



**BALLITO**

## **AGREEMENT OF CODE OF CONDUCT** (Updated January 2023)

On enrolling at Ashton International College Ballito, both student and parent will be expected to sign this Code of Conduct ANNUALLY. Whether IN or OUT of College uniform students shall conduct themselves in a manner that brings credit to the College.

**Please ensure that the following details are the same on the Parent Portal on Ed-Admin:**

- STUDENT NAME & SURNAME \_\_\_\_\_
- CURRENT GRADE \_\_\_\_\_
- PARENT / GUARDIAN 1 NAME & SURNAME \_\_\_\_\_
- PARENT / GUARDIAN 2 NAME & SURNAME \_\_\_\_\_

I confirm that I have read, considered and understood this Agreement and confirm my/our sincere intention to be bound by it.

Signed on this \_\_\_\_\_ day in the month of \_\_\_\_\_ in the year of \_\_\_\_\_ in the presence of the undersigned witnesses.

Parents 1 Signature \_\_\_\_\_

Parents 2 Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

PLEASE DETACH FROM THE CODE OF CONDUCT AND RETURN ONLY THIS PAGE TO REGISTER TEACHER BY WEDNESDAY 25TH JANUARY 2023

# CODE OF CONDUCT

On enrolling at Ashton International College Ballito, both student and parent will be expected to sign this Code of Conduct ANNUALLY. Whether IN or OUT of College uniform students shall conduct themselves in a manner that brings credit to the College.

## 1. Definitions

- 1.1 "The College" shall refer to Ashton International College Ballito.
- 1.2 "Parent" shall refer to the Parent/Guardian of the student enrolled.
- 1.3 "Student" shall refer to the Student enrolled in the College.
- 1.4 "College Campus" shall refer to the premises on which Ashton International College Ballito is situated.
- 1.5 "The Heads" shall refer to the Heads of the relevant phases of Ashton International College.

## 2. The Security Of The College And Property

- 2.1 No form of vandalism to the property of staff, students or the College will be tolerated.
- 2.2 Misuse of, and damage to, College, staff and student property is unacceptable and shall be regarded as a disciplinary offence.
- 2.3 Offenders may be liable to appear before the Disciplinary Committee. They may be subject to the due process of suspension, expulsion or due process of the Court.
- 2.4 College property may not be removed from the premises without the permission of the Heads.
- 2.5 At all times College premises and classes must be kept neat and clean. Litter must be placed in the bins provided.
- 2.6 Except on rainy days, the classrooms are out of bounds before school starts and during breaks.
- 2.7 All students driving motorbikes and vehicles must ensure that the proper documentation has been completed and submitted to the Form Tutor. Students must adhere to designated parking areas.
- 2.8 No student may leave the College campus without the authorized permission from the Tutor, Tutor assistant and/or Heads.

## 3. Learning And Teaching

- 3.1 All students are expected to commit themselves to the requirements made of each student:-
  - 3.1.1 All students are expected to bring the necessary books and equipment to the College daily to ensure effective learning.
  - 3.1.2 Students are expected to keep their notebooks and files up to date. All work must be neatly done. Work or projects must be handed in on time. Assessments will be at discretion of the College.
  - 3.1.3 If students are away from school for any reason, the student is responsible for all work to be completed and up to date.
- 3.2 Failure, without valid reason, to do homework, class work, tests or any academic tasks is unacceptable. There will be serious consequences for offenders.
- 3.3 A student's behaviour will be regarded as unacceptable, if he/she:
  - 3.3.1 Destroys and/or steals books and/or moves any bags that do not belong to them. Such a student will be liable to appear before the Disciplinary Committee and may be subject to suspension, expulsion or due process of the Court.
  - 3.3.2 All students are entitled to an education; therefore no one will be allowed to disturb a class and impact negatively on the learning process.
- 3.4 A Register and/or roll call and period control system is maintained, so that class attendance can be monitored.
- 3.5 Absenteeism requires a letter and/or Doctor's medical certificate to be submitted to the Register Teacher on the first day of returning to school.

## 4. Respect And Conduct

- 4.1 A student behaves in an unacceptable manner if he/she:
  - 4.1.1 Bullies (including emotional, physical, mental or cyber bullying) intimidates, victimizes or in any other way whatsoever threatens the physical and/or mental well-being of any student.
  - 4.1.2 Brings, consumes, distributes, tests positive for, or offers drugs or alcohol on or off the College campus, in or out of school uniform and/or at any school-related function.
  - 4.1.3 Is in the possession of, or brings on to the College campus, at any time, any form of pornography.
  - 4.1.4 Brings weapons, or any other instrument that may endanger the safety of other students and teachers, onto the College Campus.

