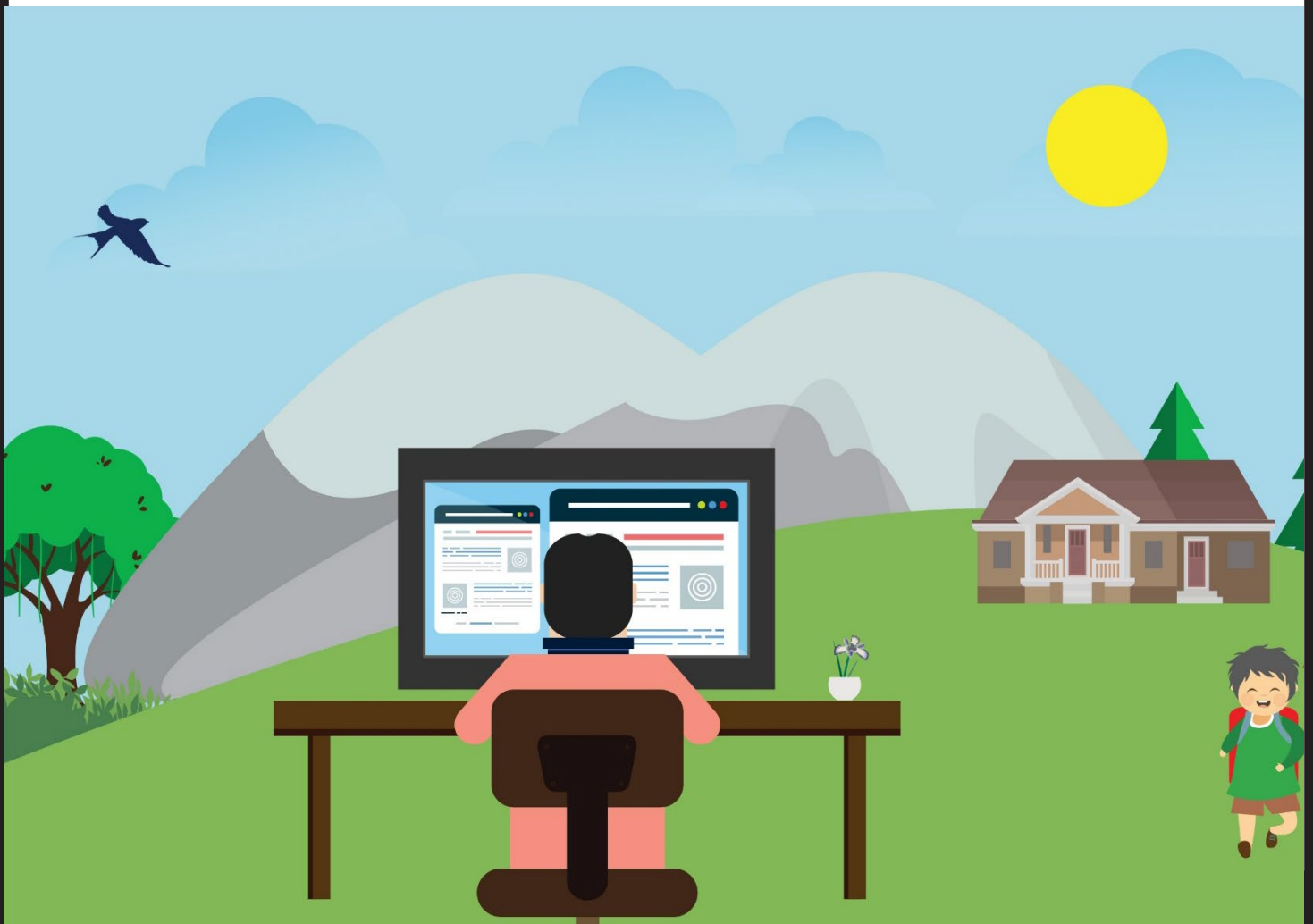




ST JOSEPH'S COLLEGE GEELONG

ONLINE LEARNING:  
STUDENT CODE OF  
CONDUCT



## Introduction

- I. St Joseph's College Geelong recognises that its students use technology for personal and educative reasons, particularly when studying remotely. In particular, there will be times when students are required to engage in online learning in conjunction with or instead of traditional face-to-face learning. This could include online lessons, communication with teachers, staff members and other students online in an educational environment, using school technology and completing assessments online.

This Online Learning Student Code of Conduct sets out standards of behaviour and expectations that apply to all students when they are using:

- (a) school associated online platforms such as Zoom, Microsoft Teams, Google G-Suite including Classroom and Hangouts Meet, Echo and Simon, or
- (b) school provided laptops, iPads or other technology such as school internet or Wi-Fi, including on their own personal devices.

This Code of Conduct applies to students when they are using any school platform or technology both at school and outside of school.

