



## Student Code of Conduct

The aim of this code is to ensure that the college is a safe and pleasant place in which learning takes place, onsite and online and that the property and reputation of the college is protected and that students develop self-discipline and consideration for others.

### **Students have a right to:**

- be treated with respect
- feel safe within the college,
- be encouraged to develop their talents, interests, ambitions and skills
- learn in a challenging environment to the best of their ability,
- an environment free from bullying and harassment

### **Students have a responsibility to:**

- accept college policies regarding behaviour
- actively participate in learning activities
- care for their property and respect the property of other students and the College
- act and work co-operatively with other students and teachers,
- respect the learning needs of other students,
- follow the reasonable instructions issued by all staff of the college
- treat all members of the College Community with courtesy and respect
- be punctual and regular in attendance
- positively promote the college by the manner in which they behave when wearing the college uniform, or when participating in college activities
- behave in a manner which does not endanger the health and safety of themselves or others
- behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying and harassment
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students



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- 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 college
- to dress neatly and with due regard for health, hygiene and safety. Students must wear the approved college uniform.

## Online Behavioural Expectations

Students are responsible for proper behaviour during online learning and while using ICT during onsite learning. Live streaming or synchronous learning environments must be conducted in a room conducive to serious study at a desk or table and preferably with adult supervision. Students must attend class virtually dressed appropriately for school. Whether learning remotely or in school, a students must access technology and/or use a computer in a way that shows consideration and respect.

## Acceptable and expected behaviour

All students must:

- Demonstrate honesty and integrity
- Respect the differences in people, their ideas and opinions
- Treat one another with respect and dignity especially when there is disagreement
- Respect and treat others fairly
- Respect the rights of others
- Demonstrate respect for others especially those in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching in an online setting
- Be courteous and polite at all times especially in electronic mail exchanges

In addition, all students must:

- Respect the integrity of all online systems and networks
- Respect all copyright laws
- Respect the personal information and privacy of others
- Be active and engaged participants in the learning program
- Be accountable for off-school internet services which may have a negative impact on the college programs, teachers or students
- Obey directions from teaching and administrative staff
- Complete all assignments and work in a timely and thorough manner



## Unacceptable behaviour

All students must not:

- Engage in bullying or aggressive behaviour
- Threaten or intimidate others
- Engage in behaviours motivated by hate or bias
- Commit any act of vandalism that causes damage to the college property or servers
- Create a disturbance with interrupts or disquiets the proceedings of the school, a class, or any learning environment
- Engage in any behaviour that would be considered as conduct harmful to the moral tone of the college or harmful to the physical or mental wellbeing of others
- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned. This includes using email or login information issued to another including family members

In addition, all students must not:

- Share login credentials with anyone else
- Knowingly upload any file or program that contains a virus, malware or other malicious code
- Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion or chat threads in any fashion and to any other server without explicit written permission from the college principal or delegate
- Use anyone else's login account
- Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.
- Discuss in any open forum information that is critical of another student or teacher. Discussion forums and chat threads are open to all college members and not appropriate mediums for private correspondence.
- Engage in any of the following acts of academic misconduct: *Cheating*: The act or attempted act of deception, in which a participant falsely represents that he or she has learned information in an academic exercise including unauthorized collaboration with others. *Plagiarism*: Representing the words, data or ideas of another as one's own in any academic exercise. *Collusion*: Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.
- Engage in unauthorized transactions that may incur a cost to the college or initiate unwanted Internet services and transmissions.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.



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- Send anonymous e-mail messages
- Disturb the virtual learning environment unmuting yourself when your teacher has placed you on mute.
- Attending an online session not dressed properly for class.
- Refusing to follow the rules of the specific remote learning classrooms or ICT use.
- Recording your teacher, classmates, or any part of a class session without permission.

## **Al Iman College is responsible to:**

- provide a supportive and safe environment
- deliver a challenging and stimulating curriculum
- provide regular reports on all aspects of student progress, learning and attendance
- provide effective and varied learning experiences within the formal curriculum and in other college programs.

## **Students can expect that:**

- Appropriate and progressive discipline will result when college rules and routines are violated
- While parental input is welcomed and considered, it is the responsibility of the college staff and administration to make decisions about discipline
- Login privileges will be revoked at the discretion of the college Principal for acts deemed harmful to the moral tone of the college, adverse to the physical or mental well-being of any other member of the college community, or contrary to the Board or School Code of Conduct.
- Suspension pending expulsion must be considered by the Principal for any act considered by the Principal to be significantly damaging to the moral tone of the college and/or to the physical well-being of others or for any conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or respect the rights or dignity of other college community members despite having been given reasonable opportunity to do so.

Breaches of the College's expectations of students will have consequences that are documented within the policy statements and operational guidelines and may lead to **suspension or expulsion**.



## Related Policies

1. Discipline Policy
2. ICT Policy
3. Suspension and Expulsion Policy

## Evaluation:

This policy will be reviewed as part of the College' four year review cycle.

<b>Date Reviewed/Implemented</b>	Week 2 – Term 3 – 2021
<b>Next Review Date</b>	Week 2 – Term 3 – 2025 (or earlier if deemed necessary)