



### STUDENT CONDUCT AGREEMENT

Dear Students,

As a student of the Australian International Islamic College, there is an expectation that you will conduct yourself in such a way that you are safe, respectful and diligent in your studies. This applies to the way you interact with each other, with staff and with our grounds, facilities and resources.

This agreement forms part of your enrolment conditions. It outlines what is expected of you as a student here at AIIC. It is important that you read and understand these expectations, as any breach can result in suspension or termination of your enrolment, as well as financial liability for any damages done.

#### **General Behaviour**

It is an expectation that students behave in accordance with all school rules and policies at all times. Students are a representative of the College whilst they are in school uniforms, which includes during travel to and from school and when out in public. Expectations of behaviour include

- Being respectful of teachers, and following their instructions;
- Arriving to school and to classes on time, prepared and ready to learn;
- Using language that is kind, respectful and courteous;
- Wearing the school uniform with pride, including black leather school shoes
- Having neat, trimmed, naturally coloured hair that is not past the collar or ears, and no more than one pair of earrings for girls Other jewelry and makeup is not permitted
- Maintaining a strict “hands off” policy between all students at all times
- Respecting the Mobile Phone policy, ensuring they are never used at school
- Taking pride in the school grounds by putting rubbish in the bin and never willfully damaging property

#### **Teaching and Learning**

It is a standard expectation that students arrive at school on time and ready to learn. Behaviour and conduct of students in teaching and learning spaces must abide by the following

- No student has the right to interfere with the learning of others. This includes talking in class, disrupting lessons or in any other way interfering with others
- Students must abide by all room-specific rules, such as when in the science laboratory, in the library, in the Hall or in the Art rooms. These rules are on display in the rooms and will be explained early on in the term.

- Students are responsible for arriving to class with the necessary equipment, books and homework, ready to learn.
- All students in P-10 are to line up outside their classrooms and demonstrate, through their behavior that they are ready to learn before being invited into the classroom
- Students are to stand quietly behind their chairs, when instructed, before being dismissed from class.
- Students are expected to submit all homework and assignments by the due date, in accordance with the respective policies.

### **Library**

Students are encouraged to use the library, both for book borrowing and as a space to study and learn. Students are expected to respect the rules of the library, just as they do any other learning space. Some of these rules include

- Borrowing of books is for 1 week, with the ability to extend
- Primary students should have a library bag to keep their books safe.
- Students are responsible for their books, readers and text books. Any lost or damaged books will be billed to the family
- Secondary students who have a study session are encouraged to use the library for study purposes only.

### **Information Technology and Student Laptops**

The Australian International Islamic College is committed to providing students with a responsive education, which includes the most relevant Information technology.

Every student at AIIC in Year 1 - year 12 is provided with a laptop on the following conditions.

- Laptops remain the property of the College and any damage will be billed to the family
- Students are to use laptops for school work only
- No additional programs or software are to be downloaded
- Any student found to be using their laptops for malicious purposes (harassment or bullying, accessing inappropriate material) will have the privilege removed, and face disciplinary action
- Laptops in the Primary school must remain at school.

### Secondary Students

Further to our commitment to providing each and every student with a laptop for use at school, for students in the Secondary College, these laptops can be taken home for the purpose of completing study, homework and assignments.

The laptop will be loaned out to the student at the beginning of the year, much like a text book, and will become the responsibility of the student. In taking receipt of the laptop, students and families are agreeing to the following conditions

- The laptop remains the property of the College whilst on loan to the student

- The responsibility to care for the laptop resides with the student. You should only transport it in the College-provided bag
- Any lost or damaged laptops will be billed to the family account
- Students are to use the laptops for their studies only
- Students are not to download additional programs or software, including social media on their school laptops
- Students are responsible for any and all material brought into the school on their laptop. The laptop may be accessed by staff at any time.
- AIIC is not responsible for lost or corrupted files. Students should back up their work regularly
- Students are not to use their laptops for malicious purposes, such as sending inappropriate messages or emails, or to access inappropriate material
- The College reserves the right to install external monitoring software on school laptops for the purpose of ensuring the safe use of school laptops for study purposes only.
- Any student who uses their laptop in a manner that contravenes school policy and guidelines will lose their laptop indefinitely

### **Bus Travel**

Travel on AIIC buses is a privilege, not a right. Students are expected to behave in a safe and respectful manner at all times. This includes

- Waiting respectfully before being invited to board the bus
- Remaining seated, with seat belts on for the duration of the bus trip
- Not eating or drinking, or consuming sweets whilst on the bus
- Using only appropriate language
- Following the directives of the bus driver at all times.

Students who cannot abide by these simple, respectful expectations will have the privilege of bus travel revoked, temporarily or permanently.

### **Suspension or Termination of Enrolment**

As an independent College, AIIC reserves the right to suspend or terminate a student's enrolment if their conduct or behaviour is such that they demonstrate a lack of willingness to abide by the Student Conduct agreement. Students who engage in repeated behaviour that breaches the Code, or in a singular incident that is severe, or seriously compromises the safety and wellbeing of others, will have their enrolment suspended (for up to 30 days) or terminated. Whilst it is never the desire of the College to suspend or terminate an enrolment, all decisions of this nature are taken very seriously and are at the sole discretion of the Principal.

Please sign below as an indication that you understand and agree to the Student Conduct Agreement. This agreement remains in place for the duration of a student's enrolment.

Student's Name .....

Student's Signature .....

Date .....

Parent's Signature .....

Date .....

Principal's Signature

