



**Camberwell Girls
Grammar School**
An Anglican School

**CREATE YOUR
TOMORROW**

CODE OF CONDUCT

Issue no: Version 3.0

INTRODUCTION

Scope

CODE OF CONDUCT

Staff

Parent

Volunteer

Contractor

Student

Homestay Provider

Support Person

ICT CODE OF CONDUCT

Staff

Contractor

Student

VERSION CONTROL

Version No.	Date Approved	Author	Comments
1.0	05.02.2019	Phong Pham	Initial version
2.0	05.02.2019	Phong Pham	Removal of Staff Code of Conduct Renamed "Child Safety Code of Conduct" to "Code of Conduct" for Contractors
3.0	21.02.2020	Phong Pham	Added Policy Review section

INTRODUCTION

A code of conduct is a set of rules outlining how people within an organisation are expected to behave. At Camberwell Girls Grammar School (CGGS), all members of the School community are expected to behave professionally and respectfully in accordance with the School's values and commitment to child safety, equity, diversity and inclusion.

CGGS Code of Conduct outlines appropriate standards of behaviour for all people associated with the School. It details professional boundaries, ethical behaviour and acceptable and unacceptable relationships. When staff, volunteers, contractors, parents, students and other members of the School community are clear about expectations, they are more likely to act appropriately with each other.

Where a relevant person breaches the Code, CGGS may take disciplinary action, including in the case of serious breaches, immediate termination or legislative reporting to the relevant authorities. All people associated with the School are expected to report any breaches of the Code to the relevant authorities and/or representatives.

All people associated with the School are required to sign the school Code of Conduct before commencing their employment, placement or association with the School. The signed Code of Conduct is stored on file with HR. Any revisions to the Code of Conduct must be re-signed by all people actively associated with the school.

Scope

This policy applies to the following groups of people:

- Staff
- Parent
- Volunteer
- Contractor
- Student
- Homestay Providers for International Students
- Support Service Providers for International Students
- ICT Users – Staff
- ICT Users – Contractor
- ICT Users – Student

Policy Review

CGGS is committed to the continuous improvement of its child safety program and initiatives.

Unless otherwise stated, this code of conduct remains in place until it is superseded by an amended version. This code will be reviewed annually or more often as circumstances require.

Next scheduled review date is February 2021.

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Commitment to Child Safety

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Please refer to the **Staff Code of Conduct** on SEQTA.

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This Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from all parents when representing the School, working with students and interacting with other members of the School community. The Code aims to protect students, reduce opportunities for child abuse to occur and promote healthy relationships throughout the school. These expectations carry beyond the physical school boundary and is also relevant outside school hours, off campus and during online activities.

Acceptable Behaviours

All parents at CGGS must:

- Protect all students from all forms of child abuse
- Take all reasonable steps to promote the safety, welfare and wellbeing of all students
- Respect the privacy of students and their families
- Treat all students with respect
- Welcome all students and their families and be inclusive
- Behave as a positive role model to students
- Use positive and affirmative language towards students
- Maintain appropriate physical and emotional boundaries in their interactions with students
- Avoid any conflicts of interest
- Behave respectfully at all times and uphold the values of the School (integrity, commitment, respect, hope and courage)

Unacceptable Behaviours

All parents at CGGS must NOT:

- Develop 'special' relationships with students
- Engage in grooming activities
- Use inappropriate language or swear in the presence of students
- Have online contact with a student, including social media, instant messaging or personal emails
- Photograph or video a student without the consent of the school or parent(s)
- Drive alone with a student in their car or invite a student back to their home
- Bully, harass or discriminate against a student
- Exchange personal telephone numbers or personal email addresses with students
- Share, tag or up-load inappropriate photographs or confidential information of students or the School
- Engage in any form of sexual conduct with a student including making sexually suggestive comments
- Use physical means or corporal punishment to discipline or control a student.

- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Be under the influence of alcohol or illegal drugs when dealing with students
- Engage in any form of behaviour that has the potential to cause damage to the School's reputation

Additional Requirements

In addition to meeting the above core behavioural requirements, all parents are also required to:

- Listen and respond immediately to any concerns / allegations of child abuse
- Report any breaches of the Code of Conduct to the relevant people in the School
- Report any concerns of child safety to a Child Safety Officer
- Ensure all legal reporting obligations are met (mandatory reporting and reportable conduct)
- Maintain a valid WWC card when engaging in School activities
- Report to the Principal any criminal charges or convictions received during the course of their engagement with the school

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in the student / School's best interest?
- What would members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Breaches of this code

Failure to comply with this Code will be considered a serious breach, investigated and may result in disciplinary action. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the School under the School's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS Code of Conduct and return to the CGGS Director of Human Resources. Please retain a copy for your records.

