



# Emmanuel Catholic College

Policy Document:	<b>Respectful Behaviours</b>
CEWA Reference:	Reference number
SCSA Reference:	Reference number
Date Released:	2020
Due next for Revision:	2022

## RATIONALE

The purpose of this policy is to provide a safe and respectful learning environment for all members of the College community. Students, staff and parents all have a role in ensuring that all students have the best opportunity to strive for excellence and achieve their potential, and all students are enabled to take responsibility to manage their own behaviour within appropriate social codes.

To ensure the provision of an environment in which effective learning can take place, the focal points of the Respectful Behaviours Policy are:

- Respect for self
- Respect for other community members
- Respect for property

To incorporate respectful interactions in a comprehensive manner, the Respectful Behaviours Policy includes three parts:

- Anti-Bullying Plan
- Responsible Student Use of Information Communication Technologies (ICT)
- Student Code of Conduct

## **PART ONE: ANTI-BULLYING PLAN**

At Emmanuel Catholic College we believe that our students should be nurtured to become autonomous, engaged and successful learners, striving to maximise their potential. We want to create positive relationships with and among our students and with our staff to ensure shared meaning and create a sense of accomplishment at our College. However, we understand that there may be students who will be victims and/or perpetrators of bullying.

Emmanuel Catholic College does not tolerate discrimination, harassment or bullying of any description. We recognise the rights of staff and students to teach and learn in a safe environment.

### **Definition**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more person. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on gender, race and disability.

### **Bullying behaviour can be:**

- **verbal** (eg: name calling, teasing, abuse, putdowns, insults, threats).
- **physical** (eg: hitting, punching, kicking, scratching, tripping, spitting).
- **social** (eg: ignoring, excluding, ostracising, alienating, making inappropriate gestures).
- **psychological** (eg: spreading rumours, hiding or damaging possessions, malicious online messages, inappropriate use of images).

**School staff have a responsibility to:**

- respect and support students
- model and promote appropriate behaviour
- have knowledge of College procedures relating to bullying behaviour
- respond in a timely manner to incidents of bullying

**Students have responsibility to:**

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- behave as responsible bystanders
- report incidents of bullying

**Parents and caregivers have a responsibility to**

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the Respectful Behaviours Policy and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying
- report incidents of school related bullying behaviour to the College
- work collaboratively with the College to resolve incidents of bullying when they occur

**All members of the College community have a responsibility to**

- model and promote positive relationships that respect and accept individual differences and diversity within the College community
- support the College's Respectful Behaviours Policy through words and actions
- work collaboratively with the College to resolve incidents of bullying when they occur.

**Responding to Bullying**

In instances where it is reported that bullying has occurred and the person being a bully is identified, the College will follow a process for dealing with the issue.

STAGE ONE: Bullying is reported

STAGE TWO: Referral to Head of Year (by student, staff or parents)

- Head of Year undertakes investigation (is it bullying?)
- Parents/Guardian contacted
- If 'NO' ongoing monitoring by Head of Year and/or peer mediation

STAGE THREE: Referral to Deputy Principal

- If 'YES' Head of Year and Deputy Principal determine an appropriate disciplinary response (Lunch-Time detention, After-School detention or Suspension)
- Utilising the College Counselling Services the victim and bully will access a Restorative Practice model of resolution and be offered either ongoing education and/or support.

RESOLUTION

OR

STAGE FOUR: For further incidences of bullying the matter will be referred to and dealt with by the Principal.