The Online Learning: Student Code of Conduct complements the existing policies and agreements regarding information and communication technologies available on the SJC Website. Current policies:

- I.1 5.01 Social Media (not on website)
- I.2 5.02 Appropriate Computer Use Policy – Students
- I.3 5.07 Internet Publications Guidelines (not on website)
- I.4 5.09 Acceptable Use of Mobile Devices
- I.5 5.11 Website Development Guidelines for Students and Staff (not on website)
- I.6 5.12 Monitoring Computer Use Policy (referred to on the website in the Our Learning under the Student Computer Program).

## 2. General Principles

When students are engaging in Online Learning, they are expected to behave in the same manner as if they were at school. During school hours, students should remain focused on school work and avoid distractions such as using their phones. Failure to attend scheduled online lessons or submit online assessments will be treated in the same manner as failing to do so while attending school.

Even if students are at home or not at school when using school platforms or technology, they are expected to act respectfully and politely towards school teachers, staff members, students, external educators and other members of the school community. Students must continue to comply with all other relevant student policies, guidelines and expectations.



Students should be aware that the school can access and keep records of communication that takes place on school platforms or technology. The school also reserves its rights to access a student's school accounts if it believes that there has been a breach of this Code of Conduct or any other school policy. Students are expected to cooperate with any investigation by the school or regulatory authority.

### 3. Expectations of behaviour

In relation to Online Learning, all students must:

- (a) use School platforms and technology for school purposes only, including education and co-curricular activities;
- (b) comply with all reasonable directions provided by school teachers and staff members;
- (c) attend and participate in the required school lessons and classes that take place online;
- (d) ensure that they have the proper school platform and technology required to attend online classes and complete school work online or notify relevant teachers and school staff;
- (e) continue to complete all homework and assessments online as directed by teachers and staff members;
- (f) regularly monitor online platforms to remain updated on developments, tasks, lessons and school communication;
- (g) not engage in disruptive behaviour when participating in online lessons such as excessive background noise;
- (h) log off the school platform after use, especially being mindful to turn off any video or voice recording capacity;
- (i) when participating in online classes with video:
  - (i) be properly clothed in school uniform or other appropriate attire as required by the school;
  - (ii) be in an appropriate location where possible (e.g. students should be seated at a desk, not lying on their bed); and
  - (iii) ensure that there is no inappropriate background or material present in the video; and
  - iv) use an appropriate digital background/effect to minimise the risk of any other person's image being transmitted.
- (j) only use approved school platforms to communicate with teachers and school staff members.



#### 4. Prohibited behaviour

All students must **not** engage in the following behaviour:

- (a) any form of cyberbullying, harassment, discrimination or vilification using any school platform or technology;
- (b) use of school platforms or technology to access or distribute inappropriate, sexual or graphic material;
- (c) use of social media on any school platform or technology;
- (d) excessive use of school platforms or technology for personal socialisation with other students, including the organisation of social events;
- (e) engage in any form of sexting, image based abuse or inappropriate behaviour using any School Platform or Technology;
- (f) use any School Platform or Technology for any act which could be a breach of law;
- (g) allow an individual not associated with the school (e.g. a student of another school) to access the student's school accounts, including through sharing passwords;
- (h) share confidential links or access to any school platform or technology (e.g. sharing a link to a school online lesson);
- (i) record or take photos of any online communication, video, lesson or recording, including screenshots, unless permission has been granted by the school;
- (j) use of any school platform or technology that is not in accordance with the school's values or causes harm to another individual; and
- (k) access a staff member or another student's school accounts.

#### 5. Consequences of a breach

Students that breach this Code of Conduct may be subject to disciplinary action. This may include behaviour demerits being recorded on SIMON leading to disciplinary and restorative meetings online with parents/carers and Year Level/House Coordinators, Heads of School or Deputy Principal. High level behaviour could result in Saturday detention, suspension, removal of access to school platforms and technology or exclusion.

The Australian Government have also recently created on-line reporting pathways <https://www.esafety.gov.au/> which can support students and teachers who receive any form of cyberbullying, harassment, discrimination or for students who access and distribute inappropriate, sexual or graphic material. These particular cases will be referred to the e-Safety Commissioner and/or the Police.





## WATERFORD LEARNING AND BEHAVIOURAL NORMS

*In Year 7 and 8, we believe that we achieve our academic best through the development of POSITIVE RELATIONSHIPS with our teachers and classmates. We believe in having HIGH EXPECTATIONS and a CONSISTENT APPROACH to learning in all subjects. We are encouraged to adopt a GROWTH MINDSET and AGENCY when it comes to our learning. We foster COLLABORATION and SELF-REFLECTION through STUDENT CENTRED LEARNING.*

### RESPECT

- We show respect for self, others and our environment.
- We enter the classrooms in a quiet and calm manner, stand behind our seats and wait for the greeting.
- We engage in all activities of the lesson.
- We thank the teachers at the end of each lesson.