If you have further questions, please contact the Director of Human Resources

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School Code of Conduct. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code.

Signature: _____

Date: _____

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This Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from all volunteers, when representing the School, working with students and interacting with other members of the School community. The Code aims to protect students, reduce opportunities for child abuse to occur and promote healthy relationships throughout the school. These expectations carry beyond the physical school boundary and is also relevant outside school hours, off campus and during online activities.

For parent volunteers, please refer to the Parent version of the Code of Conduct.

Acceptable Behaviours

All volunteers at CGGS must:

- Protect all students from all forms of child abuse
- Take all reasonable steps to promote the safety, welfare and wellbeing of all students
- Respect the privacy of students and their families
- Treat all students with respect
- Welcome all students and their families and be inclusive
- Behave as a positive role model to students
- Use positive and affirmative language towards students
- Maintain appropriate physical and emotional boundaries in their interactions with students
- Avoid any conflicts of interest
- Behave respectfully at all times and uphold the values of the School (integrity, commitment, respect, hope and courage)

Unacceptable Behaviours

All volunteers at CGGS must NOT:

- Develop 'special' relationships with students
- Engage in grooming activities
- Use inappropriate language or swear in the presence of students
- Have online contact with a student, including social media, instant messaging or personal emails
- Photograph or video a student without the consent of the school or parent(s)
- Drive alone with a student in their car or invite a student back to their home
- Bully, harass or discriminate against a student
- Exchange personal telephone numbers or personal email addresses with students
- Share, tag or up-load inappropriate photographs or confidential information of students or the School
- Engage in any form of sexual conduct with a student including making sexually suggestive comments
- Use physical means or corporal punishment to discipline or control a student.

- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Be under the influence of alcohol or illegal drugs when dealing with students
- Engage in any form of behaviour that has the potential to cause damage to the School's reputation

Additional Requirements

In addition to meeting the above core behavioural requirements, all volunteers are also required to:

- Listen and respond immediately to any concerns / allegations of child abuse
- Report any breaches of the Code of Conduct to the relevant people in the School
- Report any concerns of child safety to a Child Safety Officer
- Ensure all legal reporting obligations are met (mandatory reporting and reportable conduct)
- Maintain a valid WWC card when engaging in School activities
- Report to the Principal any criminal charges or convictions received during the course of their engagement with the School

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in the student / School's best interest?
- What would members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Breaches of this code

Failure to comply with this Code will be considered a serious breach, investigated and may result in disciplinary action. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the School under the School's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS Code of Conduct and return to the CGGS Director of Human Resources. Please retain a copy for your records.

If you have further questions, please contact the Director of Human Resources

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School Code of Conduct. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code.

Signature: _____

Date: _____

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This Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from all contractors, when engaged by the School. The Code aims to protect students, reduce opportunities for child abuse to occur and promote healthy relationships throughout the school. These expectations carry beyond the physical school boundary and is also relevant outside school hours, off campus and during online activities.

Acceptable Behaviours

All contractors at CGGS must:

- Protect all children from all forms of child abuse
- Take all reasonable steps to promote the safety, welfare and wellbeing of all students
- Respect the privacy of children and their families
- Treat all students with respect
- Welcome all students and their families and be inclusive
- Use positive and affirmative language towards students
- Maintain appropriate physical and emotional boundaries in their interactions with children
- Avoid any conflicts of interest
- Behave respectfully at all times and uphold the values of the School (integrity, commitment, respect, hope and courage)

Unacceptable Behaviours

All contractors at CGGS must NOT:

- Develop 'special' relationships with students
- Engage in grooming activities
- Use inappropriate language or swear in the presence of students
- Have online contact with a student, including social media, instant messaging or personal emails
- Photograph or video a child without the consent of the school or parent(s)
- Drive alone with a child in their car or invite a child back to their home
- Bully, harass or discriminate against a child
- Exchange personal telephone numbers or personal email addresses with students
- Share, tag or up-load inappropriate photographs or confidential information of students or the School
- Engage in any form of sexual conduct with a student including making sexually suggestive comments
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Be under the influence of alcohol or illegal drugs when on School premises
- Engage in any form of behaviour that has the potential to cause damage to the School's reputation

