

# Student Code of Conduct



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## 1. CONTEXT

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are highly competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and dignity of each person is paramount.

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## 2. PRINCIPLES

As Jesuit educators at a Catholic and Jesuit school, the College aims to form people of competence, conscience and compassion, who are committed to a faith that does justice and the service of others. We seek to be 'world affirming', to reveal a world 'charged with the grandeur of God'.

We strongly emphasise the fundamental importance of generosity in the service of others— following the model of Jesus Christ in becoming 'men and women for others'. Fundamental to this is *cura personalis*, caring for the whole person, respecting each individual's identity, with balance and flexibility nurturing the gifts, needs and educative readiness of each learner.

The College takes a holistic educational and pastoral approach which encourages students to not only be intellectually competent but also morally and spiritually aware, socially responsible and committed to promoting justice and the greater good.

The College challenges our students to build respectful relationships with others and form lasting friendships in line with school values, mission and vision.

The College is committed to being a child safe organisation. Protecting the welfare and promoting wellbeing of all students are the highest priorities of the College. Child safety is a shared responsibility across the College community. As members of this community, students are expected to uphold the highest standards of care and concern for each other, the staff and visitors to the College. This Student Code of Conduct, like the Community Code and the Staff Code of Conduct set clear expectations and behavioural standards.

The College rests on the traditional lands of the Cammeraygal people, who lived in harmony with their environment for thousands of years. Current and future generations must acknowledge and respect this tradition and must do all that they can to protect the local environment and live in a sustainable manner.

The 'Student Code of Conduct' contains explicit directions for students to follow as well as consequences for deliberately breaching the Code. These consequences exist to;

- assist in the formation of young people as they grow in maturity,
- maintain safe order and efficiency on a site with a large community of people.

However, the discipline of greatest significance is that which the individual imposes on himself. Therefore, the Code places an obligation on all students to take responsibility for their own conduct and to work with staff and other students cooperatively. Such self-discipline can be measured against our values of; justice, service, discernment, conscience and courage.

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### 3. SCOPE

This Code of Conduct applies to all students of the College:

- in the College environment, including outside normal study hours;
- while undertaking school related activities including interaction with parents or other third parties and while travelling away from the College (e.g. College trips or sport activities);
- at school-related events e.g. sport, overnight excursions and social functions; and
- when online or otherwise identifiable as a student of the College.

Parents and caregivers are responsible for supporting students to abide by this Code of Conduct.

Staff are reasonably required to ensure that students behave in accordance with this Code of Conduct and represent the College appropriately when identifiable as a College student.

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## 4. THE STUDENT CODE OF CONDUCT

### 4.1 Student Code of Ethics

The following set of foundational values, informed by Jesuit spirituality, underpin how students are expected to study and engage in school life together.

#### **Justice**

A commitment to justice for all, and a heart for vulnerable individuals and those with less opportunity than ourselves

#### **Service**

A commitment to selflessly work towards a better world for all

#### **Discernment**

Being moved by reflection from a knowledge of facts to enacting a faith-filled understanding

#### **Conscience**

Steadfastly holding to truth, based on that discernment

#### **Courage**

A commitment to dare to act with a faith that does justice.

### 4.2 The 4Cs of Human Excellence

It is the College's aim to assist you in becoming people of competence, conscience and compassion, who are committed to a faith that does justice and the service of others.

This is reflected in our understanding of the 4Cs:

#### **Conscience**

Conscience is a person's ability to sort and weigh between the good and the right decisions when taking action.

A person of conscience is a person, who apart from knowing themselves, has proper knowledge and experience about society and the imbalances that occur within it.

They are aware of the suffering, misery and injustice that can occur and they strive for the common good with reflection and concrete actions that are appropriate.

### **Competence**

Competence is a person's ability to create, understand and use knowledge, develop talents and skills to do something efficiently, so they can be relied upon.

Competent students are those who can interact with reality, learn to be amazed by reality, ask questions to seek to understand, and solve problems that arise.

