

SUPERVISED HOMEWORK CLASSES STUDENT CODE OF CONDUCT

(Student to keep)

Codes of Conduct are a part of the **ACE** commitment to safe emotional and physical environments, child protection and a commitment to providing appropriate duty of care including health and safety considerations.

1. BEHAVIOUR

- You will act in the best interest of those around you
- You must not be abusive in any way towards others, spiritually, emotionally, physically or sexually.
- You will avoid the use of offensive language (e.g. swear words, sexual connotations, and racial or religious slurs)
- You will exercise caution with all potentially addictive behaviours and/or harmful substances. Please note smoking or alcohol is not permitted within the facility
- You will use caution when initiating or receiving physical contact including gestures of comfort as such gestures can be unwanted or misinterpreted.
- You will report any concerns to Teresa or Leon
- You will treat all program participants fairly and respectfully

2. CONFIDENTIALITY

All student information is confidential. Confidential information must not be disclosed and must be treated with the utmost care.

3. INTERNET USE

Internet usage is for the sole purpose of study/education related activities. All internet usage should be in a safe, responsible and ethical manner. All printing should be within copyright procedures when printing. Information passing through or stored on your computers can and will be monitored. Violations of internet use include, but are not limited to, accessing, downloading, uploading, saving, receiving or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language. Infringements of this policy will be investigated on a case by case basis.

**SUPERVISED HOMEWORK CLASSES
STUDENT DECLARATION**

(To be completed & returned)

Thank you for your desire to study at **ACE** Supervised Homework Classes. This declaration is part of our commitment to ensuring our duty of care to all people, and to fulfil our insurance obligations, health and safety and other requirements.

DECLARATION

1. I understand that if I am unclear as to any of the statements in this document, I will seek clarification from the supervisor.
2. I have provided this information and any documents accompanying it in good faith and declare they are true and correct to the best of my knowledge and belief.
3. I have received a copy of the **ACE** Student Code of Conduct/Declaration and I understand and am aware of the confidentiality requirements and recognise that significant breaches of confidentiality may provide grounds for refusing further access to the study classes.
4. I consent to the information contained in this application including the subsequent pages to be kept by **ACE**. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.
5. Any breach of this code involving a criminal offence may lead to a report being made to the relevant authorities.
6. Any breaches relating to the harm, or risk of harm, of a child or young person will be dealt with accordingly.

When I use digital technology, I agree to:

- ❖ Be a safe, responsible and ethical user whenever and wherever I use it
- ❖ Use the internet for educational purposes and use the equipment properly
- ❖ Use social networking sites for educational purposes only
- ❖ Abide by copyright procedures when using content on websites
- ❖ Not to download unauthorised programs, including games

Name _____

Date _____

Student's signature: _____