

Student Code of Conduct Policy

1. Overview

It is expected that students enrolled at Fremantle Christian College (FCC) will always 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.

Student behaviour, both inside and outside the College, must reflect the College Values of Faith, Character and Courage, during and after College hours, and when students are wearing the College 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 five statements laid out in the student's diary. The five statements relate to each section of the Student Code of Conduct and must be counter-signed by the parent/guardian of every enrolled student.

For all new enrolments (Pre-K to Yr12), the signed agreement must be submitted with the student's enrolment form and signed annually by the parent/guardian and student.

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

2. 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 FCC have responsibility to each other to ensure:

- that members of the College community are treated with respect and courtesy
- that a safe environment is provided for the College community
- that members of the College community are free from any form of discrimination
- that members of the College community are not subjected to verbal or physical abuse, gossip or slander, or aggressive behaviour
- that members of the College community have their belongings respected and cared for
- that College resources are respected and cared for
- that if any of these conditions are not being met, it is reported to a relevant teacher

3. Public Transport

Students must be aware that public modes of transport are fitted with CCTV cameras and a visual record of students' 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 College hours.

3.1. Public Transport Rules

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

- Participating in bullying or intimidating any person who may be waiting for or using public transport is forbidden.
- Vandalism, including graffiti, willful destruction and damaging of vehicles, fixtures and equipment is unacceptable 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 forbidden on buses and other public transport.
- Leaning out of public transport or signalling is dangerous and distracting behaviour and is forbidden.
- Throwing items from the bus or public transport as well as throwing items in vehicles is dangerous and is forbidden.
- Disrespectful behaviour whilst waiting for the bus/public transport, including intimidating others, littering, loud conversations, noise or music, shouting, swearing, inappropriate signals to others waiting or passing by the bus stop/station is forbidden.
- Seat belts must be used where available.

Any breach of the College rules or general rules of bus companies may result in infringements or Outside Send Outs.

4. Cyber Safety

4.1. Definitions

- **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 or leased by the College, software that the College uses, or any website or social media platform, including that of the College, 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.

4.2. Purpose

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

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- 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 must not use the username or password of another student. Students must not trespass in another student's folders, files or work.
- Students must 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 willful 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 have access to their personal folder on the network as well as subject folders. Hacking is an attempt to gain access to, or gaining access to, a site, file or folder that is not authorised to that student or person. Even the attempt to access an unauthorised site 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 always follow College procedure for communicating with teachers.
- Students must 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 forbidden. 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.

4.3. Using the College ICT

When using the College ICT:

- sending, displaying, accessing objectionable/inappropriate or age restrictive sites is prohibited

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- 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, are prohibited

The same restrictions as those already outlined will apply to ICT equipment leased to students by the College. Material and images on leased ICT equipment must follow College guidelines and be appropriate for viewing and listening on the College grounds, during supervised College activities, or at home.

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

It is important students realise that staff have the right to access student files stored on College ICT equipment, as the equipment is for educational purposes only. ICT equipment will therefore be inspected by teachers and administration.

5. Mobile Phone and Electronic Devices

5.1. Purpose

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 must not 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:

- the use of mobile phones and other electronic devices is forbidden a student has arrived at the College and during College hours.
- mobile phones and electronic devices must remain in the students' lockers
- students may use their phones outside of the College fence boundary before they enter or after they exit the College at the start and end of the day
- students must not enter or exit the College repeatedly for the purpose of using their phones
- students using their phone within the school boundary, before, during or after school will be dealt with according to the Student Management Policy

5.2. Rules

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

- Mobile phones and electronic devices are brought to the College entirely at the 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.

- Mobile phones and electronic devices 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.
- Using mobile phones and electronic devices 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.
- The College takes no responsibility for the health effects (potential or actual) resulting from the use of these devices.
- Courtesy, consideration and respect for others is important at all times. Mobile phones must 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.
- Students are not permitted to use mobile phones or electronic 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 an permission. Cameras may also be used, with permission, but their use is subject to acceptable standards of consideration and respect for others.

6. Bullying

6.1. Purpose

FCC 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.

6.2. 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 normal Student Management procedures.

6.3. 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.

6.4. Conflict

A conflict is a disagreement, where one or both parties' needs are not being met, but it does not necessarily involve an abuse of power. If handled well, conflict is 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.

6.5. Types of Bullying

6.5.1. Physical

Hitting, punching, kicking the victim, taking or damaging the victim's property.

6.5.2. Verbal

Name calling, constant teasing, insults, racist comments, sexist comments.

6.5.3. Emotional

Excluding peers from groups, spreading rumours, stalking, interference with, or damage to personal property.

6.5.4. 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.

6.6. Advice to Students and Parents

6.6.1. What to do if students 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 the teacher. He or she will investigate the problem and talk to the bully. Also, the student can inform their parents 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 must be reported immediately to the Principal.

6.6.2. What to do if observing bullying

- If you feel able to, 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.

6.6.3. What parents can do

Parents are the most influential people in their child's world. They can take an active interest in what their child does at school and in their social life. They can foster a welcoming home by:

- encouraging their child to bring friends home
- accept and tolerate differences in others
- set firm but fair boundaries

- demonstrate care and consideration for others

6.7. 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 their child what they should do if they witness bullying

6.8. Response to Bullying

- On the report of an incidence of bullying the Deputy Principal of Pastoral Care will interview the victim in a safe setting away from the person and other students. The safety of the victim and his/her welfare is a prime consideration at this stage.
- Where the victim is distressed, a staff member will remain with the student.
- Any witnesses are interviewed.
- The perpetrator is interviewed and allowed to speak freely to give their view.
- Where bullying is evident this will be discussed with the perpetrator and disciplinary action will take place dependent on the severity of the incident (refer to Student Management Policy)
- The perpetrator is also warned regarding taking any revenge or having friends take revenge or further bullying of the victim.
- The victim is provided with feedback, including that the perpetrator has been warned of the implications should anything further arise. Ongoing support structures are offered by teachers, the Chaplain or Pastoral Care Coordinators. The victim's parents are contacted.
- A record will be kept of all reported incidents in the perpetrator'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 or similar instances will also be documented.
- Support for the victim (and witnesses where applicable) is recorded.
- Intervention programs and counselling for the perpetrator will take place and are documented.

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