A competent person means being able to work and develop together with other people, promoting collaboration rather than competition.

### **Compassion**

Compassion is a pre-requisite for positive action and not just a feeling of an individual or group. Compassion involves human dignity.

Compassion is the will and readiness of a person to live with those who are suffering. Who is able to develop feelings of compassion and sensitivity to justice and solidarity with others.

Students who are compassionate show empathy, are generous in helping others and have special concerns for the marginalised.

### **Commitment**

A committed person is a person who performs courageous actions to enforce faith and justice.

Commitment to social justice is always related to commitment to Caring for our Common Home.

A committed person shows a leadership spirit and is self aware, innovating, adapting, full of love and has a vision of the future that they strive for.

They work to achieve justice through a commitment to valuing the dignity and worth of each member of our community.

## **4.3 Student Responsibilities under the Code of Conduct**

Based on these values Saint Ignatius' College students are expected to:

- conduct themselves in a manner that upholds the standards, culture and reputation of the College;
- communicate with and about all members of the community with respect and courtesy, both in person and online (including email, text and social media);
- respond positively and cooperatively to any lawful or reasonable instruction given by a College staff member;
- present themselves and their uniform fully in accord with College expectations;
- be respectful and mindful of staff, fellow students and the broader community whilst at the College and when in public, including following public transport rules;
- act ethically, inclusively and responsibly;
- take responsibility and be accountable for their actions and decisions;
- proactively respect the property of others, including the College environment and property;
- comply with this Code of Conduct and other College policies and procedures.

Saint Ignatius' College students do not act in a manner that is:

- discriminatory, intimidating, abusive, threatening or insulting, including verbal and non-verbal aggression.
- psychologically, interpersonally, physically, sexually or verbally violent or abusive towards others including, students, parents, staff members, contractors, volunteers or the general community.
- Any student found to be engaging in such behaviour will incur serious sanctions, including the student's enrolment at the College being placed in jeopardy.

Refer to the College's Student Bullying, Harassment and Discrimination Policy for further details.

#### 4.4 Student Duty of Care

Just as the College and staff have a duty of care to students for their safety, students also have legal duty of care requirement. Each student has a duty to:

- take reasonable care of their own health and safety by making good choices and acting in responsible ways during the school day, and when they are involved in school activities.
- take reasonable care that their conduct does not adversely affect others. Students also have a responsibility to not harm or negatively affect another student or College staff member, physically, emotionally or psychologically.
- comply with instructions, so far as they are reasonably able, given by teachers, coaches, staff and the College.

Students must be aware they are accountable for their choices and actions, and there are consequences.

#### 4.5 Breaches of the Code of Conduct

The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach. Factors the College may consider when deciding what action to take may include:

- the seriousness of the breach;
- the likelihood of the breach occurring again;
- whether the student has committed the breach more than once;
- the risk the breach poses to the reputation of the College; and
- the risk the breach poses to employees, students and others.

Actions that may be required by the College in response to a student breach include righting the wrong, a written reflection, restorative justice processes and disciplinary action. For further details please refer to the Pastoral Care and Behaviour Management Policy and the Behaviour Management Flow Chart.

The College reserves the right to determine in its entirety the response to any breach of this Code. Any student who is aggrieved by the application of this Code of Conduct may raise a complaint under the Complaints Handling Policy.

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## 5. STUDENTS IN COMMUNITY

Students' daily interactions with others reflect on their personal and the wider College's reputation. Therefore, all students are expected to show respect and be approachable, courteous and prompt in dealing with other people, including staff, parents, other employees and members of the community.

### 5.1 Community Building

All students, particularly senior students, have a responsibility in presenting themselves as appropriate role models for other students. Modelling effective leadership and respect in student interactions with

staff as well as peers can have a profoundly positive influence on other student's personal and social development.

In particular, students should be aware of the distinction between "community building activities" and "pack behaviour".

Community building activities encourage individual thought and action in the pursuit of creating a heartfelt sense of place within the College. Pack behaviour encourages individuals to ignore their values/ethics or moral compass and acquiesce to the decisions or actions of the group.

