

# ALEXANDER ROAD HIGH SCHOOL

## Code of Conduct and School Rules

Updated October 2019

### Our Vision for the future

Alex is a happy, stable, caring school creating a sense of belonging in all of its members.

Maintaining a progressive, pro-active approach to our responsibility to building a nation, we provide an excellent standard of education. We integrate academic, cultural and sporting endeavours, spiritual and emotional development, and social awareness.

We recognize Alex's role as a leader in the community, both immediate and broad.

### Our Mission

At Alex we strive to

1. *maintain* a happy, safe, stable, family atmosphere through mutual dignity and respect.
2. *ensure* that our members have a competitive edge in society.
3. *offer* a relevant, challenging and balanced education.
4. *create* an environment in which all Alexans and staff can reach their full potential.
5. *communicate* with all partners.
6. *provide* the best possible educational resources.
7. *encourage* responsibility towards the community and the environment.

## RIGHTS

### **AS PUPILS AT ALEX WE HAVE THE RIGHT TO**

1. be protected from all forms of discrimination on the basis of race, colour, gender, language and religion.
2. learn in a supportive, caring and disciplined environment.
3. due process.
4. privacy, mutual respect and dignity.
5. a clean and safe environment.
6. be heard about matters that affect us at school.
7. be protected by the laws of the land and the rules of the school.
8. be informed about our academic progress.

### **AS TEACHERS AT ALEX WE HAVE THE RIGHT TO**

1. be protected from all forms of discrimination on the basis of race, colour, gender, language and religion.
2. privacy, respect and dignity.
3. expect the co-operation of parents, colleagues and pupils.
4. protect all pupils' rights.
5. be heard and be part of the decision-making process.
6. a shared workload.
7. make classroom teaching a priority in a consistently disciplined environment.
8. due process.

### **AS PARENTS AT ALEX WE HAVE THE RIGHT TO**

1. expect feedback from the school regarding the progress of our children.
2. communicate with the school when we feel it is necessary to do so.
3. expect a well-balanced, quality education for our children.
4. expect the school to protect the rights of our children.
5. elect parents to represent our interests.
6. expect teachers to enforce the school rules and code of conduct.
7. representation in matters of dispute.
8. take an active interest in our children's schoolwork.

#### **Our Core Values**

1. Truth, Honesty & Integrity
2. Personal Excellence
3. Kindness, Consideration, Compassion & Caring
4. Responsibility
5. Respect

# RESPONSIBILITIES

## **AS PUPILS OUR RESPONSIBILITIES ARE TO**

1. abide by the school and classroom rules.
2. abide by the code of conduct.
3. commit ourselves to our schoolwork and complete assigned tasks.
4. protect and respect the rights of others.
5. protect and care for our school's facilities and equipment.
6. attend school during school hours.
7. develop our full potential in the academic, social, sporting, cultural, spiritual and occupational spheres of school life.
8. show respect to all members of the Alex family and the broader community.

## **AS TEACHERS OUR RESPONSIBILITIES ARE TO**

1. maintain a high standard of professional ethics.
2. respect the dignity and fundamental rights of pupils, colleagues and parents.
3. be well prepared for all classes.
4. encourage pupils to achieve their full potential
5. assist in the extra-curricular programme.
6. engender a feeling of mutual respect, self-worth and caring amongst all members of the Alex family.
7. discipline pupils in a fair and dignified manner.
8. protect and care for the school's facilities and equipment.

## **AS PARENTS OUR RESPONSIBILITIES ARE TO**

1. ensure responsibility for our children's behaviour.
2. support the school's ethos in all aspects of school life.
3. ensure that our children abide by the school rules and code of conduct.
4. take an active interest in our children's schoolwork.
5. make it possible for our children to complete assigned homework tasks.
6. meet our financial obligations to the school.
7. ensure that our children attend school timeously and regularly.

