

Student Code of Conduct Policy

INTRODUCTION

It is expected that students enrolled at Fremantle Christian College (FCC) will behave respectfully towards their fellow students, FCC staff, parents, visitors to the College, bus drivers, employees of transport companies that service the College and to the general public, at all times.

Student behaviour, both inside and outside the College, must reflect the College Values of Faith, Character and Courage, during and after school hours, and when students are wearing the school uniform.

Students are reminded that in addition to being respected, everyone around them has the right to feel safe. Behaviour that is in any way aggressive and intimidating, such as swearing and bullying, is a violation of the College standards of behaviour.

Every student seeking to enrol in Years 4 to 12, must enter into an agreement with the College by reading and signing the four statements laid out at the end of this document. The four statements relate to each section of the Student Code of Conduct and must be co-signed by the parent/guardian or caregiver of every enrolling student (Pre-K – 12). The signed agreement must be submitted with the student's enrolment form.

The Student Code of Conduct has five sections and addresses the following issues:

- Student and safety
- Public Transport
- Cyber Safety
- Mobile Phones and Electronic Devices
- Bullying

1. STUDENT SAFETY

The College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. It is the responsibility of the College that all members of the community feel safe. To ensure this happens students of Fremantle Christian College community have a responsibility to each other to ensure:

- a. That all members of the College community are treated with respect and courtesy
- b. That a safe environment is provided for the College community
- c. That all members of the community are free from any form of discrimination
- d. That members of the College community are not subjected to verbal or physical abuse, gossip or slander, or aggressive behaviour
- e. That members of the College community have their belongings respected and cared for
- f. College resources are respected and cared for.
- g. To report to a relevant teacher if any of these actions are not happening

2. PUBLIC TRANSPORT

Students should be aware that public modes of transport are fitted with CCTV cameras and a visual record of student's behaviour is available for the College to view at any time. FCC students are expected to behave in a respectful manner while travelling on buses and public transport, both during and after school hours.

2.1 Public Transport rules

The following rules apply when students are wearing their school uniform and using public transport, either during College supervised activities or after school.

- Students should not participate in bullying or intimidating any person who may be waiting for or using public transport.
- Loud behaviour: loud conversations, music, swearing and shouting is inappropriate while waiting for or using public transport.
- Vandalism, including graffiti, wilful destruction and damaging of vehicles, fixtures and equipment is not acceptable behaviour and may incur consequences 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.
- The consumption of food or drink is prohibited on buses and other public transport.
- Leaning out of public transport or signalling, is dangerous and distracting behaviour and therefore inappropriate at all times.
- Throwing items from the bus or public transport as well as throwing items in the vehicle is dangerous and therefore prohibited.
- 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.
- Where seat belts are available, students must use them.

Any breach of the College rules or general rules of bus companies may result in infringements or outside send-outs.

3. CYBER SAFETY

- Cyber safety refers to the safe use of the Internet and all ICT equipment and devices.
- ICT means Information and Communication Technologies.
- College ICT can mean any device or hardware owned by the College, software that the College uses or any website or social media platform, including the College's own, where a student can be identified as an FCC student.
- Objectionable or inappropriate means material that deals with topics such as sex, personal beliefs or violence in such a manner that it 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.
- Inappropriate also applies to online marketplace.

3.1. Introduction

The College computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the College's teaching and learning programs and 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 individuals and the community as a whole. For this reason, measures need to be put in place to guide the use of the Internet and ICT equipment at Fremantle Christian College.

The College aims to create and maintain a culture of Cyber safety. This culture of Cyber safety must be in keeping with the College values as well as legislative guidelines and

professional obligations. The College ICT is for educational purposes and 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.