Pack behaviour is harmful to individuals and community building and will not be tolerated. Students are expected to take individual action at all times and be cognisant of the values and ethics of the College community in all of their actions.

## 5.2 Respect and Class Routines

In addition to contributing to a safe and respectful environment across the College, students can help create a respectful and considerate learning environment by:

- Wearing the correct uniform to each class.
- Waiting outside the learning space in a quiet and orderly manner until directed by a teacher to enter.
- Bringing the correct materials to each lesson and leaving food in bags.
- Standing behind the desk and waiting to be greeted by the teacher.
- Keeping laptops closed until directed by the teacher to use them for learning.
- Waiting to be dismissed by the teacher at the conclusion of the lesson.
- Leaving the learning space clean and tidy.

## 5.3 Respect for Property

Students should demonstrate respect for their own personal property, in addition to the property of others. Students are expected to use the College property, resources, facilities and environment responsibly and sustainably.

Similarly, students are required to acknowledge the authorship or intellectual property belonging to someone other than themselves in their academic work.

Student property should be named to facilitate return if lost. If a student finds any lost property it should be given to Licona.

## 5.4 Environmental Sustainability - Caring for our Common Home

The College actively promotes the importance of environmental sustainability and responsible ecological stewardship. Students should seek to encourage ecologically sensitive and sustainable practices across the College by:

- reducing waste and, if waste is generated, placing any waste in an appropriate waste receptacle;
- working towards minimising the school's ecological footprint including through the use of reusable containers, cutlery and crockery;
- striving for 'best practice' in the sustainable management of College buildings and natural environs, including ensuring waste is placed in the appropriate receptacle to promote recycling;
- protecting and regenerating local flora and fauna where possible.

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## 6. SAFETY AT THE COLLEGE

### 6.1 Your Safety First

Students should expect to feel accepted, comfortable and respected while at school both in relationships and interactions with other students as well as with staff.

The College has adopted the *Your Safety First* approach to child safety - a copy of the Your Safety First poster outlining student expectations relating to child safety is attached as Appendix 1 at the end of this document.

Should a student feel unsafe, uncomfortable at the College or they experience bullying, harassment or discrimination this needs to be reported to the College. Likewise, any witnessed bullying, harassment or discrimination at the College must be reported.

Students and Parents can make a report to the College by using the [Your Safety First Form](#) which is found on the Dashboard of InsideView. Reports can also be made directly to the Head of House or another trusted adult at the College.

### 6.2 Staff and Student Interactions: Professional Boundaries

The College is committed to being a safe physical and emotional environment, where all of our students are respected and treated with dignity in an appropriate professional and caring manner.

Staff have a duty, at all times, to maintain professional boundaries with students. Professional boundaries refer to the 'line' between a professional and personal intimate relationship. Every interaction a staff member has with a student should only be in the best interest of the student, ensuring the student's needs and well-being, welfare and safety are being met and not their own.

Although relationships with staff will develop during a student's time at the College, especially as students enter the senior years and have known the staff for a long time, these relationships must always and only be professional, and must remain professional at all times.

Professional boundaries look like:

- a respectful relational, emotional and physical distance being maintained between the staff member and the student, regardless of the staff member's age
- staff conversation, actions and behaviour toward a student are respectful, professional and appropriate, ensuring the welfare of the student
- students call staff by their title at all times, for example Mr Newman or sir, and Mrs Gates or Miss
- a staff member is never alone with a student in a closed environment or private setting
- online communication between staff and student may only ever be via the College email system, and only for a student's academic and cocurricular education or pastoral care
- staff should not give out their personal phone numbers, and should never phone or text a student on their personal phone; on excursions a staff member may use a College issued mobile phone only to ensure student safety and wellbeing
- no following or contact between student and staff on any social media platform

Professional boundaries are crossed or broken when a staff member:

- attends parties or socialises with students outside of organised College events (with or without parental / carer permission)
- shares personal or intimate details about their private lives with students
- speaks disrespectfully or inappropriately to a student or makes comments to a student of a personal, sexual or discriminatory nature

- touches a student inappropriately or in a way that results in the student feeling uncomfortable
- is one-on-one with a student in a closed environment
- provides transport to a student, other than in emergency situations
- communicates, follows or interacts with a student on social media platforms or via text

### 6.3 Reporting Concerns

If a student has concerns for their safety, or about the behaviour of others – staff, student, parent, member of the College community or the general public – it is important that they tell a trusted adult.