# PARENTS

## Payment of School Fees

School fees are payable in advance and are due on the 1<sup>st</sup> day of the school year.

The following terms of payment are offered by the school :

- Payment in full by the end of the first week in February (5% discount offered)
- Debit order over 11 months
- Monthly payments by Internet transfer, bank deposit or cash, cheque or credit/debit card

Failure to comply with these terms as above, means that by the 7<sup>th</sup> of the month, you are in default, and in terms of the National Credit Act, the whole amount then becomes payable.

A credit card facility is available, All Visa, Master & Debit Cards are welcome, but the 5% discount is not offered with this method of payment.

School fees do not include costs for instrument hire, tours, tournaments and long distance travel.

Any indulgence granted by the school to the parent(s) / legal guardian(s) in the payment of school fees, shall not be construed as a waiver of any rights of the school which it may have or as an estoppel against the enforcement of any such rights.

Any debit orders that are not paid by the parent(s) / legal guardian(s)' bank shall be considered in default immediately the school receives notification of non payment in which event the whole amount becomes payable.

It is agreed by the parents(s) / legal guardian(s) that a certificate signed by the member of the governing body in charge of finances, specifying the amount owing the parent(s) / legal guardian(s) and stating that such amount is due and payable by the parent(s) / legal guardian(s) to the school, shall be prima facie proof of the amount and that same is due, owing and payable for purposes of obtaining provisional sentence or summary judgment against the parent(s) / legal guardian(s).

In the instance where a parent(s) / legal guardian(s)' account is handed over to the school's attorneys for collection, the parent(s) / legal guardian(s) shall be liable for payment as between Attorney and own Client for all the school's legal costs, including collection commission calculated in accordance with the rules of the Law Society of the Cape of Good Hope, so as to give the school a full indemnity in respect of such costs incurred in collection of the outstanding school fees. The parent(s) / legal guardian(s) shall make all payments in settlement of the arrear school fees handed over to the attorneys.

All payments made by the parent(s) / legal guardian(s) in terms of the arrear amount handed over to the attorneys for collection, shall be appropriated firstly in satisfaction of collection commission, secondly in satisfaction of costs, thirdly in satisfaction of interest and finally in reduction of the capital amount due.

In circumstances of genuine hardship resulting from either changed employment circumstances and the like or in the case of new applications for admission where Alexander Road High School is the closest school to the parents' place of abode, the parents must complete the school's official school fee subsidies application form and motivate why alternative arrangements for the payment of school fees need to be considered. This approach must be made prior to any default and parents must be prepared for an exhaustive investigation into their financial circumstances and lifestyle. The school reserves the right to deal with each case individually and at its absolute discretion. School fee subsidies are considered according to the subsidy scale as determined by the School Governing Body in accordance the regulations as laid down in the South African Schools' Act. The subsidy scales are available from the bursar on request.

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# DISCIPLINARY PROCEDURES

## 1. PREAMBLE

*All children have a natural desire to be good, loveable and successful. We will therefore create a climate that nurtures this belief.*

*Our school atmosphere must help create a success culture. This is non-negotiable.*

Mr M Ridgway

## 2. INTRODUCTION

We need to maintain discipline and school rules at the school to ensure that the education of pupils proceeds without disruption. The Code of Conduct governs all behaviour. Our goal is to instill a sense of self-discipline so that the rights of all Alexans may be protected and our success culture preserved. The following document pertains to all pupils when they are under the jurisdiction of the school, or at a school-related function or in school dress.

***Disciplinary action should be guided by the following:***

1. It should be expeditious, fair, just, corrective, consistent and educative.
2. Parents shall be informed, when deemed necessary, so that they may assist in the corrective and educative process.
3. Pupils will be protected from physical and mental abuse at all times.
4. It should not violate the rights of the pupil
5. It should not contravene the laws of the land nor the South African Schools' Act of 1996.
6. It should be reasonably administered.
7. It should follow a course of due process.
8. Educators have full authority and responsibility to correct the behaviour of pupils.