3.2. Cyber Safety Rules

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

- Students may use the College ICT after the Cyber safety Code of Conduct Agreement has been signed by both student and parent/guardian and recorded by the College. 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. Students are not allowed to trespass in another student's folders, files or work.
- Students should not give their username or password to any other student or allow them to make use of these personal details.
- 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.
- Students are reminded that they have access to their personal folder on the network as well as subject folders. Hacking is the attempt to gain access to 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.)
- 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.
- During class, students are not permitted to access programs and/or websites other than those allowed by the teacher for that lesson.
- Students are not permitted to use or access the computers or ICT equipment/devices of a staff member. Students are also not permitted to seek out a teacher's private account online. Students must follow College procedure at all times for communicating with teachers.
- Students should not use College ICT or their own personal ICT to participate in any activity, which may place them or another student at risk. This may include the use of e-mail or any social media sites.
- One of the core 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.
- The posting or communication of insulting, offensive, threatening and detrimental photos, videos, remarks or statements about the College, College staff, students, parents and community via social media and/or ICT equipment/devices is not permitted. This applies even if it is meant as a joke.
- 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.

When using the College ICT:

- Sending, displaying, accessing objectionable/inappropriate or age restrictive sites is prohibited.
 - Downloading, saving or distributing material from such sites by copying, storing, printing or showing it to other people is prohibited.
 - Attempts to bypass, circumvent, or get around the security, filtering and monitoring put in place by the College ICT Administrator, is prohibited.
- i.If students have reason to bring their own ICT equipment to the College, the same restrictions as those already outlined will apply. 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.
- ii.Students must 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.

4. MOBILE PHONES AND ELECTRONIC DEVICES

4.1. Introduction

The College recognises the fact that there are genuine and appropriate reasons for students to carry mobile phones to and from school. During school hours however, phone calls to or from parents need to be made via the phones in the College Reception.

Similarly, students may enjoy listening to music while travelling to and from school, however students are not allowed to have access to any electronic devices, including mobile phones once they have arrived at school.

Electronic devices and mobile phones are expensive items and can be a target for theft. It is advisable for expensive electronic devices and mobile phones to be insured as personal property. Mobile phones may also at times be used inappropriately, to bully, harass or intimidate other members of the College community.

For these reasons, mobile phones and other electronic devices are not allowed to be used once a student has arrived at school and during school hours. In Primary classes, mobile phones and electronic devices are to be handed over to the classroom teacher at the beginning of each day and collected in the afternoon before departure. In Secondary classes, mobile phones and electronic devices are to be handed to their PCG teacher during morning PCG for safekeeping in phone lockers. They can be collected at afternoon PCG. Students may use their phones outside of the school fence boundary before they enter or exit the College at the start and end of the day. Students may not enter or exit the school repeatedly for the purpose of using their phones.

4.2. Rules

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

- 4.2.1. Electronic devices and mobile phones are brought to the College entirely at their owner's risk. The College will collect any items handed in by students, 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.
- 4.2.2. Electronic devices and mobile phones are not permitted to be handled or in operation from the time students arrive at the College and during school hours.

Any violation of this rule will be dealt with in accordance with the Student Management Policy.

- 4.2.3. Using electronic devices or a mobile phone to take photographs, video footage or voice recording of others during school hours, without teacher permission or educational benefit, is strictly prohibited. Any violations will be dealt with in accordance with the Student Management Policy. Severe offences could result in immediate exclusion from the College.
- 4.2.4. The College takes no responsibility for the health effects (potential or actual) resulting from the use of these devices.
- 4.2.5. Courtesy, consideration and respect for others is 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 while the student is enrolled at the College.
- 4.2.6. Students are not permitted to use mobile phones or devices 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. Some electronic devices may be used during travel time, with teacher permission. Cameras may also be used, with permission, but their use is subject to acceptable standards of consideration and respect for others.

