and use of electronic and mobile phone devices within the College:

- i. Electronic devices and mobile phones are brought to the College entirely at their owner's risk. The College will collect the items to ensure that they are not misused during the day but the College takes no responsibility for the theft, loss or damage resulting from students bringing these items to the College.
- ii. Electronic and mobile phone devices are to be stored in the manner provided by the College each day i.e. the devices must be switched off and are collected during morning Form and stored in a labelled padded post bag in a secure location. Devices will be redistributed by staff during afternoon Form. If a student is late to school and misses Form, the student's electronic devices and mobile phone must be handed in to Student Services for safe-keeping during the day. Students will then need to go back to Student Services at the end of the day and collect their devices.
- iii. Students must store their devices in a bag clearly labelled with their own name not the name of another student. Storage of the device/devices in another student's bag will prevent a student from receiving their devices back in the event of leaving the College early.
- iv. The College takes no responsibility for the health effects (potential or actual) resulting from the use of these devices.
- v. Courtesy, consideration and respect for others are important at all times. Mobile phones should not be used to bully, harass or intimidate others on the way to or from school or any time whilst the student is at the College.
- vi. Students are not permitted to use mobile phones during field trips, excursions, camps or other off-campus supervised activities. Arrangements will be in place for communication with staff members in these instances in case of emergency. Electronic devices such as iPods may be used during travelling time with teacher permission. Cameras may also be used but their use is subject to acceptable standards of consideration and respect for others.

Section C: College Code of Conduct for Electronics and Mobile Phones Agreement

Please read the following carefully before signing this document. Your signature states that you have read, understood and agree to the conditions regarding the use of electronic devices and mobile phones at the College or whilst on supervised College activities.

Student/Parent/Guardian

I understand that I need to demonstrate respect and care for all those around me and to take responsibility for my own property. This includes electronic devices and mobile phones.

I will at all times abide by the College rules; I will conduct myself in a respectful manner whilst in possession of electronic devices and a mobile phone.

The following actions are NOT permitted:

- Using electronic devices or a mobile phone to intimidate or bully others
- Using electronic devices or a mobile phone to take photographs, video footage or voice recording of others during College hours and whilst travelling to and from the College.

- Vandalism, wilful destruction and damaging of another student's electronic devices or mobile phone.
- Storing an electronic device or mobile phone in a bag other than the student's own labelled storage bag.
- The use of mobile phones during field trips, excursions, camps or other off-campus supervised activities. *(In case of emergency arrangements will be in place for communication with staff members in these instances. Cameras and iPods may be used with teacher permission).*

I recognise the following:

Please initial

- I must present all electronic devices and mobile phones for storage during morning Form or as soon as I arrive at the College if after morning Form.
- I will store my electronic devices and mobile phone in the bag designated for me. I will not use another student's bag.
- I will not allow another student to store their electronic devices or mobile phone in my bag.
- I bring electronic devices and a mobile phone to the College at my own risk. The College takes no responsibility for the theft, loss or damage resulting from my actions in this regard.
- The College takes no responsibility for the health effects (potential or actual) resulting from the use of these devices.

Initial boxes for each item in the list above.

I [] have read and understand the **College Code of Conduct for Electronics and Mobile Phones**. I agree to and will abide by all conditions and guidelines of the College behaviour code.

I will accept full responsibility for my possession of and behaviour with electronic devices and mobile phones whilst travelling to and from the College, at the College and on supervised College activities. I accept that College rules apply to *my use of electronic devices and mobile phones*.

Student Signature: [] Date: []

Parents/Guardians Signature: [] Date: []