## **PART TWO: RESPONSIBLE STUDENT USE OF INFORMATION COMMUNICATION TECHNOLOGIES (ICT)**

### **Purpose**

New technologies have become integral to the lives of young people, both within schools and in their lives outside school. The Internet and other digital information and communications technologies are powerful tools, which offer new opportunities for everyone. These technologies can stimulate discussion, promote creativity and create awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This 'Responsible ICT Use' Policy Component is intended to ensure:**

- Students will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- College ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The College will endeavour to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

### **Terms of Responsible Use Agreement**

#### **I understand that I must use College ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.**

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- When on-line I will not disclose or share personal information about myself or others.
- I will immediately report to a teacher or my Head of Year any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will not remove my computer from the school domain or uninstall compulsory software.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the College ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.
- I will not use the College ICT systems for online gaming, online gambling, online shopping, peer-to-peer file sharing.
- I will not use the College ICT systems for video or audio streaming (e.g. YouTube), unless I have permission of a member of staff to do so.

#### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take, distribute or alter images or videos of anyone without their permission.

#### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the College:**

- I will only use my personal external devices (USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using College equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a school computer, nor will I try to alter school computer settings.

**When using the Internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download illegal copies (including music and videos)
- When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead.
- When engaging in discussion boards or other online networks, I will not pretend to speak for others or the College.

**If I bring a mobile electronic device to school:**

Mobile electronic devices include such devices as mobile phones, iPods, iPads, personal computers, digital cameras and graphics calculators.

- I will place them in my locked locker during the day, unless it needs to be used for educational purposes, as per direction from a teacher.
- I will not make or receive calls or send text messages or access my personal social media accounts during the school day.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Responsible ICT Use Agreement, I will be subject to disciplinary action. This may include loss of access to the College network / Internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete and return the STUDENT ICT RESPONSIBLE USE AGREEMENT Form attached to show that you have read, understood and agree to the rules included in this Policy.

*If you do not sign and return this agreement, access cannot be granted to College ICT systems.*

**PART THREE: STUDENT CODE OF CONDUCT**

As Emmanuel Catholic College Students, we have a right to:

- feel safe within our school
- learn in a challenging environment to the best of our ability
- be treated with respect by other students and teachers
- be listened to, included and valued

**To promote safety, we will:**

- Lead by example
- Personally address behaviour that may make other students feel unsafe
- Let a teacher know when a student does not feel safe

**To promote learning, we will:**

- Lead by example
- Behave in a positive manner that contributes to the learning of fellow students, does not disrupt the learning of students and enables teachers to teach in an atmosphere of cooperation
- Take responsibility for our own learning and use the resources and teachers of the College to facilitate and support our learning

**To promote respect for other students and teachers, we will:**

- Lead by example
- Show respect, through our behaviour and the way we talk, to other students
- Show respect, through our behaviour and the way we talk, to teachers and other staff

**To promote inclusion, we will:**

- Lead by example
- Actively listen to the views and opinions of others
- Recognise and value differences
- Include others

**Our Code of Conduct helps us uphold our College Core Values:**

- “ We will show respect, compassion and service to others.
- “ We will strive for excellence.
- “ We will be consistent and fair.
- “ We will model Christ in our behaviour.

**RELATED POLICIES**

This policy should be read in conjunction with the following school policies:

- CEWA Dealing with Bullying, Harassment, Aggression and Violence (Students)
- ECC Code of Conduct
- ECC Behaviour Management Plan



# Emmanuel Catholic College

## Responsible Student Use of ICT

2020

### Signed Agreement

#### Responsible Student Use of Information Communication Technologies (ICT) Agreement

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- I understand that if I fail to comply with this Responsible ICT Use Agreement, I will be subject to disciplinary action. This may include loss of access to the College network / Internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

I \_\_\_\_\_ (PRINT NAME)

hereby confirm my understanding of, and agreement to the terms and conditions of the *Responsible Student Use of Information and Communication Technologies* as outlined above.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



# Emmanuel Catholic College

## Student Code of Conduct

2020

### Signed Agreement

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- We will strive for excellence.
- We will be consistent and fair.
- We will model Christ in our behaviour.

I \_\_\_\_\_ (PRINT NAME)

hereby confirm my understanding of, and agreement to abide by the *Student Code of Conduct*.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_