



**Emmaus
Christian
School**

Student Code of Conduct

Student Welfare: SW5-6

Access Level – Public

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Student Code of Conduct

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1.2	March 2017	Updated by Erik Hofsink
1.3	April 2017	Updated by W. Morris from review by Exec, merged Secondary & Primary policies
1.4	August 2017	Addition of damage to school property by W. Morris & C.Kruger
1.5	Nov 2017	Update new school structure, hair policy
1.6	July 2018	Update to new template and logo by W. Morris
1.7	March 2019	Updated from review by executive
1.8	Feb 2021	Edit BYOD, remove reference to lockers, from Exec review
1.9	June 2022	Remove reference to iPad rental, add vaping to smoking
2.0	January 2023	Addition to ICT requirements – Exec Retreat
3.0	January 2024	Annual review – Exec Retreat
4.0	January 2025	Annual review – Exec Practical Planning Days



Related Policies & Documents

- SW 1-5 Student Behaviour Expectations Policy (including suspension & expulsion)
- SW 1-7 Anti-Bullying Policy
- GEN 2-0 Dispute Resolution Policy

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Vision of Emmaus Christian School

Emmaus exists to partner with parents in providing a Christ-centred, Biblically grounded and academically rigorous education, which enables students to grow in wisdom and character, to the glory of God.

It is intended that this vision statement will serve to support each student to fulfil his or her responsibilities with integrity and respect for others in the school and broader community. The Student Code of Conduct is informed by this vision and by the school's values.

School Values

The school values emerge from our motto, *Growing Together in Faith, Love and Wisdom*.

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person, body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us. His life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character and find their security in the love of Christ.



Introduction to the Student Code of Conduct

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.

Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit, singing to God with gratitude in your hearts. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

Colossians 3: 12-17

The aim of the Student Code of Conduct is to ensure that the school is a safe and effective environment in which

- ❖ learning takes place;
- ❖ students develop self-discipline and consideration for others; and
- ❖ the property and reputation of the school is protected.



Student Responsibilities

It is expected that students at Emmaus Christian School be responsible for their conduct and attitude in the following ways.



<p>General Conduct:</p> <ul style="list-style-type: none"> ❖ Be aware of rules and expectations – ask for clarification if unsure. ❖ Obey all school rules. ❖ Maintain a neat appearance; wear full school uniform, including sports uniform when required. ❖ When free dress is permitted, adopt a propriety of dress that is sun safe and appropriate to a school environment. ❖ Behave safely and courteously at school and while travelling to or from school. ❖ Uphold the reputation of the school by behaving appropriately when wearing school uniform and when engaged in off-campus school activities. <p>NB: Students are not permitted to</p> <ul style="list-style-type: none"> ❖ possess or smoke cigarettes or vaping devices; ❖ possess, use, or be under the influence of alcohol or non-prescribed drugs whilst at school, wearing the school uniform or engaged in any off-campus school activities; ❖ possess, use or be under the influence of other substances harmful to health whilst at school, wearing the school uniform or engaged in any off-campus school activities; ❖ chew gum at school; nor ❖ engage in the cyberbullying of staff or students at the school. 	<p>Conduct Toward Others</p> <ul style="list-style-type: none"> ❖ Acknowledging that all community members are imbued by God with dignity and worth, always show respect (in speech and conduct) for all school staff and visitors to the school. ❖ Treat other students, and other students' work and property, with respect. ❖ Respect the learning needs of other students. ❖ Not disrupt class activities or impede others' learning. ❖ Behave in a manner consistent with respecting the health, safety and wellbeing of others (in person and online). ❖ Respect the safety of others by not running inside or in places where there are many people about. ❖ Respect the authority of staff by complying with their lawful and reasonable directions. ❖ Report any dangerous activity to the teachers. ❖ Report any incidents of bullying and cooperate with staff in investigation of disciplinary matters. ❖ Accept correction and behavioural guidance in a respectful manner. ❖ Be willing to engage in the repair of harm to others when wrongdoing has occurred. <p>NB: Students are not permitted to conduct themselves in a manner which poses an unacceptable risk to the safety or wellbeing of (i) another student at the school, (ii) a member of staff, or (iii) someone else involved in the school's operation.</p>
<p>Attitude Toward Property</p> <ul style="list-style-type: none"> ❖ Care for property belonging to self, the school and others. ❖ Remain out of the buildings during recess and lunchtime, unless supervised by teacher or another authorised staff member. ❖ Follow all playground and classroom safety rules. ❖ Play safely in designated areas. 	<p>Attitude Toward School and Learning</p> <ul style="list-style-type: none"> ❖ Attend every school day, unless unwell or on authorised leave. ❖ Be in class on time, with all materials and ready to learn. ❖ Take responsibility for personal learning by diligently completing all set work within the designated timeframe. ❖ Take full advantage of the opportunities offered by the school. ❖ Follow instructions.