- 4.1.5 Acts disrespectfully or disruptively, and by word or action, displays insolence or insubordination.
  - 4.1.6 Uses disgraceful language.
  - 4.1.7 Smokes in school uniform on or off the College campus, including vaping devices and or e- cigarettes.
  - 4.1.8 Behaves aggressively.
  - 4.1.9 Contravenes common law and is in contradiction of accepted standard of decency, in or out of school uniform.
  - 4.1.10 Physical contact between students is not permitted.
  - 4.1.11 The chewing of gum is prohibited when in school uniform, on campus and/or off campus.
- 4.2 The College Heads or any officially appointed employee of the College or police will be entitled to search any students suspected of having cigarettes, vaping devices, drugs, alcohol, pornography or a weapon. Such a student will be liable to appear before the Disciplinary Committee and may be subject to suspension, expulsion or due process of the Court.
- 4.3 The College reserves the right to search the property of any student whose belongings (personal and/or school bags) have been isolated by the narcotics dog, which may contain an illegal substance.
- 4.4 To respect one's race, gender, culture, religion and sexual orientation encompasses Ashton's ethos of tolerance and inclusivity. Discrimination in any form will be considered a serious offence and will be dealt with accordingly.  
PLEASE NOTE that every student is expected to behave in a manner that contributes to the wellbeing of all at the College.

## **5. Maintaining Discipline**

- 5.1 Disciplinary Procedure: It is at the discretion of the College to bring a student before a Disciplinary Committee for any serious offence. Students shall be issued with a Letter of Warning/Letter of Suspension. Parents will always be kept informed of any steps taken by the College Heads. The Disciplinary Committee shall consist of one or more members of the College Senior Management Team (SMT). The Disciplinary Committee shall consist of a minimum of three and a maximum of five members. An independent Chairperson may be elected to chair the meetings at the discretion of the Senior Management.

## **6. Punctuality**

- 6.1 All students are expected to arrive at the College well in time for the College day and to be punctual at all times. Lateness is unacceptable and shall be considered as a violation of the Code of Conduct. The repetition of the offences will result in disciplinary action. No student may contact a parent to collect him / her without having first reported to the Tutor or Tutor Assistant in terms of the new 'Exit Policy' and in receipt of their 'Early Dismissal Form'. The student will receive a stamped permission slip, signed by their Form Tutor / Tutor Ass which must be presented to security.

## **7. Possessions**

- 7.1 All possessions (e.g. blazers and articles of clothing, College books and sports equipment) must be clearly marked with the student's name.
- 7.2 Money and valuables should on no account be left in pockets of blazers that are not being worn, in College bags, in class rooms or in toilets. The College cannot be held responsible for any losses. These items should be handed in at the office for safekeeping.

## **8. Hair And Jewellery Regulations – Boys**

- 8.1 A boy's haircut must meet the required standards. Parents are expected to ensure that their son/s abide by these regulations.
- 8.1.1 Fringe must not touch the eyebrows.
  - 8.1.2 Sideburns should not be lower than the middle of the ear.
  - 8.1.3 Hair at the back of the neck must not touch the collar.
  - 8.1.4 Hair must take form of the head.
  - 8.1.5 Hair must not touch the ears.
  - 8.1.6 Hair must not be too long or too thick. It must be combed flat and not be blow-dried to stand up. No gel or similar substances may be used.
  - 8.1.7 No fancy hairstyles (highlights, colouring, perms, steps, shaved areas or brush cuts shorter than a number 2) are allowed.
  - 8.1.8 The Heads reserve the right of judgement as to the acceptability of any student's hairstyle.

- 8.2 Boys' facial hair must be clean shaven at all times.
- 8.3 No jewelry other than a watch or medical disc is allowed.
- 8.3.1 Jewelry for religious purposes is very specific and should be respected. Parents will need to forward a request letter to the Heads with a full explanation of the religious reason for the specific item of jewelry.
- 8.3.2 Religious jewelry regulation: Only gold or silver chains and religious or cultural symbols (if granted) may be worn. Chains must be no thicker than 1mm and 60cm in length. A plain gold or silver pendant must not be bigger than 25mm.
- 8.3.3 Incorrect jewelry will be confiscated.
- 8.4 No visible tattoos are permitted.
- 8.5 No visible body piercings are permitted.