Additional Requirements

In addition to meeting the above core behavioural requirements, all contractors are also required to:

- Listen and respond immediately to any concerns / allegations of child abuse
- Report any breaches of the Code of Conduct to the relevant people in the School
- Report any concerns of child safety to a Child Safety Officer
- Ensure all legal reporting obligations are met (mandatory reporting and reportable conduct)
- Maintain a valid WWC card when engaging in School activities
- Report to the Principal any criminal charges or convictions received during the course of their engagement with the school

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in the student / School's best interest?
- What would members of the school community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Breaches of this code

Failure to comply with this Code will be considered a serious breach, investigated and may result in disciplinary action. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the school under the school's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS Code of Conduct and return to the CGGS Director of Human Resources. Please retain a copy for your records.

If you have further questions, please contact the Director of Human Resources

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School Code of Conduct. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code.

Signature: _____

Date: _____

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This Student Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from all students when interacting with others at the school. The Code aims to promote a safe and happy learning environment for all students to become inspired in their love of learning and grow into compassionate global minded leaders. These expectations carry beyond the physical school boundary and is also relevant outside school hours, off campus and during online activities.

Acceptable Behaviours

All students at CGGS must:

- Uphold the values of the School at all times (integrity, commitment, respect, hope and courage)
- Treat everyone fairly with courtesy, thoughtfulness and respect
- Use socially acceptable language at all times
- Value the ideas and opinions of others
- Respect other people's privacy
- Look after other people and school property
- Observe and abide by the school rules
- Report any dangerous activities to a staff member

Unacceptable Behaviours

All students at CGGS must NOT:

- Engage in dangerous and violent activities
- Bully, intimidate or harass others
- Engage in any activity which might affect the School's reputation
- Put others at risk of harm
- Disrupt another student's learning
- Be in possession, distribute, sell or consume alcohol or drugs while representing the School
- Have private, planned, social contact with a member of staff without consent of the Principal. Unintended contact, such as seeing each other on the street is acceptable.
- Engage in personal online activities with a member of staff such as social media, instant messaging and email. School related activities are acceptable
- Develop 'special' relationships with a member of staff
- Share, tag or upload inappropriate photographs of another student or member of staff
- Exchange personal telephone numbers or personal email addresses with a member of staff

Additional Requirements

In addition to meeting the above core behavioural requirements, all students are also required to:

- Listen and support any student that has raised concerns / allegations of child abuse
- Report any breaches of the Code of Conduct to a member of staff
- Report any concerns of child safety to a Child Safety Officer

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in other people's best interest?
- Am I acting in the best interest of the School?
- What would my parents and teachers expect me to do?
- What would be the reaction if others knew about this behaviour?

Breaches of this code

Failure to comply with this Code will be considered a breach, investigated and may result in disciplinary action in accordance with the School's behaviour management policy. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the School under the School's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS Student Code of Conduct and return to your Year Level Coordinator. Please retain a copy for your records.

If you have further questions, please contact the Head of Junior School or Head of Senior School.

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School Student Code of Conduct. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code.

Signature: _____

Date: _____

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This Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from all members of the family of the homestay provider when hosting a homestay student from CGGS. The Code aims to protect the homestay student, reduce opportunities for child abuse to occur and promote a healthy and supportive living arrangement for the host and student. These expectations carry beyond the physical boundary of the home and is relevant throughout the duration of the student's stay with the host family.

Acceptable Behaviours

All homestay providers must:

- Develop positive relationships with their homestay student based on mutual trust and respect
- Provide a nurturing, safe and caring environment where homestay students are treated like any other member of the family
- Know the whereabouts of the homestay student at all times, including who the student is with and when the student will return home
- Be contactable to the homestay student at all times
- Respect the homestay student's right to privacy and allow them space to be alone
- Acknowledge the significance of culture, customs, language and beliefs in the life of their homestay student and accommodate appropriately for these within the family's life
- Provide the homestay student with appropriate accommodation, welfare and support which includes a private, clean and warm bedroom, healthy food, laundry facilities and a supportive environment
- Uphold the values of the School at all times (integrity, commitment, respect, hope and courage)
- Contact the School regarding any concerns, difficulties or any change of circumstances in the home

Unacceptable Behaviours

All homestay providers must NOT:

- Engage in any dangerous and violent activities that may put the homestay student at risk of harm
- Bully, intimidate or harass their homestay student
- Engage in any activity which might affect the School's reputation
- Be in possession, distribute, sell or consume drugs while hosting a homestay student
- Develop 'special' relationships with their homestay student
- Share, tag or upload inappropriate photographs of their homestay student
- Engage in grooming activities
- Use inappropriate language or swear in the presence of their homestay student
- Engage in any form of sexual conduct with their homestay student including making sexually suggestive comments
- Use physical means or corporal punishment to discipline or control their homestay student.