For Additional Noting

- ❖ **Out of Bounds** - Students must remain in school grounds during school hours unless on sanctioned excursions supervised by teachers, or unless they are in the company of their parents.
- ❖ **If students are dating**, any overt displays of physical affection (such as holding hands, physical touch or kissing) are not permitted.
- ❖ **Use of language** is to be positive, courteous and encouraging to all members of the school community. Disrespect, profanity, racist slurs, swearing, lying and put-downs are unacceptable.
- ❖ **Food/drink** are not permitted on the school oval or in the gymnasium and library
- ❖ **Bikes** must not be ridden through the carpark, in courtyards, or on the oval. Bicycle racks are out of bounds during school time.
- ❖ **The school uniform** is to be worn to and from School, on excursions, and on other formal and public occasions. Acceptable appearance depends not only on uniform but also on clean shoes and hair. While wearing the school uniform, whether in or out of school hours, students are not permitted to smoke, vape, drink alcohol, post images to social media that could bring the school's reputation into disrepute, engage in displays of inappropriate public affection such as passionate kissing.
- ❖ **Hairstyles** are to be essentially moderate in style. Students' eyes should be visible with hair kept off the face. All students with long hair must have it tied back.
 - ❖ Hair ties, pins, clips etc. should be in Emmaus blue, green, white, or the same as the hair colour.
 - ❖ Coloured hair is acceptable if it falls within the bounds of 'normal' hair colours.
 - ❖ Students are not permitted to wear facial hair, and their faces need to be clean shaven during school term time.
- ❖ **Jewellery and Make-up**
 - ❖ Only plain studs or sleeper earrings are permitted and must be worn only in the lower earlobe.
 - ❖ Watches and earrings are the only permitted jewellery.
 - ❖ Students with severe allergies are encouraged to wear a medic-band indicating what the allergy is.
 - ❖ Primary students are not to wear makeup.
 - ❖ Nail polish or artificial nails are not permitted.
- ❖ **While travelling to and from school**, all students are to behave in a responsible manner, particularly when travelling on public transport and whilst on school excursions.
- ❖ **Mobile phones and other electronic devices.**
 - ❖ Primary (K-5): Phones are not to be seen, heard or used at school or they will be confiscated and held for safe keeping by the Head of Primary. During school hours, smart watches must be switched to "school mode" and may only be used as a watch.
 - ❖ Secondary (Y6-10): Phones are not to be seen or heard at school, and may only be used with the express permission of a teacher, or they will be confiscated and held for safe keeping by the Head of Secondary. During school hours, smart watches must be switched to "school mode" and may only be used as a watch.



- ❖ NB: Parents wanting to contact their child should do so via the Front Office.



Network and Technology Use

Technology at Emmaus is provided for students' educational purposes. Our school aspires to create and maintain a cyber-safe culture that is in keeping with the values of the school, and legislative and professional obligations.

The term 'network and technology' includes, but is not limited to:

- ❖ the Emmaus Wi-Fi network and internet access;
- ❖ computers (such as desktops, laptops, tablets, iPads);
- ❖ storage devices (such as USBs & external hard drives);
- ❖ cameras (such as video, digital, webcams);
- ❖ drones;
- ❖ virtual reality devices;
- ❖ robotic devices;
- ❖ all types of mobile phones, gaming consoles, video and audio players; and
- ❖ any other similar technologies as they come into use.