The College is committed to ensuring that all students feel empowered to speak up and be heard and will take all concerns raised by students seriously and ensure that the student receives ongoing support.

A student can report any concern or complaint, bullying, harassment or discrimination, or student safety and welfare issue at the College in writing, by email or by speaking to the student's:

- Head of House (HoH)
- Head of Division (HoD)
- Assistant Head of House (AHOH)
- Mentor

or to:

- College Counsellor
- a trusted teacher
- Deputy Principal Students
- Dean of Students
- Director of Regis Campus
- Director of Boarding

Students may also report concerns for themselves or another student using the [Your Safety First Form](#) which is found on the Dashboard of InsideView or making a complaint as outlined in the Student Complaints section of the Complaints Handling Procedures.

For further details please refer to the following College Policies on InsideView:

- Child Safeguarding Policy
- Child Safety Complaints Management Guidelines
- Complaints Handling Policy and Procedures
- Student Bullying, Discrimination and Harassment Policy and Procedures

### 6.4 Contact Sports

Games involving unnecessary roughness must be avoided on the playground. For clarity, full contact sports are prohibited on any playground and ball games are limited before school, at recess and lunch to Third Yard, Second Field and Gorman Field.

### 6.5 Student Use of Bathrooms

Students may only use bathrooms that are designated for student use. Students must not use bathrooms designated for staff/adult use.

Student bathrooms are to be used only for their intended purpose. Any misuse of the student bathrooms will be taken seriously and any action or behaviour considered inappropriate will be dealt with accordingly.

## 6.6 Prohibited Items

The College seeks to provide a safe and supportive school environment and as such, is committed to being a smoke and drug free environment. Students are prohibited from the consumption, possession or supply (whether or not for profit) of unsanctioned substances, including, but not limited to:

- alcohol
- vaping and vaping paraphernalia
- nicotine or nicotine-based products
- illicit drugs
- misusing legal medication, inhalants or solvents, and from the supply of these substances and/or associated paraphernalia.

Further details can be found in the Student Alcohol and Drugs Policy and Procedures located on the College Policies page of InsideView.

Students are not permitted to carry or have in their possession a weapon or any item that could be construed or used as a weapon whilst at the College, travelling to and from the College, or attending any College sanctioned event.

Student lockers remain the property of the College, and as such, the College may inspect a student locker in the presence of a student should there be cause for suspicion that prohibited items are being stored on College grounds.

## 6.7 Pedal Assist, Throttle Controlled E-Bikes and E-Scooters

Throttle-controlled e-bikes are not permitted to be brought onto or used within the College grounds or its surrounds, or for use by students travelling to and from school. Only pedal-assist e-bikes that meet New South Wales regulations are considered compliant and therefore acceptable for student use.

### **Pedal-assist e-bikes (permissible):**

These bikes provide limited motor assistance while the rider is pedalling, and the motor automatically cuts out once the bike reaches 25 km/h or when pedalling stops. They are recognised as bicycles under NSW law and are consistent with the College's focus on safe, active and responsible transport choices.

### **Throttle-controlled e-bikes (not permitted):**

These bikes operate more like motorbikes or scooters, allowing the rider to accelerate using a hand throttle without pedalling. Many exceed legal speed limits; are classified as unregistered motor vehicles; and can pose serious safety risks. Throttle bikes are also not covered by standard insurance policies, exposing families to financial and legal liabilities in the event of an accident.