## 3. CATEGORIES OF OFFENCES FOR PUPILS:

### **CATEGORY 1:**

1. Unacceptable behaviour in corridors
2. Disobeying classroom, laboratory/s and library rules
3. Using incorrect entrances/exits
4. Arriving late for class without a valid reason
5. Playing physical/ball games during breaks
6. Disobeying the rules governing dress and appearance
7. Having an unacceptable hair style
8. Disobeying out of bounds rules
9. Not handing in absentee notes or returning circulars by the required date
10. Creating excessive noise
11. Littering
12. Homework incomplete

## **SUITABLE CONSEQUENCE: Example**

1<sup>st</sup> recorded offence = not more than 2 A4 sides of written work + 1 default

2<sup>nd</sup> time for same offence = not more than 4 A4 sides of written work + 2 defaults

### **CATEGORY 2:**

1. Swearing
2. Showing a lack of respect
3. Misbehaving in public
4. Defaming another person
5. Bunking class
6. Failing to arrive at a practice without a prior, preferably written, valid excuse
7. Being in possession of objectionable reading matter
8. Undermining authority
9. Being dishonest
10. Being defiant
11. Behaving unacceptably during assembly or other formal occasions
12. Disobeying the rules governing dress and appearance out of school
13. Failure to fulfill category 1 punishment

## **SUITABLE CONSEQUENCE : Example**

1<sup>st</sup> offence = not more than 4 A4 sides of written work + 4 defaults

2<sup>nd</sup> time for same offence = Friday DT + 8 defaults

### **CATEGORY 3: Serious Misconduct**

1. Drinking alcohol, being in the company of drinkers, showing evidence of having consumed alcohol or being in possession of an alcoholic beverage
2. Being in possession of a weapon
3. Theft
4. Committing any criminal offence
5. Sexual harassment
6. Vandalizing the school and/or private property (including graffiti)
7. Assault
8. Using, being in possession of, dealing in a banned substance or being in the company of others committing this offence
9. Racism and hate speech
10. Continually disobeying the code of conduct and/or the school rules
11. Blatant disregard of authority
12. Smoking, vaping, being in the company of smokers/vapers, or being in possession of cigarettes or vaping devices
13. Contravention of the computer department's code of conduct
14. Failure to arrive at detention without a prior, acceptable, written, valid excuse

15. Bunking school
16. Failure to arrive at an extra-curricular event without a prior, acceptable, written, valid excuse
17. Cheating during assessment
18. Mental or physical bullying
19. Failure to complete category 2 punishment.

### **SUITABLE CONSEQUENCE: Example**

Saturday detention or a Disciplinary Hearing.

## **4. LATECOMING**

1. Accumulative latecoming is calculated over the period of one school year.
2. After 8 times : the learner and parents receive Letter Number 1. The reply slip must be completed and reasons (if applicable) must be furnished.
3. After 12 times : the learner and parents receive Letter Number 2. The reply slip must be completed and reasons (if applicable) must be furnished.
4. After 13 times : the Principal will meet the parents. The learner receives a Friday detention and the pupil is sent home.
5. After 14 times : The learner receives a Friday detention and is sent home.
6. After 15 times : The learner receives a Saturday detention and is sent home.
7. After 16 times : The learner will need to attend a disciplinary hearing.

## **5. PUNISHMENT**

1. 8 defaults will result in a 3 hour detention on a Friday from 13:30 - 16:30. Parents will be notified via a letter.
2. A second Friday detention becomes a Saturday detention. Parents will be interviewed.
3. Two Saturday detentions could result in a disciplinary hearing.
4. Offences are recorded on the Grade Head's Default Record form.
5. The Grade Head's Default Record form is cleared at the end of every term.
6. Offences and related actions are recorded on the SIMS programme.

