

## STUDENT BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This policy and procedure has been developed to ensure Ozford College has policies and procedures to promote a consistent and fair approach to student discipline.
<b>Responsible Officer</b>	High School Coordinator
<b>Associated documents</b>	<ul style="list-style-type: none"> <li>• Student Support &amp; Services Policy &amp; Procedures</li> <li>• Human Resources Policy</li> <li>• Anti-bullying and Anti-harassment Policy and Procedures</li> <li>• Equal opportunity and anti-discrimination policy and procedures</li> </ul>

### 1. RATIONALE

Ozford College (“**Ozford**”) is committed to providing an environment to maximise educational opportunities to generate the best outcome for all students.

Ozford uses a variety of approaches to promote good student behaviour and to reduce and resolve conflict between students and between students and staff which is explained in this policy.

### 2. SCOPE

This policy and procedures applies to all Ozford students.

### 3. POLICY

3.1 Ozford College (“**Ozford**”) is committed to providing an environment to maximise educational opportunities to generate the best outcome for all students.

3.2 The behaviour of both staff members and students at Ozford’s is managed supportively to achieve a positive learning environment for the benefit of all parties.

3.3 All students are expected to comply with the Ozford code of conduct.

3.4 Ozford will undertake disciplinary measures for any behavioural incidents on-site, off-site or commuting to and from the College whilst on College’s activities.

3.5 To facilitate a procedural fairness, disciplinary measures implemented will take into account the nature of the behaviour and steps be taken to identify and address the cause giving rise to the incident.

3.6 No **corporal punishment** is allowed at Ozford.

3.7 The Principal at Ozford has the authority to make the final decision with regard to suspension and expulsion of a student. This power cannot be delegated. This is a legal obligation under Ministerial Order 625.

### 4. CODE OF CONDUCT

The Student Code and Conduct provides the framework and clarifies the standards of conduct that are expected of students at Ozford. The five basic principles that underpin the Code of Conduct are:

- **Fairness**

Ozford will ensure that all dealings with students are transparent, consistent, equitable and fair, and consistent with the principles of natural justice. Ozford equally expects that student interactions with the College and other students and staff are held to the same standard.

- **Respect**

Ozford as a school is a workplace, a community hub and a place of learning. Everyone involved in our school community deserves to be respected, valued and treated equally.

- **Accountability**

Ozford, its students and staff have rights and responsibilities to each other. Each party will be held accountable for its actions and for any breaches or infringements on these rights and responsibilities. Ozford will identify and specify responsibilities and accountabilities for decisions and processes in the resolution of any behavioural issue(s);

- **Appropriateness**

Ozford has defined a framework of penalties which may be imposed for substantiated misconduct that is appropriate, proportionate and consistent.

- **Communication**

The Code of Conduct and Policies and Procedures will be communicated clearly to the students and the manner of resolution of any breach by any person will be consistent throughout.

The Code of Conduct does not cover all situations; it articulates the expectations and aspiration of the College in relation to student conduct, including strategies to address inappropriate conduct.

The Code of Conduct is developed as a basis for providing:

- a positive framework to promote high standards of achievement and conduct; and
- Articulation of responses and consequences for inappropriate conduct.

All students are required to act in a manner that promotes a safe, positive, productive and harmonious learning environment, act ethically, respectfully and responsibly, and be accountable for their actions and decisions.

All students have a responsibility to comply with legislation, terms and conditions of their enrolment, Ozford policy and procedures, and the Code of Conduct.

#### **4.1 Alcohol and Drugs**

Ozford is an alcohol and drug free establishment. The consumption and or possession of alcohol and illegal drugs on Ozford premises are strictly prohibited at all times. Students are forbidden from being involved in Ozford activities whilst under the influence of alcohol or illegal drugs. Smoking is prohibited on the property and within 4 metres of entrances and exits. Illegal activity will be reported to the relevant authorities.

#### **4.2 Assault/Violence**

Any form of assault/ violence in or outside the campus is prohibited and considered a serious misconduct. The reference to violence includes not only physical assault and/or battery but oral, written, electronic and online threats. It also includes assault or threats of a sexual nature and discriminatory behaviour and/or assaults or threats on the basis of race, gender or sexual preference or any other characteristics specified under Anti-Discrimination or Human Rights legislation. Any such conduct, whether between students, directed at staff or directed by students to parties outside the campus is not acceptable and will be subject to disciplinary action.