BYOD Expectations and Responsibilities

Students participating in the Bring Your Own Device (BYOD) program are expected to conform to the following:

1. Bringing a BYOD device that:
 - ❖ has a big enough screen for viewing and creating content, a minimum of 10" (25cm) but not so big as to be unwieldy;
 - ❖ has long battery life such the device remains charged for the length of a school day if it is fully charged at the start of the day;
 - ❖ has a keyboard, noting that tablet devices are not recommended as they have proven to be fragile and are slower for data entry; and
 - ❖ has Wi-Fi capability and an installed internet browser.
2. Smart Phones and tablets are not permitted due to the limited size of the screen and rules regarding phone use during school hours.
3. The devices will be brought to and from school each day by the students.
4. The devices are for educational purposes and will not be accessed at recess and lunch without written permission from a staff member.
5. Students will ensure that the device's battery is charged and ready for use prior to each school day.
6. Students will not allow others to use their personal devices.
7. The devices are to be covered by the owner's insurance in case of damage or loss.
8. The devices are the responsibility of the owner and Emmaus Christian School will not be responsible for any damage or loss.
9. Students are to ensure that all apps are closed prior to the beginning of the school day.



10. Devices are to be used for educational purposes and only accessing what teachers have requested. (NB: There will be spot checks where the student may be asked to show which apps/ web pages they have open).
11. Devices are to be in a sturdy case, free from any form of offensive graffiti, stickers or markings other than the student's name.
12. Social media is not to be accessed during school hours.
13. Devices must be brought to all classes and students are to ensure that they are stored safely at recess, lunch, and during PE & sport.
14. All material on the device is subject to review by school staff if requested.
15. Students are required to adhere to Emmaus's Student Network and Technology Agreement.
16. Students are required to accept consequences outlined if they breach BYOD expectations and responsibilities.

Annual Agreement Statement

Each year students and parents are required to sign a statement of agreement. In signing that agreement, students and parents are agreeing to adhere to the student code of conduct and affirming each of the statements outlined in the following conditions of network and technology use.

Conditions of Use Students are Required to Agree With.

As a student at Emmaus Christian School:

- ❖ I understand that if I bring a device onto school premises, that the school will not take any responsibility if it's lost, broken or stolen.
- ❖ I must allow staff to access to check my device/s for appropriate use if requested to do so.
- ❖ I understand that any images or material on personal devices brought to school must be legal, aligned to the school's values and appropriate to a school environment.
- ❖ I understand I am responsible to behave appropriately (as outlined in the student code of conduct) when using the school network and technology, or any other network when using the school's name.
- ❖ I understand that when using these networks, I am not permitted to use any name or image of a member of the Emmaus community without their express consent and that I will need to have evidence of that consent.
- ❖ I understand that the use of a VPN, or a mobile phone hotspot to bypass school network restrictions constitutes a breach of this agreement.

As a student at Emmaus, I agree that I will:

- ❖ FOR PRIMARY (K-5) STUDENTS: Only use technology with the permission and supervision of an Emmaus teacher (this includes before and after school and during recess or lunch time).
- ❖ FOR SECONDARY (6-10) STUDENTS: Only use technology with the permission of an Emmaus teacher
- ❖ Only access what the teacher has requested me to access.



- ❖ Only publish work, images, messages or any other content using language that is positive and that doesn't have the potential to cause others to be demeaned or bullied, to feel uncomfortable or unsafe.
- ❖ Make amends on learning that I have caused harm to another member of the Emmaus community in my use of technology.
- ❖ Immediately tell an adult if I see or receive something that is illegal, inappropriate or that makes me feel concerned or harmed.
- ❖ Not share my passwords with others.
- ❖ Respect the privacy of all students at keeping my passwords private and not seeking to know their passwords.
- ❖ Only access my own work.
- ❖ Make no attempt to access illegal or inappropriate material.