### **E-Scooters (not permitted):**

E-Scooters are illegal on NSW Roads and are not permitted on College grounds.

## 6.8 Boundaries

When the College is open students will be supervised in, and may use the following spaces:

Before School	At Recess and Lunch
<p>From 7:30am</p> <ul style="list-style-type: none"><li>– Regis Basketball courts</li><li>– Third Yard</li></ul> <p>From 8:00am:</p> <ul style="list-style-type: none"><li>– Canteen</li><li>– Gorman Field</li><li>– House areas only when supervised</li></ul>	<p>Students will be supervised in and may use the following spaces:</p> <ul style="list-style-type: none"><li>– Therry Garden</li><li>– Third Yard</li><li>– Canteen</li><li>– Gorman Field</li><li>– Chapel Quadrangle</li></ul> <p>At Lunch Only: Students may also use Second Field</p>

### 6.8.1 Out of Bounds

Unless directly supervised by a staff member, the following areas are out of bounds:

- Inside the Arrupe, Doyle, Wallace, Wingaru, Vaughan and Therry Buildings, the Gartlan Centre (including Gartlan carpark), St Michael’s House or the Christopher Brennan Library
- House areas
- The Rose Garden and surrounds
- Boatshed and surrounds
- Cova Cottage and surrounds
- Fourth Field and surrounds
- Second Field and surrounds (except supervised lunchtime)
- First Field and surrounds (including the Father Mac Pavilion and visitor’s grandstand)
- Boarding Houses and other residences on the College grounds
- Regis Sixth Field, Hall and outside the Regis Drama Room
- Any other space that does not have a supervising staff member

## 6.9 Consuming Food inside Buildings

Students are not permitted to consume food inside buildings. When a Senior student returns to their locker at recess and lunch, food may be collected and must be taken outdoors.

### 6.10 Bags and Lockers

Senior students are required to keep all bags in House locker areas during the school day. Lesson material is to be collected at recess and lunch as necessary.

Students are not permitted to leave bags in corridors and thoroughfares around the College.

Students on the Regis Campus are required to keep all bags in the bag racks and lockers provided at each classroom area.

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## 7. DRESS CODE

### 7.1 College Uniform

The College Uniform should be worn during school days (except during sport training or as otherwise directed by a member of College staff) and other College events (including when viewing a College debate, drama production or sport).

At all times, students are expected to take care and pride in their personal appearance when wearing the College Uniform. College clothing items should be worn neatly and modestly, and should be well-fitting, clean, regularly pressed and in good repair.

Shirts should be tucked in with the top button fastened. Ties should be appropriately tied and drawn to the collar. Socks should be an appropriate length, pulled up and supported with garters if necessary.

Shoes must be black leather and capable of being polished.

The College drizabone and spray jacket should only be worn in case of inclement weather.

Hair should be modest in terms of cut (not covering the eyes, not over the ears or collar) and colour (no artificial colour). Extreme variance in hair length should be avoided (for example undercuts and mullets). Completely shaven hair should be no shorter than a number 3.

### 7.2 Sports Uniform

Sport uniform should be College branded and appropriate for the activity that is being conducted. During games, only proper College sport uniform may be worn (for example, no sublimated rugby training jerseys are permitted during games). Non-College clothing should not be worn to, from or at College sports activities.

Student spectators to AAGPS events such as the Head of the River, Athletics Carnival, Swimming Carnival, Basketball, Football and Cricket matches should wear their full College uniform (including blazer during terms 2 and 3).

The College may at its discretion require students to modify any dress or appearance deemed to be unacceptable. Parents and students are asked to support the College in this regard and to consult with the College if in doubt.

### 7.3 Hats

Students are required to wear a College approved hat and to be sun safe whilst participating in outdoor College activities such as sporting carnivals, House activities, outdoor lessons. The College encourages hats (cap or bucket) to be worn during recess and lunch but should be removed when indoors.

Regis Students are to comply with the Regis Sun Protection Policy, which requires the wearing of a College approved hat for all outdoor activities, including recess and lunch.