### **Hair And Jewellery Regulations – Girls**

- 9.1 All girls' hair must be kept neat and tidy.
- 9.1.1 The fringe may not reach the eyebrows. If hair touches the shoulder, it must be tied back. All loose strands must be clipped back.
- 9.1.2 No steps or shaving of hair is allowed.
- 9.1.3 Peroxidizing and dying of hair, hair straighteners that cause discoloration, the use of lacquer and other stiffeners, and trendy hairstyles are not acceptable.
- 9.1.4 Grip slides and hair bands must be black or brown or white.
- 9.1.5 No artificial ribbons or pieces of material are permitted.
- 9.1.6 No elaborate braiding is permitted, this includes the use of beads and clips. Braiding must match hair colour.
- 9.1.7 Any deviation from the above will only be tolerated if the Heads or person duly appointed is consulted beforehand.
- 9.1.8 The Heads or duly appointed reserves the right of judgement as to the acceptability of any student's hairstyle.
- 9.2 No jewelry other than a watch or a medical disc and a pair of plain stud earrings or sleepers in the earlobes may be worn. Bangles, bracelets, necklaces and chains are not permitted.
- 9.2.1 Jewelry for religious purposes is very specific and should be respected.
- 9.2.2 Parents will need to forward a letter to the Heads with a full explanation of the religious reason for the specific item of jewelry.
- 9.2.3 Religious jewelry regulation: Only gold or silver chains and religious or cultural symbols (if granted) may be worn. Chains must be no thicker than 1mm and 60cm in length. A plain gold or silver pendant must not be bigger than 25mm.
- 9.2.4 Incorrect jewelry will be confiscated.
- 9.3 No make-up whatsoever may be worn while in College uniform (this includes base, powder, lip- gloss, glitter, mascara etc.) Girls will be made remove all make-up.
- 9.4 No visible tattoos are permitted.
- 9.5 No visible body piercings are permitted.
- 9.6 Nails may not be classified as 'long'. Nails should not be visible if you look at the hand from the palm. No nail polish is allowed

### **10. Uniform**

- 10.1 All students are expected to be immaculate in full College uniform whether on or off the College campus. This rule applies not only to uniform worn from day to day, but also to uniform worn during extracurricular activities.
- 10.2 Uniforms are to be clean, properly ironed and not in need of buttons or any hems undone.
- 10.3 Students found wearing partial or incorrect uniform, whether at school or not, will have irregular items confiscated.
- 10.4 Tracksuits may only be worn as part of the PE kit.

## **10.5 Blazers**

- 10.5.1 Blazers must be worn when entering and exiting the College campus as well as at all formal events, Assemblies, Prize giving, and when visiting the Admin/Business Block.
- 10.5.2 Blazers must be kept clean and must be worn on arrival and departure from the College campus.
- 10.5.3 Blazers may be removed in the classroom and during break.
- 10.5.4 Blazers must have all buttons on at all times. No student will be allowed to walk around without buttons on their blazers.
- 10.5.5 Boys are expected to button their blazers for formal occasions.

## **10.6 Shirts**

- 10.6.1 Shirts must have a top button. Boys must have their shirts tucked in.
- 10.6.2 Girls must wear the appropriate 'flesh (skin) tone' underwear beneath the white shirts.

## **10.7 Trousers and Skirts**

- 10.7.1 Girls may not roll their skirts over the waistband. Length of skirt – must be no shorter than 7cm above the knee.
- 10.7.2 Boys to wear a plain black belt with their school trousers.
- 10.7.3 No skinny jeans/chino trousers are permitted. Only pure black smart/formal trousers.
- 10.7.4 Trousers (for boys/girls) must be school regulation, purchased at a uniform stockist.  
NB – Trousers may not be tailored to be made narrower.

## **10.8 Socks**

### 10.8.1 Girl's Summer:

- Girls must wear white anklet socks, folded over once.
- The socks may not be pulled up or rolled down.
- Girls may wear plain black socks with trousers. Black secret socks only worn with Black heeled shoes (Seniors only).
- Girls may wear plain black socks with trousers.

### Winter:

- Senior College girls may wear black opaque tights.

### 10.8.2 Boys:

- Senior College boys are expected to wear plain black ankle socks and no secret socks.
- Junior College boys are expected to wear the regulation long socks (black with red stripes) as part of their Winter Uniform. Other colour socks are not permitted.
- Boys and girls are required to wear white or black secret socks, anklets or quarter ankle socks with their PE kit – socks to be no higher than 10cm above the ankle.