As a student at Emmaus, I agree that I will NOT:

- ❖ Do anything to break, damage or change the school's technology (including reconfiguring iPads and/or disconnecting or removing cables or other parts of the network or technology).
- ❖ Give out personal information (such as my surname, address, telephone number or photo of myself, parents or any community member) while online.
- ❖ Post illegal, inappropriate or demeaning pictures of myself or others in the school uniform.
- ❖ Pretend to be someone else when communicating online
- ❖ Break copyright law by using material from other people's work or websites without proper acknowledgment and source citation. If I am unsure, I will check with my teacher.
- ❖ Engage in the cyberbullying or harassment of any Emmaus student, staff member or parent.
- ❖ Take or use images (including photos and recordings) of people without their express permission
- ❖ Download material without permission.
- ❖ Use a VPN or mobile phone hotspot to bypass the school network

Care of School Property

As a student at Emmaus:

- ❖ I will take care of, and use, school property in an appropriate and correct manner.
- ❖ I understand that any damage I cause to school property will need to be reported to my Head of School as soon as possible.
- ❖ I understand that any significant damage that I cause will be investigated. If deemed necessary, my parents will be informed, and monetary compensation will be sought by the school.
- ❖ I understand that a possible consequence of me causing damage to school property may include undertaking community service tasks within the school as a way of making amends. My Head of School will negotiate with my parents to determine a fair arrangement.



Breach of the Student Code of Conduct

Breaches of the student code of conduct and outlined network and technology use will result in disciplinary action. Such breaches include behaviour that is deemed to

- ❖ be unsafe or noncompliant;
- ❖ reduce the safety or effectiveness of the learning environment;
- ❖ be persistently, wilfully or disruptively noncompliant; or
- ❖ pose an unacceptable risk to the safety or wellbeing of another student at the school, a member of staff at the school, or someone else involved in the school's operation.

To remove any doubt, in accordance with the ACT Education Act (2004) a student's behaviour may be unsafe or noncompliant even if the behaviour does not happen on school premises or during school hours. For example: using social media outside school hours to encourage violence against a student at school the next day.

Other examples might include using social media or personal influence to encourage bullying or ostracism of a student at the school.

Action that may be taken where the Code of Conduct is Breached

Wherever possible, action is aimed to assist the student to repair harm caused to another, achieve **self-discipline**, and to assist with problems which may underlie the unacceptable behaviour.

In general, teachers will deal with instances of unacceptable behaviour in the classroom. Cases of persistent or wilful misconduct may be referred to the Heads of School are responsible for the general overview of discipline.

Disciplinary action may include:

- ❖ **Discussion** with student, and/ or parents.
- ❖ **Referral** to school support services.
- ❖ **Service** to the school in line with the infringement.
- ❖ **Detention** for part or all of a recess and/or lunch.
- ❖ **Withdrawal** from a school activity or class.
- ❖ **Restriction** to certain parts of the school grounds.
- ❖ **ICT** restrictions.
- ❖ **Confiscation** of devices for collection by a parent or caregiver.
- ❖ **Payment** for repair of property or devices.
- ❖ **Suspension or expulsion** if the conduct meets the threshold for such action.

Suspension and Exclusion

For more details please refer the school's **SW 1-5 Behaviour Expectations Policy**



Students Rights

Every Student has the right to:

- ❖ be safe and to feel secure in school;
- ❖ learn;
- ❖ develop their God-given talents, interests and ambitions positively without intimidation;
- ❖ work to the best of their ability;
- ❖ be treated with respect by other students and school staff; and
- ❖ be listened to

Review

The School Principal and staff members accept their obligation to fairly, reasonably and consistently enforce the requirements of the Student Code of Conduct. It is school policy to advise parents of all serious or persistent breaches of school rules. See Behaviour Expectations Policy.

Any decision of the school with which a student or his or her parents disagrees, may be reviewed following procedures set out in the school's **GEN 2-0 Dispute Resolution Policy** (available on the website).

Note:

The Student Code of Conduct may be varied at any time by the Principal in consultation with the Executive.

