

Emily Stowe Spartans
Code of Conduct
General Expectations -Respect for Authority, Self, Others, and Property

Be courteous and follow all school and classroom procedures.

- Conduct yourself during all activities in such a way that the rights of all are respected
- Treat all public and private property with respect
- Follow directions to the best of your ability, the first time they are given.
- Use proper language.
- Cell phones are permitted as outlined in the BYOD policy.

At our school we work to maintain a safe, positive, and supportive learning environment for all. All members of the school community including students, parents and guardians, volunteers and school staff, whether they are on school property, on school buses, at school-authorized events, online or in any other school related situation have a responsibility to behave appropriately, take responsibility for their own actions, and respect and honour the school Code of Conduct in alignment with TVDSB policies and procedures.

Responsibilities:

All members of the school community are expected to:

- Accept differences-treat one another with dignity, respect and fairness, regardless of race, ethnicity, religion, gender, sexual orientation, physical ability or any other attribute
- Use appropriate language (in-person/online)-no put downs
- Show proper care and regard for school property and the property of others
- Take an active role in ensuring punctuality, regular attendance, reporting absences or late arrivals and ongoing communication with the school
- Be an Upstander-use good judgement and make wise choices while supporting others to do the same and resolve conflicts in a peaceful and constructive way
- Abide by school protocols (ie. Parking lot protocol, pick up and drop off procedures)

Student responsibilities include:

- Arrive at school on time, prepared to learn, and to work in a manner that is respectful of all learners

- Follow school rules and take responsibility for his/her own actions
- Complete homework as assigned; practising honesty and integrity by not participating in or encouraging plagiarism and misrepresentation of original work
- Dress in a manner that follows the TVDSB Dress Code
- Not to physically harm others (keep hands and feet off)
- Do not bring tobacco products, lighters, matches, alcohol, weapons, illegal substances on school property or on the school bus
- Do not use ipods, MP3 players, cell phones and/or other electronic devices during instructional time without teacher permission

Consequences for not following the Code of Conduct may include:

- Reminders or warnings
- Loss of privileges
- Parental involvement
- Suspension (TVDSB Safe schools procedure)
- Restitution for damaged property
- Police involvement
- Expulsion (TVDSB Safe school procedure)

Progressive Discipline

Progressive discipline is a whole school approach that uses a continuum of corrective and supportive interventions and consequences to address inappropriate student behaviour. This continuum builds upon strategies that repair the harm caused in relationships that have been damaged.

Consequences include learning opportunities to reinforce positive behaviour and encourage students to make good choices. Depending on the severity of the infraction, suspensions (gr 4-8) and/or expulsions may be considered (TVDSB Safe schools procedure).

Suspension

Activities leading to possible suspension:

A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person.

- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying.
- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Computer and Internet Access

Students are expected to use the school's Internet access in support of educational goals. The school's Code of Conduct outlines expectations for students, including behaviour with respect to use of computers. Unacceptable use includes, but is not limited to: (i) activities which may damage equipment (ii) downloading, copying or transmitting any material which is in violation of any Federal or Provincial regulation such as copyrighted material; threatening or obscene material; hateful, racist or discriminatory material and (iii) any breach of security on local and remote sites including use or attempted use of another user's account; unlawful entry or attempted entry into any network system; any attempt to gain unauthorized access to view, alter, copy, share or destroy data and the creation and/or willful transmission of computer viruses or virus hoaxes. Inappropriate use by your child could result in denial of computer privileges, suspension and/or legal action.

Electronic Devices

Technology literacy is a crucial component of modern society. As technology dramatically changes our society, students need to demonstrate the skills and behaviours of digital-age learners. At ESPS a global perspective is developed and presented in content areas where appropriate. Critical thinking, problem solving, communication and collaboration are emphasized. Along with the focus on 21st Century skills, is the requirement for a policy for safe, legal and ethical use of digital information and technology.