## 7.4 Casual Clothing

On occasions when uniform is not required and on designated non-uniform days, students should remember the College's general expectations of propriety and modesty and should observe the following guidelines:

- Casual and uniform items should not be mixed
- Singlet tops, torn, ragged, very tight or revealing clothing is not appropriate
- Clothing that carries offensive language or images, or that promote the use of drugs, alcohol or tobacco are not permitted
- Shoes must have an enclosed toe, and
- Clothing should be sun safe

## 7.5 Jewellery, Piercings and Tattoos

Generally, jewellery, piercing and tattoos are to be avoided. Specific religious or cultural adornments may be permitted with express permission of Deputy Principal Students, Director of Regis Campus, and/or Director of Boarding for Boarders.

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# 8. LEARNING

## 8.1 Learning in the Senior School

In the Senior School students are expected to:

- Display empathy to the views of others
- Empower peers and staff
- Display enthusiasm and application of expertise
- Engage in the pursuit of personal excellence

These priorities are represented in the Senior School merit and demerit system (refer to the Pastoral Care and Behaviour Management Policy).

Students must arrive for class punctually and wait outside the classroom until their classroom teacher directs them into the room. Students should not be in a classroom unless supervised by a teacher.

Students should be prepared for each class by bringing with them any equipment or clothing needed for the lesson.

Students should carry out their work in accordance with the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information.

## 8.2 Learning in the Regis Campus

Regis students are men for others. Students are encouraged and expected to make a conscious commitment to show respect, compassion and competence to achieve by respecting themselves and others in the way they:

- conduct themselves
- consider and value their peers and College staff

- engage with the learning environment, and
- seek to grow in knowledge and character.

### 8.3 Learning at Home

Students are expected to:

- Seek the highest standards in learning at home
- Complete homework punctually to the best of their ability
- Respect the intellectual property of others and not plagiarise
- Follow up with teachers for any missed classwork in order to complete this at home
- Be respectful when requesting feedback from teachers

Should a Senior School student fail to complete their homework the teacher may award a Homework Experience Reflect Action (ERA) as outlined in the Pastoral Care and Behaviour Management Policy.

### 8.4 Co-curricular Activities

When participating in College co-curricular activities, students should:

- Make their best effort
- Use respectful language
- Show courtesy to staff, officials and participants both when participating or supporting
- Be a welcoming host to visiting students, staff and supporters, including being humble when successful and dignified when unsuccessful
- Respect other schools' environment and property
- Be punctual to all co-curricular activities, including training and rehearsals
- Act with fairness and respect College rules and AAGPS rules

Students are expected to participate in the College's sports program during both the Summer and Winter seasons. An exception to this is in Year 12 where students can elect to only participate in one season.

### 8.5 Absences

All College students must attend school every day, and for the duration of the school day, when the College is open for attendance. Students are required to attend every activity that the school determines to be compulsory.

Absences of up to two days may only be lodged via the Riverview College App. Medical certificates can also be uploaded via the App. Requests for absences longer than two days must be submitted using the Extended Leave Form. Absences outside the normal school day (e.g. Regis ReView Program, Riverview Academy, Saturday Sport, training or rehearsals) require a separate notification to the Program Coordinator.

#### 8.5.1 Senior School Absences

All students must register their attendance at their House area before 8.35am each school day. Students arriving after 8.35am on a day that the College is open for attendance should report to the Student Office before attending class.

The class roll will be taken every lesson.

Absence from school should be only for sickness or other important reasons.

Refer to the Attendance and Roll Marking Policy for details on acceptable reasons for absence and procedures for notifying absence. Absences should be reported using the Riverview College App.

### 8.5.2 Regis Campus Absences

All Regis students must register their attendance before 8.50am with their supervising teacher. A child is considered late if they arrive after 8:50am.

All Regis students who are late to school must register their attendance and explain their lateness via the Regis Admin office before entering their classroom. Rolls will be checked by Regis Admin by 9:15am each day.

