

Elizabeth B. Phin P.S.

Code of Conduct



Personal Electronic Devices:

It is the practice of the Durham District School Board that the use of personal electronic devices is prohibited during the school-day on school property. Unless deemed appropriate by the school administration for educational purposes and permission is granted by staff, a student who brings a personal electronic device to school, should turn it off and keep it out of sight. Personal electronic devices may be utilized off school property or in designated areas and during times assigned by the school. The Durham District School Board does not assume the liability for lost, damaged or stolen personal electronic devices.

The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.

Acceptable Use:

I will use the computing technology as instructed by my teachers.

I may use the Internet when a teacher is present or I have special permission to do so.

I will only use computing technology facilities for recreational purposes when I have permission from my teacher.

I will never use schools computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity.

I may quote another person's work if I acknowledge it in a reference note.

I will not buy or sell materials using school computers.

I will follow the school rules when using and downloading any files and software.

I will keep my password secret and not misrepresent my identity.

Safe Use:

I will never give out personal information about myself or others on the Internet without my teacher's instruction. This includes my last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.

I will only use my first name if I am working with a project where I communicate with other people.

I will inform my teacher immediately if I find materials and sites I should not see.

I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because another user is not using acceptable behaviour).

I will seek help from principals, teachers and parents when someone tries to Cyber-bully me.

I will report Cyber-bullying to principals, teachers and parents.

All school members must:

- Respect and comply with all applicable federal, provincial and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and opinions
- Respect and treat others fairly at all times, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability, and especially when there is disagreement
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching

The Investigative Process:

When the expectations of the School Code of Conduct are not maintained, the school will carry out an investigation. Students and staff may be interviewed for information. The interview process shall be conducted in a manner to maintain fairness and openness for all. It is the duty of staff to determine and implement the appropriate course of action being certain to consider Progressive Discipline, mitigating and other factors. Principals have the authority, with reasonable suspicion, to search personal property and lockers. Parents are notified and consulted when the Principals is investigating a serious incident. Parent co-operation is critical to maintaining respect at school.

Progressive Discipline:

The Durham District School Board expects the use of Progressive Discipline as the means to support the Code of Conduct. Progressive Discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behavior and to build upon strategies that promote and foster positive behaviours. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools should utilize a range of interventions, supports, and consequences that are developmentally and socio-emotionally appropriate and include learning opportunities for reinforcing positive behavior while helping students to make better choices.

Schools should focus on prevention and early intervention as the key to maintaining a positive school environment in which students can learn. Early intervention strategies will help prevent unsafe or inappropriate behaviours in a school and in school-related activities. Intervention strategies should provide students with appropriate supports that address inappropriate behavior and that would result in an improved school climate. Progressively more serious consequences should be considered for inappropriate behavior that is repeated or for progressively more serious inappropriate behavior, taking into account mitigating and other factors.

Ongoing interventions may be necessary to address underlying causes of inappropriate behavior. Some examples of ongoing interventions are meeting with the parent(s), requiring the student to perform volunteer service in the school community, conflict mediation, peer mentoring, and/or a referral to counseling.

In considering the most appropriate response to address inappropriate behaviour, the following should be taken into consideration:

- the particular student and circumstances
- the nature and severity of the behavior
- the impact on the school climate, including the impact on students or other individuals in the school community

Schools are expected to actively engage parents in the Progressive Discipline approach. Schools should also recognize and respect the diversity of their parent communities and reach out to parents to partner with them in addressing complex and challenging issues.