The possession or threat of possession of weapons or objects that can be used as a weapon is strictly prohibited and may constitute a criminal activity and be reported accordingly.

#### **4.3 Bullying**

Bullying is a repeated unreasonable behaviour directed toward another person/student, or a group of students, or staff member, that creates a risk to health and safety. Examples of behaviour that could be bullying include, but are not limited to:

- excluding someone from workplace/learning activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- abuse using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- humiliating someone through sarcasm or insults
- intimidation
- initiation practices
- sabotaging someone's work
- 'practical jokes'

Any form of bullying physical, verbal or online in or outside class is strictly prohibited.

#### **4.4 Discrimination**

Discrimination exists if and when a person or a group of people, is/are being treated less satisfactorily than another person and/group because of race, colour, nationality or ethnic origin, sex, pregnancy or marital status, age, physical disability, religion, sexual preference, trade union activities or any other characteristics specified under the Anti-Discrimination or Human Rights legislations. Discrimination and harassment in or out of class is strictly prohibited and will be subject to disciplinary action.

Harassment is a type of discrimination and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or cause offence (see Bullying and Discrimination). Unlawful harassment may relate to any of the characteristics covered by Equal Opportunity legislation.

Oxford College will act quickly to ensure that unlawful discrimination does not occur, or continue to occur for either students or staff.

#### **4.5 General Misconduct**

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements (e.g. non-payment of fees); misuses, damages or steals Oxford's property or the property of others; alters/defaces Oxford documents or records; prejudices the good name of Oxford, or otherwise acts in an improper manner.

The following examples indicate the kinds of general misconduct which constitute student general misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- contravenes any rules or acts;
- prejudices the good name or reputation of the College;
- prejudices the good order and governance of the College or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of the College;
- fails to comply with conditions agreed in the contract;
- fails to comply with the overseas student visa conditions;
- wilfully disobeys or disregards any lawful order or direction from Oxford personnel;
- refuses to identify him or herself when lawfully asked to do so by a staff member;
- fails to comply with any penalty imposed for breach of conduct;
- misbehaves in a class, meeting or other activity under the control or supervision of the College, or on the premises or other premises to which the student has access as a student of the College;
- obstructs any member of staff in the performance of their duties;
- acts dishonestly in relation to admission to the College;
- knowingly makes any false or misleading representation about things that concern the student as a student of the College or breaches any of the College rules;
- alters any Oxford documents or records;

- harasses or intimidates another student, a member of staff, a visitor, or any other person while the student is engaged in study or other activity as a student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- breaches any confidence of the College;
- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the premises while acting as Oxford student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- Steals, destroys or damages a facility or property of the College or for which the College is responsible.

#### **4.6 Academic Misconduct**

Oxford is committed to promoting academic integrity among students and staff and ensuring all assessment of student learning is undertaken in accord with the highest levels of academic integrity.

#### **Use of IT Facilities and Services**

Information systems and computer networks are an integral part of the Oxford's operation. Oxford has made a substantial investment to create and protect these systems. IT facilities and services are provided to users to support the strategic objectives of the College.

Users must take responsibility for using IT facilities and services in an ethical secure and legal manner; having regard for the objectives of the College and the privacy, rights and sensitivities of other people.

##### **Privacy**

- While Oxford desires to provide a reasonable level of privacy, users should be aware that the data they create or store on Oxford resources, or while using Oxford resources, is the property of Oxford.
- Students are responsible for exercising good judgment regarding personal use of Oxford resources.
- The use of personal data storage devices to transfer stored data to or from the Oxford's IT resources is strictly prohibited unless undertaken with the full knowledge and written approval of the IT Services Manager and meets the security requirements
- Oxford may monitor users' use of the College's resources.
- Oxford may monitor the equipment, systems and network traffic of users at any time.
- Oxford can access and audit networks and systems (including electronic mail systems and information stored in the network) on a periodic basis for any business purpose including but not limited to:
  - security, network and maintenance purposes;
  - assessing the level of personal use;
  - accessing or retrieving email or data that may have been deleted;
  - ensuring that there is no illegal or improper use of email or the internet;
  - monitoring potential breaches of confidential information;
  - assessing any violations that may constitute harassment or discrimination;
  - investigating complaints of users, clients or suppliers;
  - obtaining all data about the use of email and the internet for strategic purposes; and,
  - Assessing whether this policy is being adhered to and identifying any possible breaches.

