



Student Code of Conduct

(Senior Secondary: Year 10, Year 11 and Year 12)

Introduction

Darul Ulum College is committed to provide a vigorous VCE program that aims to enable students to achieve their maximum potential. There are many variables and factors influencing students' performance. Therefore, the aim of this Code of Conduct is to assist students in enhancing their academic performance whilst being considerate of their rights and that of others.

This Code of Conduct must be read in conjunction with the following policies:

- *Student Declaration for Use of Digital Technologies*
- *Behaviour Management Policy and other relevant school policies*

Student Rights

Every student has the right to:

1. learn and feel safe at all times;
2. be valued and respected as an individual and protected from any form of discrimination;
3. seek help and support from teachers;
4. receive on-going timely feedback for work submitted to the teacher;
5. receive a course outline for each subject outlining the type of assessment tasks identified for each outcome and their due dates;
6. know and understand the Behaviour Management Policy;
7. submit complaints / suggestions to the relevant Head of School where applicable; and
8. report any concerns or grievances to the relevant teacher, coordinator or staff member.

Student Duties and Responsibilities

Students are expected to:

1. display respect for self, others, property and the school environment, including the cleanliness of the classroom and yard;
2. accept responsibility for their own learning and behaviour;
3. attend classes punctually;
4. wear proper school uniform to school and when attending school related events;
5. abide by the Behaviour Management Policy at all times;
6. come prepared to school with homework and materials including textbooks and stationary;
7. work to achieve their personal best at all times;

8. remain on school premises for the entire duration of the day, during self-study periods, unless the parent authorises an early departure when required;
9. use self-study periods effectively by remaining in the assigned venue completing tasks and abstaining from causing any distraction;
10. complete and submit all assigned classwork, homework, assignments and projects in a timely manner;
11. attend 100% of all scheduled classes in a timely manner. Where a student's attendance is deemed to be in breach of the Attendance Policy, this may warrant an N (Not Satisfactory) for the relevant subject(s) and the student's file will be referred to the VCE Review Committee for review;
12. attend additional after-school, weekend or holiday classes assigned by the College unless the student is exempt;
13. refrain from cheating or submitting plagiarised work and understand the consequences of such an offence;
14. prepare a study plan and evaluate its effectiveness periodically;
15. arrive to school well-nourished and having slept sufficiently. Lethargic or sleepy students will not be allowed to remain in class;
16. limit screen time and social media interactions to an absolute minimum;
17. spend a minimum of 3 hours nightly for self-study and 4 hours daily on weekends and term holidays;
18. refrain from bringing and using mobile phones on school premises, including the school yard, car park, 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, the parent must submit a written request to the Head of School. A temporary pass will be issued subject to the approval of the Head of School;
19. 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;
20. the school does not endorse students creating / hosting online gaming groups / social platforms involving students from DUCV. Any misconduct reported to the school may warrant disciplinary action towards the group administrator and/or those involved;
21. show a sense of ownership and pride in the school;
22. satisfy all the requirements outlined in the Year 11 and Year 12 Promotion Policies;
23. read the VCE Student Handbook and all other relevant policies;
24. read and understand the conditions and eligibility criteria of the Scholarship Policy; and
25. use school assigned laptops with utmost care and understand the student is responsible for any damage caused to the hardware or software that is an outcome of their negligence.



Senior Secondary Student Code of Conduct Agreement

The parent and student must ensure reading and understanding the Student Code of Conduct Policy which is to be always adhered to.

STUDENT AGREEMENT

I have read and understood the *Senior Secondary Student Code of Conduct*. I accept that if I breach this one or more items of this policy, the consequences of behaviour levels as per the Behaviour Management Policy or other relevant policies will be applicable to me.

PARENT/GUARDIAN AGREEMENT

As parents, we will:

1. monitor our child's attendance to school and completion of homework;
2. monitor and remind our child about the five daily prayers;
3. attend all parent-teacher interviews and information sessions as required;
4. take an active role in our child's education;
5. ensure our child attends all additional classes as required by the College;
6. familiarise ourselves with the Year 11 and Year 12 Promotion Policies available on Schoolbox;
7. read and understand the conditions and eligibility criteria of the Scholarship Policy; and
8. comply with all College policies and requirements.



Student Declaration for Use of Digital Technologies

As a student at Darul Ulum College of Victoria, I have read and understood the following declarations and I agree to use ICT devices in a responsible and ethical manner by:

- using the ICT device only for the purpose specified by the teacher;
- engaging with ICT devices in a respectful and ethical manner as per the rules and expectations outlined in the ICT Policy, Cyber Safety Policy, Behaviour Management Policy and the Student Code of Conduct;
- respecting others and communicating with them in a supportive manner;
- never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- 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;
- refraining from sharing any personal information including contact number(s), address, school details and/or images;
- avoiding all types of cyberbullying at all times, including outside school hours;
- reporting any concerns pertaining to cyberbullying or the like to the supervising teacher or level coordinator;
- accessing the network areas dedicated for students' use only;
- refraining from tampering with the network in any way or form;
- not sharing my login details with any other student;
- not accessing / using any other student's or staff member's login details;
- handling the College devices in a safe and respectful manner whereby I am liable for any damage caused due to misuse;
- avoiding the access of any irrelevant / inappropriate sites and consulting the teacher or responsible adult when in doubt;
- 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;
- respecting the school's space by not recording any sound or images of self and others without the prior consent of senior management; and
- refraining from all types of plagiarism and adhering to copyright regulations.

ANY BREACH OF THE ABOVE GUIDELINES AND RELEVANT POLICIES WILL WARRANT CONSEQUENCES SPECIFIED IN THE BEHAVIOUR MANAGEMENT POLICY.