



Student Code of Conduct

POLICY CATEGORY: STUDENT DUTY OF CARE

Private and confidential – Internal policy only

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POLICY CONTROL INFORMATION

POLICY RISK RATING	POLICY REFERENCE	OWNER	ENDORSED
High	HSCO1020	Deputy Principal	Principal
DATE FIRST CREATED	VERSION	APPLICABLE TO	DATE APPROVED
Oct 2020	3.0	ALL students	Dec 2020
APPROVER(S)	NEXT REVIEW DATE	LOCATION	PORTAL RELEASE
EREA Board	Feb 2023	O:\Governance\Policies	Complispace – student duty of care Portal – parent Portal -student

1. POLICY OBJECTIVE

At St Kevin's College (the College) we aim to provide an open, welcoming, inclusive and safe environment for all which is nurtured in the Edmund Rice tradition.

The Student Code of Conduct is intended to provide a set of principles consistent with the College's Mission Statement, values and ethos to guide students in their interaction with staff, students, parents and the wider College community. This includes when attending the College campuses, engaging in College related activities inside and outside the College or representing the College. Students are expected to uphold the Student Code of Conduct at all times.

The application of this Code is not limited to the College campuses or school hours. This Code incorporates the terms of the Enrolment Policy and Form which may be reasonably amended at the discretion of the College.

Breaches of this Code can lead to disciplinary action being taken including detention, suspension, negotiated transfer to another school and/or termination of enrolment in accordance with the College's Student Behaviour Policy and Procedure.

1.1. Scope

This policy applies to all St Kevin's College students.

This policy applies to all College student activities during and outside of school hours. This includes College activities that are occurring on campus, offsite, online, extracurricular, sport activities and programs, excursions, camps, interstate and overseas travel.

1.2. Behaviour

All students are expected to accept responsibility for their own actions, consider their behaviour towards others and treat others with dignity and respect.

At all times, students will:

- a) comply with all policies and procedures in place at the College
- b) treat all other students, staff, parents and visitors to the College with courtesy and respect and must not harass, intimidate, threaten, bully or undermine other people
- c) refrain from using language, gestures, jokes, images, messages or communication that is likely to offend or cause harm to another person including (but not limited to) racist, homophobic, transphobic, ableist, sexist, discriminatory or inappropriate language or slurs.
- d) behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- e) express themselves in a respectful and dignified manner
- f) uphold the College's values and the College Mission Statement and ethos at all times
- g) value and respect the individual differences of others
- h) listen and be open to other peoples' point of view
- i) utilise services available at the College in an appropriate manner
- j) take advantage of learning opportunities
- k) uphold the reputation of the College by observing an appropriate standard of behaviour in transit to and from the College and when wearing School uniform;
- l) respect the property of other students, teachers, visitors and of the College
- m) respect the privacy of other students, staff and volunteers
- n) listen respectfully in the classroom and when attending any kind of College assembly, activity, Mass, presentation, class event, or public meeting

- o) not possess or smoke cigarettes, e-cigarettes (or alike), possess or use or be under the influence of alcohol or illicit drugs or other substances harmful to health, at the College, on College excursions, in transit between College and home or otherwise while wearing school uniform
- p) not engage in theft, fraud or misuse of College resources
- q) refrain from gambling of any form (both on-line gambling and in person) during school time, whilst undertaking College activities or whilst wearing the College uniform;
- r) not engage in behaviour or encourage others to engage in behaviour which would bring the College into disrepute at any time regardless of whether the behaviour occurs within or outside of the College.

In the classroom, students are expected to:

- a) communicate with other students, teachers and volunteers in a respectful, friendly and open manner
- b) set challenging and achievable personal learning goals and strive for personal excellence
- c) accept that learning takes time, effort and often involves making mistakes
- d) seek help when needed
- e) make positive contributions in class and value the contributions of others
- f) help develop a positive culture which supports and encourages other students
- g) embrace a growth mindset, learning from mistakes, developing resilience and persistence
- h) be punctual and attend all classes.

In the College grounds, students are expected to:

- a) appreciate and respect the facilities, property and grounds of the College
- b) put rubbish in the bin and do their best to keep classrooms and facilities at the College clean and ready for others to use
- c) protect the flora and fauna
- d) be considerate, inclusive and mindful of their impact on others in the College grounds at recess and lunchtimes
- e) be respectful and considerate in their communications with others
- f) act respectfully to all staff, visitors, other students and volunteers
- g) not be a bystander but stand up to injustice and let a teacher know if other students are engaging in inappropriate behaviour
- h) accept responsibility for their mistakes and seek restoration if they hurt someone.

When outside the College grounds or using social media, students will:

- act with integrity, honour, respect and dignity
- demonstrate and uphold the College's values beyond the school gate, operating within the law
- respect a person's professional and personal environment and must not harass, intimidate, threaten, bully or undermine other people online
- be respectful to staff, contractors, volunteers, other students, and/or parents while conducting themselves online
- never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College
- carefully read and follow all of the College's policy and procedures including ICT and Device Procedures, Guidelines and Acceptable Use Agreement, Social media student usage

procedure, Information Technology Access Policy, Electronic Devices at School and Cyber-Safety guidelines and policies

- use the College network and other digital resources to support their learning
- not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College
- recognise the potential for damage to be caused, directly or indirectly, to themselves and other students as a result of their personal use of social media
- recognise the potential for damage to be caused, directly or indirectly, to the College as a result of their personal use of social media especially in circumstances when they can be identified as a student of the College
- report inappropriate online behaviour to a responsible adult.

1.3. When making a complaint

- students have the right to raise issues and concerns related to their education, wellbeing and safety relating to the College.
- students should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the College's policies and procedures. The parents and students compliances and grievances policy is published on the College website.
- when making a complaint to the College, students are required to act in a manner consistent with the Student Code of Conduct.

2. POLICY COMPLIANCE

2.1. Policy Breach

A breach of this policy or procedure may lead to student disciplinary action.

Compliance with this policy will be monitored by all St Kevin's College staff.

2.2. Policy Compliance monitoring

- St Kevin's College will maintain a compliance monitoring framework that delivers a continuous check of the status of compliance:
- Quarterly reporting will be provided on the status of compliance to the Principal, Governance and Risk Board sub-committee, Staff and Student Safety and Wellbeing committee and Leadership committee...

3. RELATED POLICIES, PROCEDURES AND LEGISLATION

3.1. St Kevin's College policy and procedure linkage

- Student Behaviour Policy
- Restrictive interventions Policy
- Internet Usage Policy
- Social Media – student usage procedures
- Enrolment Terms and Conditions
- Child Safety Code of Conduct
- Student Duty of Care
- Parents and Student complaints and grievances policy.

3.2. EREA policy linkage

This policy should be read in conjunction with the following related documents:

- EREA Commitment Statement to Child Safety
- EREA Child Safety Code of Conduct
- EREA Privacy Policy

The following legislation, standards and regulations apply and this policy aligns with these mandated requirements:

- Ministerial Order 870 & 1359;
- *Education and Training Reform Act 2006* (Vic);
- *Child Wellbeing and Safety Act 2005* (Vic);

Further information on this policy can be obtained from: **Deputy Principal**

POLICY APPROVAL STATUS

POLICY RISK RATING	POLICY REFERENCE	ST KEVIN'S	EREA
High	HSCO1020	Principal	EREA Board
DATE ST KEVIN'S APPROVAL		DATE EREA APPROVAL	
28 October 2020		Dec 2020	