

Guidelines for Evolve Online School Behaviour (July 2025)

Introduction

Welcome to our Evolve Online School Community!

We're excited to have you as part of our online school family. Like in a physical school, we must understand how to behave and work together in our virtual classrooms. This helps us create a safe, friendly, positive environment where everyone can learn and grow.

Our Code of Conduct is a set of rules that show us how to treat each other kindly, use technology responsibly, and make our online school a great place. It's like a map that guides us on the right path while learning and interacting online.

As we go through our Code of Conduct, remember that each rule is here to help us be good friends, good learners, and good members of our online community. Let's work together to make our online school a place where everyone feels respected, supported, and excited to learn!

Thank you for being a part of our incredible online school adventure.

1. Code of Conduct High School

- 1.1. Respect for others: All students, staff, and online community members should treat each other with respect and dignity. This includes avoiding harassment, bullying, or any other hurtful or offensive behaviour.
- 1.2. Appropriate language: Students should use appropriate language in all online interactions, avoiding profanity, slurs, or other inappropriate language.
- 1.3. Confidentiality: Students should respect the privacy of others by not sharing personal information without permission and avoiding any behaviour that invades the privacy of others.
- 1.4. Online safety: Students should follow safe and responsible online practices, such as using strong passwords, avoiding risky websites, and not engaging in any activities that could compromise the security of their accounts or the online community.
- 1.5. Academic integrity: Students should always engage in honest and ethical behaviour when participating in academic activities, such as avoiding plagiarism, cheating, or data fabrication.
- 1.6. Use of technology: Students should use technology following the school's policies and guidelines, including avoiding unauthorized access to computers or networks and not engaging in any activities that could harm the school's technology resources or compromise its security.
- 1.7. Reporting violations: Students should report any code of conduct violations to a teacher or administrator immediately.
- 1.8. This code of conduct should be reviewed and updated regularly to ensure it stays relevant and in line with the changing needs of the online community.

2. Disciplinary Procedures

- 2.1. Verification of the violation: The first step in the disciplinary procedure is to verify that a code of conduct violation has occurred. This may involve reviewing evidence, such as logs of online interactions or speaking with witnesses to the offence.
- 2.2. Notification of the student: Once the violation has been verified, the student who committed the breach should be notified and given a clear explanation of the problem.
- 2.3. Discussion with the student: A teacher or administrator should talk with the student to discuss the violation and its impact on the online community. This is an opportunity for the student to understand their actions' implications and provide their perspective on the situation.
- 2.4. Determination of a consequence: A consequence should be determined based on the severity of the violation and the student's past behaviour. Depending on the circumstances, this may range from a verbal warning to suspension or expulsion from the online school.
- 2.5. Implementation of the consequence: The student should be informed of the result, and it should be implemented immediately. This may involve revoking access to specific online resources or changing the student's online activities or participation in online activities.
- 2.6. Monitoring and follow-up: The student's behaviour should be monitored after the consequence has been implemented, and follow-up actions should be taken to ensure that the violation does not occur again.
- 2.7. It is important to remember that the goal of the disciplinary procedure is not to punish students but rather to help them understand their actions' impact and promote positive behaviour in the online community. The system should be applied fairly and consistently and reviewed and updated regularly to ensure its effectiveness.



1. Code of Conduct Foundation Phase

- 1.1. Be kind: Everyone in the online community should be kind to each other, and not say mean or hurtful things.
- 1.2. Use nice words: Students should use polite words when talking to each other online, and not use bad words or say things that might hurt someone's feelings.
- 1.3. Keep things private: Students should keep other people's secrets private and not share personal information without permission.
- 1.4. Be safe: Students should be careful when using technology and not do anything that could hurt them or the school's technology.
- 1.5. Be honest: Students should always tell the truth when doing school work, and not cheat or copy other people's work.
- 1.6. Follow the rules: Students should follow the school's rules when using technology, and not do anything that's not allowed.
- 1.7. Tell a teacher: If a student sees someone else doing something that's not allowed, they should tell a teacher right away.

2. Disciplinary Procedures

- 2.1. Checking the problem: When a teacher or grown-up finds out that someone broke the rules, they will check to make sure that's what really happened. They might look at things that were said or done online, or talk to other kids who saw what happened.
- 2.2. Telling the student: If the teacher or grown-up finds out that someone broke the rules, they will tell that student and explain what they did wrong.
- 2.3. Talking with the student: The teacher or grown-up will have a talk with the student to help them understand why what they did was wrong and how it affects others. This is a chance for the student to say what they were thinking and to listen to the grown-up's advice.
- 2.4. Deciding what to do: Based on how bad the problem was and what the student has done before, the teacher or grown-up will decide what to do. This could be something simple like a reminder to follow the rules, or something more serious like taking away some of the student's online privileges.
- 2.5. Telling the student the decision: The teacher or grown-up will tell the student what the decision is, and make sure it's followed right away.
- 2.6. Checking on the student: After the decision has been made, the teacher or grown-up will keep an eye on the student to make sure they're following the rules and not breaking them again.

By following this procedure, everyone in the online school can feel safe and happy and know that the rules are being followed.