##### **Security**

- Students are responsible for the security of their passwords and the use of Oxford resources via their accounts.
- Passwords must remain secure and students should refrain from disclosing their password to any person and, from sharing accounts.

- All PCs, laptops, tablets, mobile devices and workstations should be secured by logging off or locking the workstation when the system is unattended.
- Ozford email accounts are provided for academic and study related communications
- Students must not copy, duplicate (except for backup purposes), disclose, or allow anyone else to copy or duplicate any confidential information.

#### **External IT Equipment / Cloud services and solutions**

- Any external or personal equipment that students wish to be connected to the Ozford's networks must first be approved by the IT services division. Approval is dependent on there being an active antivirus program running on the equipment within current antivirus definitions.
- The accessing, storing and working on 'Cloud' services must abide by the same legislations and Ozford policies with regards to access, privacy, security and data breach.

#### **Electronic Mail Guidelines**

- The contents and size of student email accounts will be defined by the IT services division.
- Some types of emails and attachments will be blocked by the systems to help secure the environment from spam, viruses, worms or other harmful software.

#### **Personal Mobile Phone, Hand Devices and Computers**

Personal mobile phone, hand devices and computers are the personal belongings of students. It is the student's responsibility to ensure they are kept secured and safe. Students are expected to use them in a safe, responsible and ethical manner at all times. This includes:

- keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes);
- respecting others and communicating with others in a supportive manner, never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- protecting own privacy; not giving out any personal details, including name, telephone number, address, passwords and images;
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent - carefully considering the content before uploading or posting online;
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If unclear seek further explanation from a teacher/manager;
- not bringing to the College or downloading unauthorised programs, including games;
- respecting the privacy of others; only taking photos or recording sound or video when formal consent has been given or when recording is part of an approved lesson; and,
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/ uploading them to online spaces.

#### **Prohibited Activities**

Under no circumstances is a student authorised to engage in any activity that is illegal under local, state, federal or international law while using Ozford resources.

The following activities are expressly prohibited:

- violations of the rights of any person or the College protected by confidentiality, copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use, or the duplication or transmission of copyrighted or otherwise protected materials. This prohibition also applies to materials that are considered "Confidential";
- sending spam using Ozford resources;

- the use of any peer-to-peer file sharing software or websites, including but not limited to Bit Torrent, eMule, LimeWire or Ares;
  - the use of any IRC or messenger software or websites, including but not limited to Facebook Messenger or other "Messengers", IRC or "chat" clients (except that, for the avoidance of doubt, Voice Over IP products are allowed for the Ozford business purposes only, where the employee has first registered the name and service with the IT services division and obtained his or her consent to such use);
  - unless specifically for academic or business purposes, posting or subscribing to newsgroups, online discussion boards or email list groups;
  - using Ozford resources to actively engage in procuring or transmitting material that is in violation of sexual harassment, privacy, discrimination or workplace laws including but not limited material which is offensive, obscene, threatening, pornographic, defamatory, discriminatory, insulting, inappropriate, disruptive, intimidating or in violation of a person's privacy;
  - effecting disruptions to, or interfering with, any other computer or network;
  - using any form of network monitoring which will intercept data not specifically intended for the employee, unless this activity is a part of the employee's normal job responsibilities;
  - circumventing user authentication or security of any host, network or account;
  - providing information about, or lists of, Ozford's users, customers or potential customers to any third party; or outside the College;
  - activities which discredit Ozford;
  - using electronic mail or the internet for political, religious, private commercial, personal profit making, gambling or personal advertising purposes;
  - unauthorised use, or forging, of email header information;
  - connecting to the internet, or sending email through, an anonymous proxy server or similar conveyance designed to obfuscate the user's identity;
  - creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type;
  - installing any software that is not approved by the IT department;
  - unauthorised accessing, copying of Ozford information to a personal USB memory stick, hard disk or removable storage device/cloud (whether it is a to mobile phone, tablet, music player, cloud storage or otherwise);
  - the 'ripping', copying or storage of music for any purpose; and,
- For further information, please refer to the Use of Information Technology Facilities and Services Policy and Procedures.