## **10.9 Shoes**

- 10.9.1 Boys and girls black lace-up shoes to be properly laced and tied.
- 10.9.2 Laces undone or tucked into the sides of the shoe will not be permitted.
- 10.9.3 No white or other coloured soles allowed. No patterns on the shoes.
- 10.9.4 Black, grey or white sports shoes must be worn with PE uniform.
- 10.9.5 No fashion sport footwear is permitted – eg. VANS.

## **10.10 College Tracksuit**

- 10.10.1 Tracksuits may be worn on PE Kit days.
- 10.10.2 Full tracksuits must be worn and students may not wear a combination of tracksuits and normal uniform.
- 10.10.3 Tracksuit jackets must be kept clean and must be worn before, during change of class and after school.
- 10.10.4 The jacket may be removed in the classroom and during break.

## **11. Cell Phone Policy**

- 11.1 Cell phones are permitted in the SENIOR COLLEGE. (Form 3 to 5 only). Forms 1 and 2 are NOT permitted to use a cellphone.
- 11.1.1 No student may use their cell phone without permission from the teacher.
- 11.1.2 No students may use their phones between lessons when changing classes.
- 11.1.3 Cell phones with undesirable material on it which is contradictory to the Ethos and Code of Conduct of the College will be confiscated. If the student abuses the use of the cell phone (i.e. Cell phone use during class, ringing or making calls), it will be CONFISCATED and will not be returned until the end of the term.
- 11.1.4 Stringent rules will be applicable during examinations. No smart watches are permitted during examinations, test or assessment as stipulated by the IEB & CAIE regulations.
- 11.1.5 Any student found to be guilty of using a cell phone on campus to intimidate, threaten, bully or victimize any other student, will be in contravention of this Code of Conduct and will face disciplinary action.
- 11.1.6 Ear/head phones or air pods are permitted in the Senior College (Form 3-5 only) and may only be used if given permission.
- 11.1.7 The College will not be held responsible for the loss of any cell phone or smart watch.

## **12. Computer Usage Policy**

- 12.1 Any person using computers or electronic information resources at Ashton College shall be required to use such equipment and resources in a responsible, legal manner for work purposes.
- 12.2 The Heads and IT Manager of the College retain the right to monitor all computer usage, files and electronic messaging for compliance to all regulations and/or procedures.
- 12.3 Refer to Computer Usage Policy for further information.

## **13. Drug Policy And Prohibited Substance Policy**

- 13.1 Ashton College does not tolerate:
- The use of any illegal or prohibited substance;
  - The possession of drug-related equipment such as cigarette papers, pipes, lighters, matches, bottle ends, foils or other performance enhancing drugs;
  - The inappropriate use of solvents, inhalants, aerosols and similar agents;
  - The consumption of alcohol and/or the smoking of tobacco, including electronic cigarettes.
- 13.2 Drug testing or searches are not specifically aimed at catching individual users for the purpose of punishment.
- 13.3 The issue of respect with regard to our students is paramount.
- 13.4 The aim is to create a social ethos where drug taking is seen as unacceptable.
- 13.5 We acknowledge the right of parents to instill values in their children and Ashton International College's responsibility to create a social milieu in keeping with its chosen standards and values.
- 13.6 The whole school community (students, staff and parents) should be party to Ashton International College's anti-drugs initiative. They must be fully educated as to the drug situation in our society and be aware of the rationale behind Ashton International College's drug policy.
- 13.7 Drug testing and searches will be both random and specific.
- 13.8 Pre-counselling is available and it is important that the testing should not be seen or experienced by the students involved as demeaning or threatening in any way.

## **14. Specific Drug Testing And Searches**

- 14.1 Specific testing: where there is a reasonable suspicion, as a result of unusual behaviour, poor work ethic or other possible indications of drug abuse and it is considered to be in a student's interests to be tested, he/she will be selected for testing.
- 14.2 The parents will be informed wherever possible and specific testing will be arranged by Ashton International College.
- 14.3 The cost of initial testing will be covered by Ashton International College and the parents will be provided with the results of the specific testing as they are available.
- 14.4 Where there is reasonable suspicion, a student will be searched in the presence of an adult witness of the same gender as the student and any drug found in his/her possession will be seized in terms of the Regulations Relating to Safety Measures at Independent Schools, published in the Government Gazette GN975 of 20 August 2004.
- 14.5 Disciplinary action will be taken in the event of possession of drugs or a positive specific test.