Parents are expected to use the College App to notify the College of their child's absence by 9:30 am.

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## 9. TECHNOLOGY AND SOCIAL NETWORKING

### 9.1 Student Safety and Responsibility

Students are expected to be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.

Students are personally responsible at all times for actions and interactions carried out on their devices, including their school issued laptop and any other device (including a mobile phone) when connected to the College System. Student use of the College System must be in support of, and consistent with, the values of the College.

### 9.2 Mobile Phones and Laptops

Students are not to use a mobile phone during the school day, upon arrival and until 3.30pm. Any student seen with a mobile phone on their person will receive an afternoon ERA. Regis students may use the student phone in the Regis Admin Office to contact their parents during the day.

Laptops are not to be used out of class time. Should a student wish to use their laptop for study purposes this may only be done in the library or otherwise under the direct supervision of a staff member.

### 9.3 Use of Artificial Intelligence (AI) in Learning

As Ignatian learners, students act with honesty, discernment, and a commitment to excellence. AI can support learning when used responsibly and ethically. Misuse of AI in learning may trigger serious behavioural consequences. All Students are expected to:

- Ask first: Always seek teacher guidance before using AI in learning or assessments.
- Enhance, don't replace: Use AI to deepen understanding, not to do your thinking or complete tasks for you.

Examples of proper use:

- Asking AI to explain a concept in simpler terms.
- Generating practice questions to test your understanding.

- Brainstorming ideas for a project or essay.
- Translating text for language learning or accessibility.

Examples of misuse:

- Copying AI-generated answers and submitting them as your own.
- Using AI to write an entire essay or solve assessment tasks.
- Entering personal details or uploading photos into AI tools.
- Be transparent: Acknowledge AI use in your work when required by assessment guidelines.
- No plagiarism: Submitting AI-generated work as your own is academic misconduct.
- Think critically: Question AI outputs and avoid over-reliance—technology should strengthen, not weaken, the human dimension of education.
- Protect privacy: Never enter personal details (names, age, address, photos) into AI tools.

#### 9.4 Image Based Abuse and Deepfakes

All Students are expected to respect the dignity of every person. Misuse of images or videos is harmful, is against the College policies and may be unlawful. Misuse of digital media may result in serious consequences. The College has developed the following rules in relation to image based abuse and deepfakes:

**Consent matters:** Never create, alter, or share images or videos of others without clear consent. You should also be aware that taking, sharing and storing of explicit images of a child under the age of 16 is considered child pornography and is an extremely serious criminal offence.

Examples of proper use:

- Sharing a group photo from a school event with everyone’s consent.
- Using approved images for a class project with permission.

Examples of misuse:

- The creation or sharing of images or deepfakes involving nudity and sexualisation, even if the image is AI generated and not of a real person.
- Editing someone’s photo to embarrass them.
- Creating or sharing deepfake videos of classmates or staff.

**Deepfakes are forbidden:** Using digital manipulation to harm, humiliate, or deceive breaches College policy and may be a criminal offence.

**Report immediately:** If you see or experience image-based abuse, tell a staff member or use Your Safety First. Reports are handled confidentially. You must not download, store or redistribute explicit material.

**Consequences:** Breaches may lead to suspension, expulsion, or referral to external authorities. The College will always prioritise the safety and wellbeing of those affected.

#### 9.5 Social Media

When using any Social Media, students are responsible for their words and actions.

Students should always exercise responsibility and judgment before texting or posting any material on Social Media sites. Once information is published online, it is essentially part of a permanent record, even if it is 'removed/deleted' later or attempts to make it anonymous.

Students must not invite College staff to join their personal electronic social networking site/s nor follow staff on any social networking sites. Similarly, College staff should not have contact with a student via social media, text messages, non-College email or other electronic means. The only exception to this is:

- the College Online ICT Support Chat, which uses an encrypted messaging system where all interactions are stored within the ICT Ticket system.
- mobile communications when students are participating in identified excursions and immersions. Where this is required, staff and students are to use Microsoft Teams setup and configured by ICT with all communication on these platforms becoming part of College ICT backup procedures.
- Participation in a professional online network (e.g. LinkedIn, Education Networks or similar) in the year proceeding graduation, for the purpose of establishing connections with alumni. However, no communication should occur using the private chat functions. Further details are included in the Student Acceptable Use of Technology Policy.

