

# Policy

## Student Code of Conduct

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### 1. Policy Statement

Scotch College (the College) is committed to ensuring a respectful learning environment that is safe, positive and supportive of our students.

### 2. Rationale

It is the intention of the College to provide clear guidelines to students regarding the standard of behaviour and conduct expected of them whilst at school, engaging in school-related activities or otherwise representing the College. Students are expected to uphold the College's core values at all times.

### 3. Scope

This Code of Conduct (the Code) applies to all students (refer Definitions) of the College and to all its environments, including school boarding premises. It is the responsibility of every student to uphold these standards of behaviour.

The application of this Code is not limited to the College's campuses and operating hours. This includes all online environments. It extends to all activities and events that are school-related and when representing or acting on behalf of the College (including while wearing the Scotch College uniform and travelling to and from the College or a school-related activity). The Code also requires that student actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of school-related activities.

This Code should be read in conjunction with the following related policies and documents which further outline specific behaviour expectations:

- Bullying & Harassment – Student Policy
- Drugs Policy
- Responsible Use of ICT – Student Policy
- Overdue Work Guidelines
- Plagiarism Guidelines for Students
- Expectations and Procedures and Guidelines outlined in the Student Record Book (for Boarding Students) Guide to Boarding at Scotch College

### 4. Definitions

**“Student”** means a currently enrolled student of the College (regardless of any leave of absence or suspension that may be in effect) until they withdraw from the College and are no longer enrolled, or, in the case of Year 12 students, until the day following the student's final examination.

**“School environment”<sup>1</sup>** means any of the following physical, online or virtual places, used during or outside school hours:

- a) A campus of the school;
- b) Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services); and
- c) Other locations provided by the College or through a third-party provider for a child or student to use including, but not limited to, locations used for:
  - i. camps;
  - ii. approved accommodation provider;
  - iii. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or
  - iv. sporting events, excursions, competitions or other events.

**“School boarding environment”<sup>2</sup>** means any physical, online or virtual space made available or authorised by the school boarding premises governing authority for a child or student boarding at a school boarding premises to use at any time, including:

- a) online or virtual school boarding environments (including email, intranet systems, software applications, collaboration tools, and online services);
- b) other locations provided by the provider of school boarding services or through a third-party provider for a child or student to use including, but not limited to, locations used for:
  - i. camps;
  - ii. approved accommodation provider;
  - iii. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or sporting events, excursions, competitions or other events.

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<sup>1</sup> This definition is in line with Ministerial Order 1359 “Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”

<sup>2</sup> Refer footnote 1

## 5. Boy's Voice

The Code is also guided by **The Boys' Voice** which was developed collaboratively by students across all year levels of the College, and sets out the students' expectations of themselves:

### *Respect for Teachers*

- Try my best and be attentive
- Be organised
- Be polite
- Contribute to the learning environment
- Be honest.

### *Respect for Others*

- Respect and celebrate others' experiences, needs, challenges and unique qualities
- Respect our learning environment
- Be friendly and helpful.

### *Respect for Learning*

- Allow others to work, contribute and engage in their classes
- Respect different ways of learning
- Be a good class mate and also be positive
- Help others and be supportive.

### *Respect for Self*

- To be honest
- To be kind and caring
- To show care for myself
- To be responsible
- To try my best, work hard and be positive.

### *Respect for Environment*

- We are mindful to respect our environment, so it can be enjoyed by all
- We should not litter
- We should use equipment properly and respect it
- We should be respectful of property.

## 6. Standards Of Conduct

All students are required to:

1. Uphold the College's core values at all times and be respectful and supportive of the College's beliefs and values.
2. Maintain high standards of academic integrity in their work and not cheat, plagiarise, collude or engage in other forms of academic misconduct. The use of Artificial Intelligence without permission or appropriate acknowledgement may be considered academic misconduct.
3. Honestly endeavour to abide by all of the College policies and the directions of teachers and staff. This includes respecting the authority of members of College staff and being courteous in all interactions.
4. Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.
5. Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.
6. Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College (including activities on social media).
7. Respect College property and the property of staff, contractors, visitors and other students.
8. As both individuals and in a group, maintain good manners which they are taught at home and at school.
9. In public, maintain common courtesies customary to our society, including:
  - Standing up and making way for adults or others in need
  - Making way for others in public places and on footpaths
  - Politely acknowledging a known adult, thereby showing respect for elders
  - Keeping one's voice and conversation in public to a tone and to topics which are acceptable to others who are not members of the College
  - Not defacing or damaging walls, furniture or equipment.
10. Attend, and be punctual for all scheduled assemblies, classes, meetings, rehearsals, matches and other activities.
11. Uphold the required attendance, standards of dress and appearance as detailed in the Student Record Book.
12. Speak up against bullying if comfortable, or otherwise approach designated staff members of the College to assist in addressing the behaviour.
13. Complete work set by teachers on time and to the best of their ability.
14. Demonstrate commitment to organised sport fixtures and training and provide notice as required in the Student Record Book for any changes or non-attendance.
15. Participate in service activities as required.
16. Stay within school bounds at all times, only use designated entrances and exits, and utilise pedestrian crossings to cross roads.
17. Swim in the Senior School pool only when a qualified lifeguard is on the pool deck.
18. Observe the principles of good sportsmanship in playing or watching sports.
19. Abide by rules specific to College buildings and campuses, such as those relating to noise, mobile phone usage and the consumption of food and drinks.

Students must not:

20. Use or possess any controlled and prohibited weapons, such as a firearm (real or imitation) or knife, cracker, firework, shanghai/slingshot, peashooter, water pistol, flour/water bomb or other missile
21. Drive cars, into or in the school grounds (except when driving their parents), or into the grounds of other schools, without the written permission of their parents and the Head of Upper School. Boarders are not permitted to have cars at the College.
22. Use language or engage in conduct which is likely to offend, harass, bully, exclude, unfairly discriminate against, or damage the reputation of any student, staff member or visitor, including the use of inappropriate or profane words or gestures and images.
23. Engage in any form of cyber bullying, cyber abuse or unethical online behaviour using any electronic or online platform or social media (see Responsible Use of ICT – Student Policy and the Anti-bullying and Harassment Policy).
24. Engage in any form of physical or verbal violence, including fighting, assault or threats of violence.
25. Send or post unlawful, inappropriate, violent, harassing, offensive or explicit messages, photos or videos or otherwise any content which is contrary to the values of the College.
26. Touch, handle, push or otherwise physically or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety or wellbeing of that person.
27. Engage in theft or fraud or misuse the College's resources, brand and intellectual property.
28. In any school environment or in transit between school environments or between a school environment and home:
  - smoke, vape or possess, store, supply or sell any cigarettes, vapes or electronic cigarettes
  - be intoxicated by or possess, store, supply or sell alcohol
  - be under the influence of, or possess, store, supply or sell illicit drugs or harmful substances (including misuse of aerosols).

## 7. Breaches

Breaches of this Code of Conduct will be managed in accordance with the College's Behaviour Management Policy. In cases of serious and/or persistent breaches of this Code, the consequences may include suspension and expulsion. In accordance with the College's reporting obligations, unlawful behaviours will be reported to relevant government agencies, including Victoria Police.

Students are expected to report any cases of unlawful behaviour or conduct in breach of this Code which may have been observed or reported to them. Students should approach a senior staff member to make a report in confidence.