As part of Emily Stowe's commitment to nurture our 21st Century learners, all students are permitted, **but are not expected**, to bring PEDs to class and to use them when invited to do so by the teacher. Alternative means of conducting research/inquiry or creating student work will be made available to students without a personal device. While teachers will provide direction in the use of these devices as tools for learning, it is not the responsibility of TVDSB staff to provide technical support for individual devices.

Students are responsible at all times for complying with the Student Code of Conduct. Emily Stowe's Student Technology Acceptable Use Policy and TVDSB's Information Technology Policy. Students are expected to use PEDs for appropriate purposes, at

appropriate times, and with the approval of the teacher. In particular, students are reminded that taking pictures or capturing video with a personal electronic device is only allowed for educational purposes when a teacher has directed and is aware of the use. It is also important that permission be received before taking photographs or recordings of anyone. Once the pictures have been used for instructional purposes, the student must delete them.

When logging on to the Student Wi-Fi network, students must agree to an acceptable use statement. TVDSB subscribes to a service that blocks inappropriate sites, but each student is still responsible for his/her online activities.

In our technology policy students are expected to adhere to the following:

- Respect the teacher's professional judgment as to when and how the PED is to be used
- Devices are not allowed in washrooms, change rooms, or to be used while on the yard and should be stored as directed by the teacher when not in use.
- For safety reasons, students should not be using their devices when moving through the halls.
- Volume/ring tones should be turned off in class unless the teacher gives permission.
- The device is to be used as a learning tool; it should be kept on the desktop for easy access once the teacher has approved usage.
- Social networking (e.g. Facebook, Twitter, texting, Snapchat, Instagram, etc.) is off limits, unless it is approved for educational purposes by your teacher, as is downloading games or music.
- Calling home and/or granting permission to go home must continue to be communicated via the main office

TVDSB Information Technology Appropriate Usage Procedure

Students are expected to use computer equipment, access to networks and the Internet responsibly for educational goals. So that all students can benefit from using computers for learning in a safe environment, the following rules apply.

Personal safety

1. Students shall not give out personal information about themselves or others (such as address, phone number, pictures of themselves) to strangers met through the Internet/Social Media.
2. Web pages/Social Media shall not contain personal information about students (address, phone numbers, pictures unless parents have given consent).
3. Students shall report to a teacher or other school staff member any computer or Internet/Social Media related activity (e.g., threats, abusive language) that gives them concern or appears to threaten the safety of people or places.

Use of equipment, software and networks

1. All equipment, including cables and network drops shall be used in ways that do not cause damage.
 2. Use of computer resources including the Internet/Social Media shall respect the safety and rights of others. Information shall not be accessed; downloaded, stored or distributed that is illegal, abusive, threatening, obscene, harassing or otherwise inappropriate.
 3. Students shall not share passwords or use the passwords of others nor should they try to hack into computer systems.
 4. Computer files or the data in files shall not be deleted, modified, moved or copied unless permission has been given to do so by a school staff member.
 5. Creating and transmitting computer viruses, hoaxes, email worms, sending junk mail or similar nuisance behaviour or related threats to computer security is not permitted.
 6. Software used shall be properly licensed unless it is made available free by the creator ("freeware"). Licensed software shall not be copied illegally.
 7. Email, conferencing, on-line chat and content of web pages shall respect the safety and rights of others.
 8. Students shall report to a teacher or other school staff member any inappropriate use of computer equipment, software or networks, including the Internet/Social Media.
 9. Students shall not pretend to be someone else.
 10. Students shall not intentionally access Internet sites with inappropriate content of no educational value.
 11. If using the work of others, credit must be given and permission obtained if copyright materials are used.
 12. Handheld audio and video devices (e.g., cameras, MP3 players, cell phones) may be used in the classroom and other designated areas of the school with the express permission of the school administration.
 13. No one is to use his or her portable handheld device to audiotape or videotape other individuals (staff, students, parent or community members) without their permission while on school property, or at any school events.
- Inappropriate use of the Board's computer resources will result in consequences. If the actions of a student appear to break the law, the police will be informed.