## 15. Random Drug Testing And Searches

- 15.1 The Head of the College or his/her appointed delegate, may administer a drug test to randomly selected students (in accordance with the South African Schools Act in the position of 'in loco parentis'). The test will be administered:
- by a person of the same gender as the student;
  - in a private area and not in the view of another student;
  - in the presence of an adult witness of the same gender as the student.
  - All procedures necessary will be implemented to avoid any possible contamination of samples taken from the students who present themselves for testing.
- 15.2 Within one working day the Head of the College or his/her delegate will inform the student's parents that a random drug test was administered on him/her.
- 15.3 The Head of the College or his/her delegate will inform the student and his/her parents of the result of the test immediately after it becomes available. Strict confidentiality will be observed.
- 15.4 The cost of initial random testing will be for Ashton International College's account.
- 15.5 If a student tests positive, disciplinary action will be taken. However, it is vital that both the student and his/her parents understand that the rationale behind the drug testing is very much to protect the interests of the student.
- 15.6 Empathy and understanding will be shown and advice and support will be given. The College management is required by law to notify the relevant policing authorities should a student test positive or be found in the possession of narcotics and/or related equipment.
- 15.7 The parents will be required to arrange counselling for their child and advice in this regard will be offered by Ashton International College. The student will then be required to undergo a follow-up test. The timing of this test will depend on the substance involved. The cost of the counselling and the follow-up test will be carried by the student's parents. If the student tests positive a second time, or if the student is uncooperative and/or progress in rehabilitation is not being made, he/she will become subject to more serious disciplinary action.
- 18.8 Records of all drug testing results will be kept, in confidence, by the Head of the College. The Head of the College will not make any public disclosure of test results. No "labelling" of students will take place.
- 15.9 The Head of the College or his/her delegate may, at random, search any group of students, or the property of a group of students, for any illegal drug, if there is fair and reasonable suspicion.
- 15.10 Testing for performance enhancing substances may be done by SAIDS and any violation detected will be dealt with by SAIDS. (South African Institute for Drug Free Sport).
- 15.11 A narcotics dog is on the campus at all times, and will be used during search times at any given time at the discretion of the School Management Team.

## 16 Social Media Policy Introduction

### Introduction

Ashton International College Ballito recognizes that access to technology in school provides students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technological and communication skills. However, if not used responsibly, social media poses certain risks. The College has a duty to protect itself, and other individuals associated with the College, against these risks.

For purposes of this "Social Media" policy is to understand the meaning and platforms of social media. Any facility that enables conversations over the internet, including blogs, forums, platforms such as Facebook, Google, Instagram, Snapchat, Twitter, Tiktok, WhatsApp, YouTube, Gaming platforms (including games on x-box and PlayStation etc.) and any other forms of technological/electronic communication, now and in the future, will be classified or generally regarded as social media.

To that end, this Social Media Policy outlines the guidelines and behaviours that users are expected to follow when using school technologies or when using personally-owned devices on the school campus (Campus to include all academic classrooms, sport facilities, halls, computer rooms, pool and ablution areas):

- Students, parents and teachers are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Most individuals, whether students or parents can be linked with the College as their school or the school their child attends. This means that these social media guidelines and other applicable policies apply 24 hours a day, 7 days a week (including school holidays), as all individuals associated with the College act as representatives of the College at all times.
- Misuse of social media can result in disciplinary action.
- Ashton International College Ballito makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.



As an educational institution, please be reminded that all students and their parents have an obligation as citizens of South Africa, to ensure all communication on social media is lawful, do not cause harm and do not infringe on other peoples' rights (e.g. their rights to unimpaired reputation, dignity and privacy). This is not a limit imposed by the College, but by South African Constitutional Law.

Ashton Ballito's computer network is intended for educational purposes only. All activity over our network may be monitored and access to certain online content is restricted in accordance with our school policies.

### **16.1 Please do the following:**

- We expect you to use good judgement in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Always treat others in a respectful, positive and considerate manner.
- Be responsible and ethical.
- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings are your own.
- Be open about your affiliation with the school and the role/position you hold.
- Do not be provoked into arguments and/or respond with aggressive language online.
- Don't air your grievances about the College on social media. If you are unhappy at any time about any matter related to the College, it is your responsibility to pursue the matter through the appropriate channels at the College. Having an issue with the College and taking it to social media to vent/air your concerns is not acceptable and is in breach of these guidelines.
- Failure to mention the name of the College or person does not remove liability if the content is damaging to the College or others. You can be accused of defamation or crimen injuria (infringement of dignity) and you will still be found guilty/liable regardless whether the name was mentioned or not.