## **6. DETENTION SESSIONS**

1. Friday detention = 3 hours (13:30 - 16:30)
2. Saturday detention = 5 hours (08:00 - 13:00)

## **7. DETENTION SYSTEM**

Detention takes precedence over all other commitments at school. Exceptional circumstances may be negotiated with the teacher/coach and the Principal.

## **8. DUE PROCESS**

1. An objective investigation must be conducted
2. Statements must be collected from witnesses and accused
3. The right of learners not to make a statement must be made clear
4. Parents / legal representative or a peer may be requested by the learner to be present when a statement is made
5. The procedures according to the Provisions of Due Process, Disciplinary procedures and support measures for counseling must be adhered to at all times.

ANY MEMBER OF THE ALEX FAMILY IS ENTITLED TO ENJOY A RECOGNISED RIGHT, PROVIDED THAT IT DOES NOT INFRINGE UPON THE RIGHTS OF ANY OTHER PERSON.

## CLASSROOM RULES

1. Enter the classroom timeously and in an orderly way.
2. Do not enter a class unless a member of staff has given you permission to do so.
3. Sit in the seat allocated to you by your teacher.
4. Be silent and seated during announcements; be silent for explanations, oral instructions and presentations.
5. Put up your hand to ask or answer questions.
6. Do not interrupt those who are asking or answering questions.
7. Do not eat or drink in the classroom.
8. Remain in your seat unless instructed otherwise.
9. Do not put graffiti on any equipment, books, furniture or classroom surfaces.
10. Do not touch any equipment unless specifically instructed to do so.
11. Do not leave the room without permission.
12. Always treat others with respect - both in word and deed.

# SCHOOL RULES

## 1. Preamble

Pupils are expected to uphold the good name of the school at all times and to conduct themselves in accordance with all reasonable and acceptable norms of society, as well as in accordance with the laws of the land. The contravention of such laws will be regarded as the breaking of a school rule if the pupil concerned is in school dress, is representing the school or is at a school related function.

These school rules are applied in conjunction with the school's code of conduct, dress code and disciplinary measures.

## 2. Dress Code :

### 2.1 School wear

#### BOYS

##### OPTION 1

- School shorts
- School golf shirt (red or white) with badge
- Predominantly white lace-up track shoes
- Short white socks with green and red loops
- Brown school jersey
- White Senior jersey for matrics only

##### OPTION 2

- School blazer with badge
- Regulation grey school flannels with a plain black or brown belt
- Brown lace-up school shoes
- Grey socks
- Long-sleeved or short-sleeved cotton school shirt with badge
- School tie
- Brown school jersey
- White Senior jersey for matrics only

#### GIRLS

##### OPTION 1

- School shorts/skorts
- School golf shirt (red or white) with badge
- Predominantly white lace-up track shoes
- Short white socks with green and red loops
- Brown school jersey
- White Senior jersey for matrics only

##### OPTION 2

- School blazer with badge
- Brown school skirt
- Brown lace-up school shoes
- Plain white short cotton socks or stockings or regulation long brown socks
- Long-sleeved or short-sleeved cotton school shirt with badge
- School tie
- Brown school jersey
- White Senior jersey for matrics only

##### OPTION 3

- School blazer with badge
- Grey school slacks
- Brown lace-up school shoes
- Grey school socks
- Long-sleeved or short-sleeved cotton school shirt with badge
- School tie
- Brown school jersey
- White Senior jersey for matrics only

In the event that a learner wishes to deviate from any provision of Section 4 on religious or cultural grounds, the following procedure shall be followed :

1. The parent/s shall inform the Governing Body or its duly authorized representative in writing.
  - 1.1 how the learner wishes to deviate from the Code; and
  - 1.2 the religious or cultural basis for the deviation
  - 1.3 The learner shall not deviate from the Code of Conduct until the Governing Body or its duly authorized representative has responded to the parents' written communication.