- Engage in any form of behaviour that has the potential to cause a homestay student serious emotional or psychological harm.

Additional Requirements

In addition to meeting the above core behavioural requirements, all homestay providers are also required to:

- Listen and support their homestay student if she has raised concerns / allegations of child abuse
- Maintain valid WWC card (for each adult occupant 18 years of age or older)
- Report any breaches of the Code of Conduct to the International Student Coordinator

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in the student's best interest?
- Am I acting in the best interest of the School?
- What would members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Breaches of this code

Failure to comply with this Code will be considered a serious breach, investigated and may result in disciplinary action. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the School under the School's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS Code of Conduct and return to your International Student Coordinator. Please retain a copy for your records.

If you have further questions, please contact the International Student Coordinator.

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School Code of Conduct. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code. I will ensure that all members of the family are made aware of this Code.

Signature: _____

Date: _____

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This Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from the support person(s) of all independent commercial agencies that provides counselling, welfare and support services to International Students. This service is additional to, and not in place of, the support and counselling services CGGS normally provides to its students. The Code aims to protect the International Student, reduce opportunities for child abuse to occur and promote a healthy and supportive arrangement between the International Student and their support person. These expectations remain in place throughout the terms of engagement between the International Student and support person.

Acceptable Behaviours

All nominated support person(s) from independent commercial agencies must:

- Develop positive relationships with their assigned International Student based on mutual trust and respect
- Be contactable to the International Student at all times
- Respect the International Student's right to privacy and allow them space to be alone
- Work collaboratively with the School and the homestay provider to always put the best interest of the International Student first when making decisions affecting the student
- Acknowledge and respect the cultural, language and belief differences of their International Student
- Uphold the values of the School at all times (integrity, commitment, respect, hope and courage)
- Contact the School regarding any concerns, difficulties or any change of circumstances affecting the International Student

Unacceptable Behaviours

All nominated support person(s) from independent commercial agencies must NOT:

- Engage in any dangerous and violent activities that may put the International Student at risk of harm
- Bully, intimidate or harass their assigned International Student
- Engage in any activity which might affect the School's reputation
- Be in possession, distribute, sell or consume drugs while in the presence of their International Student
- Develop 'special' relationships with their International Student
- Share, tag or upload inappropriate photographs of their International Student
- Engage in grooming activities
- Use inappropriate language or swear in the presence of their International Student
- Engage in any form of sexual conduct with their International Student including making sexually suggestive comments
- Use physical means or corporal punishment to discipline or control their International Student

- Engage in any form of behaviour that has the potential to cause their International Student serious emotional or psychological harm.

Additional Requirements

In addition to meeting the above core behavioural requirements, all support person(s) are also required to:

- Listen and support their International Student if she has raised concerns / allegations of child abuse
- Maintain a valid WWC card
- Report any breaches of the Code of Conduct to the International Student Coordinator

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in the student's best interest?
- Am I acting in the best interest of the School?
- What would members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Breaches of this code

Failure to comply with this Code will be considered a serious breach, investigated and may result in disciplinary action. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the School under the School's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS Code of Conduct and return to your International Student Coordinator. Please retain a copy for your records.

If you have further questions, please contact the International Student Coordinator.

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School Code of Conduct. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code.

Signature: _____

Date: _____

ICT CODE OF CONDUCT

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Commitment to Child Safety

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Please refer to the **Staff Code of Conduct** on SEQTA.

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This Information Communication Technology (ICT) Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from all contractors, when working with or on the School's ICT facilities and networks. The Code aims to regulate the use of internet, email and other ICT technology to protect the School, its assets and its networks from unauthorised access, misuse and harm. These expectations carry beyond the physical school boundary and is also relevant outside school hours, off campus and during offsite online activities.