### **Building Regulations**

Students are required to comply with the regulations of the building, including:

- No smoking in the building.
- No smoking within 4 meters of building entrance.
- Not pressing the emergency button in the lift unless there is an emergency.
- Not using or interfering with emergency equipment, such as fire extinguishers and fire alarms, unless in the case of a genuine emergency.

Penalties apply to those caught breaking the building regulations.

### **Dress Code**

Ozford does not impose compulsory uniform for students, instead all students are encouraged to learn responsibility with their choice of clothing dress in an appropriate manner. For health and safety reasons students must wear shoes at all times and thongs or open shoes are not permitted. Hats and sunglasses are not to be worn within the building and must be removed upon request of a staff member unless written permission has been granted by Ozford Staff. Students may be asked to go home and change if any dress items are deemed inappropriate.

## **6. Procedures**

### **Promotion of Code of Conduct**



The Code of Conduct is made available on Student Handbook which is available on Ozford website. All new students will be given a copy of the Student Handbook and the Code of Conduct explained to student during compulsory student orientation.

### **Ongoing Support**

Students are provided with various support to improve their understanding and encourage compliance with the Code of Conduct. Students attend weekly mentor sessions where they are provided with course related information and information related to adjusting to study and life at Ozford.

Students who are encountering difficulties understanding or identified as at risk of not meeting course, attendance and code of conduct requirements will be referred to the High School Coordinator or Student Welfare Officer for further individual support.

### **Breach of Code of Conduct and Disciplinary Measures**

Students in breach of the Code will be subject to disciplinary action. To facilitate a procedural fairness, disciplinary measures implemented will take into account the nature of the behaviour and steps be taken to identify and address the cause giving rise to the incident. The disciplinary actions include and may occur in the following order:

1. an initial verbal warning;
2. extra duties assigned;
3. time limited withdrawal from class;
4. detentions;
5. conduct card arrangement;
6. written warning(s);
7. suspension and/or possible expulsion for a period of time from Ozford; and
8. a permanent expulsion and a possible referral to the relevant authority or authorities in the event the behaviour constitutes a serious breach of the legislation.

In ensuring fairness is exercised throughout the process of implementation of disciplinary action, the staff member should take into consideration the following:

- the nature of the behaviour;
- the student age;
- the circumstances surrounding inappropriate behaviour;
- the interest, health, safety and wellbeing of the student(s);
- the impact on student's engagement;
- a duty of care to student(s); and
- The family circumstances of the student(s).

Ozford's complaints and the appeals policies and procedures will be adopted in the investigations and anticipated resolution of the complaint(s) as it sees fit.

### **Suspension**

Suspension is a serious disciplinary action and as such should only be utilised in the event other disciplinary measures have failed to affect a satisfactory outcome. A student shall not be suspended for a period of time greater than nine school days in any one school year.

### **Expulsion**

Expulsion is a severe form of sanction and to be exercised only in the most serious circumstances.

### **When an expulsion may occur**

A principal may expel a student from the school if, whilst attending school, travelling to and from school or engaging in any school related activity away from school (including when travelling to or from that activity) the student:

- behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person
- causes significant damage to or destruction of property
- commits or attempts to commit or is knowingly involved in the theft of property
- possesses, uses or sells or deliberately assists another person to possess, use or sell illicit substances or weapons
- fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person
- consistently engages in behavior that vilifies, defames, degrades or humiliates another person based on age; breastfeeding; gender; identity; impairment; industrial activity; lawful sexual activity; marital status; parent/ carer status or status as a carer; physical features; political belief or activity; pregnancy; race; religious belief or activity; sex; sexual orientation; personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes
- consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other student.

The student's behavior must be of such a magnitude that having regard to the need of the student to receive an education; to maintain the health, safety and wellbeing of other students and staff at the school; and to maintain the effectiveness of the school's educational programs, expulsion is considered the only available mechanism. The Cancellation of Enrolment procedures must be implemented when in expulsion is being considered.

The Principal at Ozford has the authority to make the final decision with regard to suspension and expulsion of a student. This power cannot be delegated. This is a legal obligation under Ministerial Order 625.

Parents/guardians/carers of students under the age of 18 will be notified via phone call and /or written notification in cases of serious discipline action being taken such as suspension and expulsion. An accurate record is kept with respect to any inappropriate behaviour, disciplinary actions taken and resolution on student management system.

## **5. FEEDBACK**

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.