## **2.2 Sports Wear**

### **1. Tracksuits**

All pupils taking part in sport must have the official school tracksuit.

### **2. Windbreaker**

The school's windbreaker may be worn as an outer garment after sports matches or practices, if worn with a tracksuit.

### **3. Swimming/Synchronised Swimming/Diving/Waterpolo**

Official school costume and official swimming cap.

### **4. Athletics**

Official red school shorts/skorts, official athletics vest, running shoes or tackies.

### **5. Hockey**

Girls: Official hockey shirt and red skorts, socks, regulation with garters, hockey boots, shin pads.

Boys: Official hockey shirt and red shorts, socks, regulation with garters, hockey boots, shin pads.

### **6. Squash**

Red school shorts/skorts, regulation shirt, regulation white socks and squash shoes.

### **7. Tennis**

Red school shorts/skorts, regulation shirt, regulation white socks and white tennis shoes. School cap.

### **8. Netball**

Official netball shirt and red skorts, regulation short white socks, white tackies.

### **9. Soccer**

Official soccer shirt and red shorts. Socks regulation with garters, shin pads and soccer boots.

### **10. Cricket**

White school cricket shirt, long white trousers, white cricket shoes, white V-necked school cricket pullovers, white socks, school cricket cap.

### **11. Rugby**

Brown rugby jersey, white shorts (not sold at School Shop), and regulation socks.

NOTE: Special standardized, official uniforms are worn by winter sport first teams.

**PROTECTIVE GEAR AS DETERMINED IN EACH SPORTS  
CODE IS COMPULSORY.**

### **3. Dress Regulations**

- 3.1 School wear must fit properly, be clean and prescribed styles as per school shop may not be altered. Any deviations must be reported by parents in writing to the relevant grade head.
- 3.2 School wear should be clearly marked.
- 3.3 School wear as stipulated for the occasion shall be worn at functions and to and from the venue when representing the school.
- 3.4 White socks must be folded down, but may not be rolled down.
- 3.5 Blazers and ties may be removed after morning registration period, but they must be replaced for a formal gathering at school or when going home.
- 3.6 The regulation school jersey may only be worn as the outer garment when worn with school shorts or skorts and golfshirts. Jerseys may not be tucked into trousers or skirts nor may they be draped over shoulders. The sleeves may not be rolled up.
- 3.7 The top button of the shirt must be fastened when wearing a tie.
- 3.8 The knot of the tie must cover the top button of the shirt.
- 3.9 Warm and cold weather wear may not be mixed.
- 3.10 Vests or T-Shirts with logos may not be visible through school shirts.
- 3.11 Shirts may not have any logos (apart from the school badge) or epaulettes.
- 3.12 The length of skirts should not attract undue attention.
- 3.13 Shirts must be tucked into trousers or skirts.
- 3.14 Golf shirts need not be tucked in unless worn under a jersey.
- 3.15 The regulation raincoat may not be worn during school hours or if it is not raining.
- 3.16 Shoe laces must be tied.
- 3.17 The school scarf may only be worn with a blazer.
- 3.18 Underwear should be as inconspicuous as possible.

### **4. Appearance**

The Alex brand is a core driver of the appearance section of the code of conduct. The Alex" look and feel" is a very important part of the brand. These rules are intended to guide the pupils in choices relating to appearance.

- 4.1 No jewellery or any other form of visible adornment may be worn. However, exceptions are wristwatches, medic alert and badges issued by the school. Either gold or silver, plain, round stud earrings with a maximum diameter of 3mm. Two earrings may be worn, one in each ear and these may only be in the earlobe. No bristles or retainers may be used to keep piercings open, no plasters to be worn to cover these.
- 4.2 Makeup may not be worn.
- 4.3 Nails are to be kept short and clean. Only clear nail varnish may be worn. Short is defined as not protruding beyond the fingertip.
- 4.4 Hair must be kept clean and all hair must be tied up and clipped away from the face. Shoulder length hair must all be tied up.
- 4.5 Hair may not be coloured unless it is a natural hair colour.
- 4.6 Only plain brown, black, white, gold or silver clips/bands .
- 4.7 No shaved patterns allowed.
- 4.8 Boys must always be clean shaven.
- 4.9 No visible tattoos are permitted.