Acceptable Behaviours

All contractors working with CGGS ICT facilities must:

- Use the facilities for their intended / educational purposes
- Treat electronic information with confidentiality
- Use appropriate password / passcode protocol to prevent unauthorised access
- Use appropriate anti - virus scanners that are regularly updated
- Use computers and other equipment supplied by the School with care and respect

Unacceptable Behaviours

All contractors working with CGGS ICT facilities must NOT:

- Use the ICT facilities for illegal purposes
- Use the ICT facilities for personal gain
- Reproduce, duplicate, print, transmit or download material that breaches Australian copyright laws
- Forward CGGS confidential / restricted information to their personal third party email account
- Disclose, share or write down on a piece of paper their password / passcode
- Hack into CGGS systems and breach computer or network security measures
- Send fraudulent, unlawful or abusive information
- Use mobile phones or tablets whilst driving
- Record telephone conversations
- Create, store, transmit, post communicate or access any fraudulent or offensive information, data or material including pornographic or sexually explicit material, images, text or other offensive material
- Engage in cyber bullying
- Transmit, communicate or access any material, which discriminates against, harasses or vilifies members of the School community on the grounds of gender, pregnancy, age, race, religious background, marital status, physical impairment, sexual preference or transgender.
- Download unauthorised software, games, music files or other material for personal use
- Visit unauthorised social media or websites including chat lines, online gambling, sexually explicit or pornographic websites.

- Open attachments from emails or click on links in emails where they do not recognise the sender
- Use cloud storage / sharing providers such as DropBox, Google Drive, BOX

Additional Requirements

In addition to meeting the above core behavioural requirements when working with CGGS ICT facilities, all contractors are also required to:

- Report any breaches of the Code of Conduct or concerns of ICT misuse by staff, students or other members of the School community to the IT Operations Manager or Chief Financial and Operating Officer

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- What would members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Breaches of this code

Failure to comply with this Code will be considered a serious breach, investigated and may result in disciplinary action. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the School under the School's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS ICT Code of Conduct and return to the CGGS Director of Human Resources. Please retain a copy for your records.

If you have further questions, please contact the IT Operations Manager

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School ICT Code of Conduct for contractors. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code.

Signature: _____

Date: _____

ICT CODE OF CONDUCT

CREATE YOUR
TOMORROW**Commitment to Child Safety**

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

This Information Communication Technology (ICT) Code of Conduct sets out the behaviour which Camberwell Girls Grammar School (CGGS) expects from all students, when working with or on the School's ICT facilities and networks. The Code aims to regulate the use of internet, email and other ICT technology to protect the School, its assets and its networks from unauthorised access, misuse and harm. These expectations carry beyond the physical school boundary and is also relevant outside school hours, off campus and during offsite online activities.

Acceptable Behaviours

All students working with CGGS ICT facilities must:

- Only use the computer network for educational purposes
- Only use the computer network with the teacher's permission
- Use the internet in a safe and appropriate manner
- Always ensure that websites visited are safe and acceptable
- Use computers and other equipment supplied by the School with care and respect
- Inform the teacher of any information found online that is disturbing or uncomfortable
- Log on using personal username and password
- Only print material that is relevant to their studies
- Respect the privacy of others, their personal files and be polite when sending messages to others
- Note the author, publisher or website title if using an image from the internet

Unacceptable Behaviours

All students working with CGGS ICT facilities must NOT:

- Change any settings or load any software without the teacher's permission
- Give out personal details on the internet
- Copy more than 10% of a text online
- Use the internet to demean or hurt others

Additional Requirements

In addition to meeting the above core behavioural requirements when working with ICT facilities, all students are also required to:

- Report any breaches of the Code of Conduct or concerns of ICT misuse by staff, students or other members of the School community to the IT Operations Manager or Chief Financial and Operating Officer

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- What would members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Breaches of this code

Failure to comply with this Code will be considered a serious breach, investigated and may result in disciplinary action. Findings are communicated to the relevant parties, and if applicable, reported to the relevant authorities, in accordance with legislative reporting requirements.

Appeal

All parties have the right to appeal the investigation findings and/or decisions of the School under the School's complaints and grievance process. Refer to the relevant policy on SEQTA.

Acknowledgement

Please sign your commitment to the CGGS ICT Code of Conduct and return to your Year Level Coordinator. Please retain a copy for your records.

If you have further questions, please contact the IT Operations Manager

I, (print your name) _____ hereby acknowledge that I have received and read Camberwell Girls Grammar School ICT Code of Conduct for students. I have been explained of my obligations, duties and responsibilities under the Code and hereby fully commit to comply with all provisions of this Code.

Signature: _____

Date: _____