5. BULLYING

5.1. Introduction

Fremantle Christian College believes that all students, regardless of age, have the right to develop physically, mentally, spiritually and socially, free from any form of abuse or harassment. Student welfare is a priority for the College and bullying is not tolerated under any circumstances

5.2. Definition

A student is being bullied when he or she is exposed, **repeatedly and over time** to negative actions on the part of one or more students. Bullying is characterised by an imbalance of power. One-off occurrences of punching, fighting, theft and name-calling are not bullying. These one-off incidents are dealt with through the regular Student Management policy and procedures.

5.3. Teasing

Some children seem to enjoy teasing others. Children often do not know when to stop. Something that appears to be good-natured and fun can turn into feeling uncomfortable for the receiver. It is at this point that the receiver needs to be able to ask for the teasing to stop. If it continues, this would be considered bullying.

5.4. Conflict

A conflict is a disagreement, where one or both parties' needs are not being met. However, it does not necessarily involve an abuse of power. If handled well, conflict is considered to be an opportunity for personal growth. For this reason, conflict can be resolved through a process of reconciliation, which allows both parties to feel as though their needs have been addressed.

5.5. Types of bullying

Physical - hitting, punching, kicking the victim, taking or damaging the victim's property.

Verbal - name calling, constant teasing, insults, racist comments, sexist comments.

Emotional - excluding peers from groups, spreading rumours, stalking, interference with, or damage to personal property.

Cyber bullying - the use of information and communication technologies such as e-mail, mobile phone, instant messaging, social network sites, and defamatory personal web-sites, to support the repeated, harmful and negative behaviour by an individual or group towards another individual or group.

5.6. Advice to students and parents

What to do if you are bullied:

- If it is minor and it doesn't bother you, ignore it.
- If the bullying continues, tell the person that you do not like what is happening and you want it to stop.
- If the bullying continues past this point, tell your teacher. He or she will investigate the problem and have a talk to the bully. Also inform your parent who may also bring it to the attention of the College.
- If the bullying continues, tell the teacher. He or she will notify the relevant Deputy and a restorative conference will take place.
- Any bullying behaviour that continues after this conference should be reported immediately to Principal.

What to do if you see bullying happening:

- If you feel able, ask the person to stop.
- Provide support for the victim by staying with them and encouraging them to leave the area.
- Encourage the victim to report the bullying to a Teacher / Deputy / Principal
- Keep an eye out for any more bullying incidents that may occur.

What can parents and caregivers do?

As parents and caregivers, you are the most influential person in your child's world.

Take an active interest in what your child does at school and in their social life.

Foster a welcoming home by:

- Encouraging your child to bring friends home
- Accepting and tolerating differences in others
- Setting firm but fair boundaries
- Demonstrating care and consideration for others

5.7. Discuss Bullying:

- Talk about the College's expectations
- Advise that retaliation does not solve the problem
- Report incidents of bullying to the relevant Deputy / Principal
- Discuss with your child what they should do if they witness bullying.

5.8. Response to Bullying

- On the report of an incidence of bullying the Deputy Principal Student Services will interview the victim in a safe setting away from person and other students. The safety of the victim and his/her welfare is a prime consideration at this stage.
- Where a student is distressed a staff member will remain with the student.
- Any witnesses are interviewed.
- The other is interviewed and allowed to speak freely to give their view.

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- Where bullying is evident this will be discussed with the student and disciplinary action will take place dependent on the severity of the incident (refer to *Student Management Policy*). The student's parents will be contacted.
- The student is also warned regarding any revenge/having friends take revenge/further bullying of the victim.
- The victim is provided with feedback including the warning for the accused bully regarding the implications should anything further arise. Ongoing support structures are offered from teachers, Chaplains or Coordinators. The victim's parents are contacted.
- A record will be kept of all reported incidents on the relevant student's file including details of harm to the victim, personal factors of the students involved, care/action taken on behalf of the College and/or other agencies e.g. the police.
- Any repeated occurrences/similar instances will also be documented.
- Support for the victim is recorded (and witnesses where applicable).
- Intervention programs and counselling for the bully will take place and are also documented.