### RESPONSIBILITY

- We turn up to our Homeroom and our classes on time.
- We turn up with appropriate equipment and in correct uniform.
- We do not wear headphones unless a staff member has instructed we use them.
- Our laptops are charged and stay in our case until we are asked to use them.
- Our homework and due tasks need to be completed by the due date.
- If we miss a lesson we must follow up on what we need to do to catch up.

### KINDNESS

- St Joseph's students are 'Strong in Mind and Gentle in Heart'.
- We look out for each other.
- We are caring and ask if others need help.
- We are not bystanders and we call out inappropriate behaviours.
- We should aim to make a difference in someone's day.

### RESILIENCE

- We need to be prepared to give things a go.
- We accept that learning can be difficult.
- We learn from mistakes and keep trying harder.
- We ask for help.

### POSITIVITY

- We use class time for learning and we use recess and lunch for socialising.
- We focus on achievements not failures.
- We look at the strengths of our peers rather than their weaknesses.
- We refrain from distracting behaviours.
- We make our best, better.





## WESTCOURT LEARNING AND BEHAVIOURAL NORMS

*In Year 9, we strive to develop POSITIVE RELATIONSHIPS with our teachers and classmates. We believe in having HIGH EXPECTATIONS and a CONSISTENT APPROACH to learning in all subjects. We adopt a GROWTH MINDSET and AGENCY when it comes to our learning. We foster COLLABORATION and SELF-REFLECTION through STUDENT CENTRED LEARNING.*

### RESPECT

- We show enormous respect for self, others and our environment.
- We demonstrate manners and the utmost consideration for staff and our community.
- We enter the corridors and classrooms in a quiet and calm manner, stand behind our seats and wait for the greeting.
- We engage in all activities of the lesson.
- We stand up against the wrong behavior in the right way
- We thank the teachers at the end of each lesson and all administration and support staff.

### RESPONSIBILITY

- We turn up every morning and after breaks to our classes on time.
- We turn up with appropriate equipment and in correct uniform.
- We do not wear airpods or use phones at anytime.
- Our laptops are charged and stay in our case until we are asked to use them.
- We own our actions as honest and integral young men
- If we fall behind in work, deadlines or need support we attend session 7

### KINDNESS

- St Joseph's students are 'Strong in Mind and Gentle in Heart'.
- We look out for each other and place differences aside.
- We are caring to others, greet each other and offer help.
- We are not bystanders and we call out inappropriate behaviours.
- We aim to make a positive ripple effect and new connections at Westcourt

### RESILIENCE

- Our attitude is to give things a go, especially any challenges and camp
- We accept that learning can be difficult and compensate with greater effort or repetition
- We live a growth mindset, and identity when it is fixed
- We ask for help and communicate learning needs to staff

### POSITIVITY

- We embrace challenges and the new chapter of Westcourt
- We use class time for learning and we use New Street for socialising.
- We focus on achievement in varying forms and learn from failure.
- We celebrate the strengths of our peers rather than their weaknesses.
- We refrain from distracting and boyish behaviours.
- We strive to be mature upstanding young men

COMPASSION INNOVATION INTEGRITY





## MT SION LEARNING AND BEHAVIOURAL NORMS

*In Year 10, 11 and 12, we believe that when we work with our teachers and build RESPECTFUL RELATIONSHIPS with staff and peers, we will achieve our academic and personal best. We develop RESPONSIBILITY for our own learning. Mt Sion students believe in STRIVING FOR THE HIGHEST in all WE DO. Every opportunity is a learning opportunity, we are RESILIENT and FOCUSED to achieve our post-schooling pathway.*

### RESPECT

- We respect differences among all members of the St Joseph's community and guests
- We show respect for self and others
- We respect and appreciate our College grounds and facilities
- We respect that all students have the right to learn in all learning spaces
- We show appreciation for the dedication and hard work of our teachers and staff

### RESPONSIBILITY

- We are accountable and take ownership for our learning and behaviour
- We understand that we are always a Joey's student and our actions need to reflect this
- We arrive at school on time and wear our College uniform with pride
- We are organized and proactive in all aspects of our schooling
- It is our responsibility to keep up to date with all classwork, assessments and home learning

### KINDNESS

- St Joseph's students are 'Strong in Mind and Gentle in Heart'.
- We are not bystanders and we call out inappropriate behaviours
- We embrace diversity and stand up against discrimination
- We look out for our peers and aim to be considerate to all

### RESILIENCE

- We give all learning opportunities our best effort
- We support one another through challenges
- We keep striving for our highest potential
- We actively seek help from our teachers
- We learn from our mistakes and failures and accept that these will happen

### POSITIVITY

- We look to be open minded and embrace change
- We bring a positive attitude towards our studies and all opportunities
- We display positive actions in the yard
- We celebrate all achievements

COMPASSION INNOVATION INTEGRITY