In the event that a learner wishes to deviate from any provision of Section 4 on religious or cultural grounds, the following procedure shall be followed :

1. The parent/s shall inform the Governing Body or its duly authorized representative in writing.
  - 1.1 how the learner wishes to deviate from the Code; and
  - 1.2 the religious or cultural basis for the deviation
- 1.3 The learner shall not deviate from the Code of Conduct until the Governing Body or its duly authorized representative has responded to the parents' written communication.

## **5. Conduct and Behaviour**

- 5.1 Physical contact that clearly represents more than just a friendly greeting is unacceptable.
- 5.2 Pupils must treat all members of staff, pupils, helpers and visitors to the school with politeness and respect.
- 5.3 No pupil may harm or endanger the physical or mental well being of others.
- 5.4 No pupils may be in possession of weapons, dangerous toys or materials which may cause injury.
- 5.5 No pupil may smoke, vape, be in possession of cigarettes of any description including vaping devices, drugs, alcoholic beverages, matches, cigarette lighters or objectionable reading matter or carry them for anybody else.
- 5.6 No pupil may arrive at school or at a school related function with evidence of having used alcohol or other illegal substances.
- 5.7 School property or anything at the school which is the property of someone else, may not be interfered with in any way.
- 5.8 Foul, abusive or racist language may not be used.
- 5.9 Pupils shall obey the code of conduct and rules governing the use of school facilities.
- 5.10 Graffiti on school property is not allowed.

## **6. Participation in the school programme**

- 6.1.1 A pupil shall participate in the school's intramural programme unless exemption has been granted by the education department or the relevant school authority.
- 6.1.2 Exemption from physical activity that forms part of the intramural programme requires the production of a letter from parents or guardians and a medical certificate or letter from a medical doctor.
- 6.2 When pupils have voluntarily joined an extramural school activity, they shall fulfill their commitment until the end of that year/season unless granted an exemption from the relevant school authority.
- 6.3 Pupils may not use the school's facilities and/or equipment without permission of the relevant school authority or unless a teacher is present.
- 6.4 Attendance at certain school functions is compulsory. The rules that govern attendance at school during normal school hours apply.
- 6.5 Pupils shall attend school for the prescribed school hours.

- 6.6 A pupil may not be absent from a class nor leave the school premises during school hours without the permission of the relevant school authority. All pupils must report to the school secretary before an early departure or if they are ill.
- 6.7 In the case of absenteeism, parents or guardians must furnish the school with a letter of explanation.
- 6.8 Pupils who miss formal examinations or standardised assessment must produce a medical certificate unless permission has been granted by a relevant school authority.

## **7 Out of bounds**

- 7.1 Pupils shall stay within the bounds of the school during the school day.  
The hall, the music block, classrooms, the area between the staffroom and the hall, the Astro Turf, the area around the prefabs, the garages and the workshop are out of bounds to all pupils during breaks, before and after school unless special permission has been granted by the relevant school authority.  
Pupils may not venture beyond the demarcated recreational area during break.
- 7.2 The huts and containers on the fields, the embankments along the perimeter fence and the area behind the hall are out of bounds to pupils before school and during the school day.
- 7.3 The tennis courts areas, the hockey circles and the cricket nets are out of bounds to all pupils except during official matches and practices.
- 7.4 The tennis court areas, the hockey circles and the cricket nets are out of bounds to all pupils except during official matches and practices.
- 7.5 The swimming pool area is out of bounds during the school day unless permission has been granted by the relevant school authority.