Communication and content shared between teachers and students should directly relate to an agreed educational purpose and not be personal in nature.

Students must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in any discrimination, harassment or bullying.

Student obligations in this regard are detailed in the Student Acceptable Use of Technology Policy located on the College Policies page on InsideView.

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## 10. RELATED POLICIES & SUPPORTING DOCUMENTS

<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>- Children's Guardian Act 2019 (NSW)</li> <li>- Children's Guardian Amendment (Child Safe Scheme) Act 2021 (NSW)</li> <li>- Disability Discrimination Act 1992</li> <li>- Anti-Discrimination Act 1977 (NSW)</li> <li>- Privacy Act 1988</li> <li>- Work Health and Safety Act 2011 (NSW)</li> </ul>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>- Attendance and Roll Marking Policy</li> <li>- Child Safeguarding Policy</li> <li>- Complaints Handling Policy</li> <li>- Equity, Diversity and Inclusion Policy</li> <li>- Pastoral Care and Behaviour Management Policy</li> <li>- Student Alcohol and Drug Policy</li> <li>- Student Acceptable Use of Technology Policy</li> <li>- Student Bullying, Discrimination and Harassment Policy and Procedures</li> </ul>

<b>Related Documents</b>	<ul style="list-style-type: none"> <li>- Attendance and Roll Marking Procedures</li> <li>- Complaints Handling Procedures</li> <li>- National Principles for Child Safe Organisations (National Principles)</li> <li>- Behaviour Management Flow Charts (Senior School, Regis &amp; Boarding)</li> </ul>
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## 11. DOCUMENT CONTROL

POLICY	Student Code of Conduct
RESPONSIBLE OFFICER	Deputy Principal Students
CONTACT OFFICER	Deputy Principal Students (Senior School) Director of Regis (Regis Campus)
APPROVED BY	Principal
VERSION NUMBER	6.0
SUPERSEDED VERSION NUMBER	5.0
EFFECTIVE DATE	3 December 2025
NEXT REVISION DATE	December 2026



# Your Safety First

## YOU SHOULD ALWAYS FEEL AND BE:



**COMFORTABLE**



**PROTECTED**



**CARED FOR**



**RESPECTED**



**ACCEPTED**

Feel positive, happy and welcome



**LISTENED TO**

Be able to ask questions and be taken seriously



**INFORMED**

Know what to expect and understand why



**UNDERSTOOD**

Know what works best for you and your learning

## YOU SHOULD NEVER BE:



**YELLED AT**

Raised voices in anger or bad language



**HIT OR PUSHED**

Inappropriate physical contact



**MADE FUN OF**

Being picked on or used as a bad example



**MADE TO FEEL UNSAFE**

Privacy and boundaries should always be respected

### IF YOU FEEL UNSAFE OR UNCOMFORTABLE, YOU SHOULD TELL SOMEONE YOU TRUST

### WE WILL ALWAYS LISTEN, AND TAKE ACTION



**ADULT**

Mum, Dad, teacher, mentor, HOH, HOD, counsellor, coach



**PEERS**

Friends or mates



**LISTEN**

Take you seriously



**ACTION**

Help and support you

## WHERE TO GO FOR HELP AND SUPPORT



Saint Ignace's College Counsellors  
Senior and Regs Campus



Kids Helpline - 1800 551 800  
Free 24 Hours Counselling



<http://headspace.org.au>



<http://www.blackdoginstitute.org.au>



<http://su.reachout.com>



Lifeline - 13 11 14  
Free 24 Hours Counselling



<http://www.beyondblue.org.au>



<http://thebutterflyfoundation.org.au>

[Click to return to the Your Safety First Section](#)