Student Code of Conduct

Introduction

Darul Ulum College of Victoria, through its two campuses, strives to establish an environment in which every student feels safe and secure. To foster a sense of accountability for their conduct and to cultivate an understanding of the importance of respecting and valuing the rights of others, this Student Code of Conduct and Student Declaration for Use of Digital Technologies has been formulated in conjunction with other school policies.

This Code of Conduct must be read in conjunction with the *Student Declaration for Use of Digital Technologies.*

Student Rights

As a student, I have the right to:
1. learn and feel safe at all times;
2. access a curriculum that promotes and acknowledges personal best;
3. be valued and respected as an individual and protected from any form of abuse or discrimination;
4. receive catch-up work during any withdrawals or suspension from class or school;
5. seek help and support from teachers;
6. receive on-going timely feedback for work submitted to the teacher;
7. receive a course outline for each subject outlining the types of assessment tasks identified and their due dates;
8. know the general outline of the Behaviour Management Policy;
9. know what acceptable behaviour and the consequences is of unacceptable behaviour;
10. submit any complaints / suggestions to the relevant Head of School; and
11. report any concerns or grievances to any staff member I feel comfortable with and/or any adult family member.

Student Responsibilities

At school or when engaged in any school-based activity, I am mindful of the following areas of responsibility and will fulfil them to the best of my ability:

Rights of Allah

1. I uphold the rights of Allah by dedicating myself to adhere to His commandments and the Sunnah of Prophet Muhammad, peace be upon him, to the best of my capabilities.
2. I take responsibility for all my actions, regardless of their magnitude.
3. I endeavour to perform and perfect my five daily prayers in a timely manner.
4. I work towards dedicating time every day to recite a portion of the Qur'an.

Rights of Teachers and Staff

1. I show courtesy and humility in my interactions with teachers and school staff, by honouring and respecting them.
2. I always follow their reasonable instructions.
3. I adhere to the policies and procedures of the school both within the classroom and beyond its confines.

Rights of Fellow Students

1. I treat others with fairness and respect.
2. I promote a safe and inclusive learning environment.
3. I refrain from causing any physical or emotional harm to students.
4. I refrain from all forms of racism, discrimination and bullying, including when online.
5. I avoid being a bystander by actively promoting good conduct and discouraging wrongdoing.
6. I resolve conflicts peacefully and respectfully.

I am also responsible to ensure that I:

4. respect the school property and the school environment, including the Classroom Rules, the cleanliness of the classroom and the yard;
5. accept responsibility for my own learning and behaviour;
6. attend classes punctually and I understand the consequence of truancy;
7. adequately complete and submit all schoolwork in a timely manner;
8. come prepared to school with homework and materials including textbooks and stationary;
9. arrive to school well-nourished and having slept sufficiently;
10. work to achieve my personal best whilst allowing others to do the same;
11. abide by the Behaviour Management Policy and Classroom Rules at all times;
12. refrain from cheating or submitting plagiarised work and understand the consequences of such an offence;
13. show a sense of ownership and pride in the school;
14. wear proper school uniform at all times;
15. display orderly conduct at all times;
16. refrain from bringing or using a mobile phone on school premises, including the school yard, carpark, during, before and after school hours. In the rare occasion (e.g. health issues, etc.) where a student needs to bring the phone to school, permission may be sought from the relevant Head of School. Subject to the approval, a temporary arrangement will be facilitated whereby the phone will be kept in a secure location determined by the Head;
17. abstain from any online activity, during and after school hours, that is deemed to be in breach of the Student Declaration for Use of Digital Technologies, the Behaviour Management Policy and/or may impinge on the wellbeing of others or the school's integrity;
18. note that the school does not endorse students creating / hosting online gaming groups / social media platforms involving students from Darul Ulum. Any misconduct reported to the school may warrant disciplinary action towards the group administrator and/or those involved; and

19. use school assigned laptops with utmost care and understand that I am responsible for any damage caused to the hardware or software that is an outcome of my negligence.

Consequences

Breach of school rules will incur consequences. The consequences for each category of offence(s) are outlined in the College's Behaviour Management Policy. Serious and / or continued breach of school rules may lead to suspension and / or expulsion of the student as per the guidelines outlined in the College's Behaviour Management Policy.

Student Declaration for Use of Digital Technologies Policy

As a student, I have read and understood the Student Declaration for Use of Digital Technologies Policy. I agree to use digital technologies in a responsible and ethical manner by:

1. using the laptop only for the purpose specified by the teacher;
2. engaging with ICT devices in a respectful and ethical manner as per the rules and expectations outlined in the ICT Policy, Cyber Safety Policy and the Student Code of Conduct;
3. respecting others and communicating with them in a supportive manner;
4. abstaining from all forms of online bullying (including forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
5. avoiding all types of cyberbullying, including outside school hours;
6. carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me;
7. refraining from sharing any personal information including contact number(s), personal address, school details and/or images;
8. reporting any concerns pertaining to cyberbullying or the like to the supervising teacher or level coordinator;
9. accessing the network areas dedicated for students' use only;
10. refraining from tampering with the network in any way or form;
11. not sharing my login details with any other student;
12. not accessing / using any other student's or staff member's login details;
13. taking full financial responsibility for any loss or damage caused to the hardware or software that is an outcome of my negligence or if the device is lost;
14. avoiding the access of any irrelevant / inappropriate sites and consulting the teacher or responsible adult when in doubt;

15. refrain from taking any school device home or outside the school premises;

16. refrain from downloading or playing any games on the laptop;

17. protecting the privacy of others by not sharing their personal details including sound recordings, videos or images without the senior management's prior consent and that of the concerned individual;

18. respecting the school's space by not recording any voices or images of self and others without the prior consent of senior management; and

19. refraining from all types of plagiarism and adhering to copyright regulations.

Any breach of the Student Code of Conduct or the Student Declaration for Use of Digital Technologies policies may warrant consequences specified in the Behaviour Management Policy.

Date of Review	Next Review
Term 1, 2024	Term 1, 2026

Principal's Endorsement: *A. Celelah*