## **8 General**

- 8.1 When walking in the passages pupils must move swiftly, be orderly and keep to the left.
- 8.2 There shall be no running, boisterous behaviour or excessive noise inside the school building.
- 8.3 There shall be no eating in classrooms, or any other venue inside the school building without permission from the relevant authority.
- 8.4 The chewing of gum is not allowed.
- 8.5 Papers and litter must be placed in the containers provided.
- 8.6 In the absence of a teacher, pupils shall remain quietly occupied and the office should be informed.
- 8.7 Under normal circumstances, no pupils may use the front door unless formal arrangements have been made.
- 8.8 Under normal circumstances pupils may not use the entrance outside the staff room.
- 8.9 Pupils may receive visitors in the school reception area only and provided that permission has been granted by the principal.
- 8.10 Only book bags that protect books are permitted.
- 8.11 Nothing may be written on bags, book bags.
- 8.12 Under normal circumstances pupils may only request to see a staff member during the first 10 minutes of a break.

- 8.13 Pupils may only use the sick room if they have permission from the relevant school authority.
- 8.14 Ball games may only be played when supervised by a teacher or a sport's coach.
- 8.15 During class time, or at any formal occasion, cell phones and other electronic devices may only be used when permission has been granted by a teacher.
- 8.16 Electronic music devices may not be used without earphones.
- 8.17 Earphones may only be used before school, after school and during breaks.

### **Conclusion**

Our school rules are for the benefit of everyone involved at Alex and are designed to maintain the well-being of our school community. Transgressions may result in disciplinary action being taken as prescribed in our school's code of conduct.

**TERMS AND CONDITIONS FOR THE USE OF**  
**COMPUTER AND INTERNET FACILITIES**

At Alexander Road High School, computer access and educational Internet privileges are available to our pupils. These rules guidelines are provided here so that you are aware of your responsibilities. If any pupil violates any of these provisions, the privilege may be revoked and future access may be denied and **appropriate school disciplinary action in terms of the School's Code of conduct will be taken.**

1. The use of your school computers must be in support of education and research that is consistent with the educational objectives of the school.
2. Transmission of any material in violation of any South African or school regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
3. The use of school computers and the Internet is a privilege, and unacceptable use can result in a cancellation of those privileges.
4. **Computer Usage/User rules**
  - a. No software is permitted to be installed or deleted from computers.
  - b. Do not alter or remove any computer files that are not deemed to be your own.
  - c. All copyright and plagiarism laws and guidelines are to be observed.
  - d. You may not move, open or disconnect any computer or peripheral device or piece/part of any equipment.
  - e. Appropriate behaviour and common courtesy are expected at all times.
  - f. Users may only use their own logon name and may not impersonate another for any purpose. Pupils may not logon to more than one PC at a time. Pupils may not divulge their password to other pupils, misuse of a pupil's username and password will be the pupil's responsibility.
  - g. Anyone attempting to breach the security of the network or any website or found guilty of any form of online harassment or 'cyber-bullying' will immediately forfeit the privilege of using the computer facilities.
  - h. Pupils may not access any Internet sites, which are undesirable. This includes nudity, pornography, animal cruelty, foul language, racism and other sites containing material that may be deemed offensive.

- i. Storage on the network drives is to be used for school related projects/ work only - any unnecessary files may be removed without consultation.
  - j. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network operating system, computers or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
  - k. Pupils must report any problems with computers to their teachers immediately. This includes vandalism, hardware or software problems, password problems, deleted files or virus problems.
5. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette when working on the network or the Internet. These include (but are not limited to) the following:
- a. Be polite and use appropriate language
  - b. Do not reveal personal details such as your personal address or phone numbers of pupils or staff.
  - c. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. **Alexander Road High School** will not be responsible for any damages you suffer, such as data loss resulting from delays, non-deliveries or service interruptions.
7. Security on any computer system is a high priority, especially when the system involves many users. If you can identify any security problem you must notify a teacher immediately.