### **16.2 Don't share the following:**

- Confidential information - do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private.
- Do not use your birth date, address, and mobile phone number on any public website.

### **16.3 Private and personal information**

- 16.3.1 To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- 16.3.2 NEVER give out or transmit personal information of students, parents, or co-workers.
- 16.3.3 Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- 16.3.4 Always respect the privacy of the school community members.
- 16.3.5 Students should never share personal information, including phone number, address, ID number, birthday or financial information, over the internet without adult permission.
- 16.3.6 Deactivate location tags for all social media applications so that your location is not made available to anyone.

### **16.4 Images**

- 16.4.1 Respect brand, trademark, copyright information and/or images of the school. The College logo may only be used if you have written permission from the Marketing Department to do so.
- 16.4.2 You may not create accounts that appear to belong to the College, without written permission from the Management of Ashton College.
- 16.4.3 It is generally not acceptable to post pictures of students without the written consent of their parents.
- 16.4.4 Do not post pictures of others (co-workers, etc.) without their permission

### **16.5 Other sites**

- 16.5.1 A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared.
- 16.5.2 Be cognizant of sharing posts and the content thereof.
- 16.5.3 Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links.
- 16.5.4 When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.



## **16.6 Netiquette**

- 16.6.1 Students should always use the Internet, network resources, and on line sites in a courteous and respectful manner.
- 16.6.2 Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Do not distribute chain mail and/or fake news.
- 16.6.3 Content on social media that is viewed even by a single person is, in the eyes of the law, viewed as 'published'. This means that you are as responsible for it, as the journalist who puts the headline on a front page of the newspaper. Social media is a permanent record. Even if the content is deleted shortly after it is posted online, screenshots facilitate widespread distribution of content that is beyond your control.
- 16.6.4 Students should not plagiarise ANY content from the Internet. Online research should always be cited and referenced.
- 16.6.5 If you are in a WhatsApp group where other people are not abiding by the codes as mentioned in this document, you need to either leave the group or report the incident to a staff member.

## **16.7 Personal Safety**

You are never anonymous on-line, even if you use social media under a pseudonym as it is easy to trace the identity and location of an account holder using an IP address. Immediately report the incident if:

- you receive suspicious phone calls or messages from people you don't know.
- you receive harassing, threatening, disturbing, offensive, illegal or inappropriate content.
- you receive any content or if you are part of any conversation (even if you started it) which makes you feel uncomfortable, unsafe, nervous or unsettled.
- someone asks you to send them any pornographic material. In such an instance you must always refuse to send the photographs, as this could be a criminal offence.
- Similarly do not share any inappropriate material.

## **16.8 Cyberbullying**

Cyberbullying will not be tolerated and includes:

- Harassing, impersonating, excluding, and cyber-stalking are all examples of cyberbullying.
- Any emails or posted comments with the intent of scaring, hurting, or intimidating someone else is cyber bullying.

Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary actions.

Cyberbullying is seen as a crime. Remember that your activities are monitored and retained by others.

## **16.9 Limitation of Liability**

- 16.9.1 Ashton International College Ballito will not be responsible for damage or harm to persons, files, data, or hardware.
- 16.9.2 Suspension from school and/or school related activities.
- 16.9.3 Notification to parents.
- 16.9.4 Expulsion of student from Ashton International College Ballito.
- 16.9.5 Additional consequences determined by Management.
- 16.9.6 In serious cases of violation, the school management reserves the right in their capacity as 'in loco parentis' to report incidents to a Law Enforcement Officer.

## **17. Bullying**

Ashton International College maintains a zero-tolerance policy. Definitions of bullying:

- The definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.
- Bullying is a deliberate, conscious desire to hurt threaten, frighten and intimidate someone. It violates a student's right to human dignity, freedom, privacy, and security and is a barrier preventing a child (or adult) from reaching his/her full potential.

## Students' Rights:

- Every child has the right to be protected from maltreatment, neglect, abuse or degradation (Section 28 (1)(d) of the Bill of Rights).
- Everyone has the right to human dignity (Section 10 of the Bill of Rights).
- Everyone has the right to report any case or form of bullying as listed above.

While the bullying definition is broad and can occur in a variety of environments it usually is a relationship problem and requires relationship-based solutions. These are best solved in the social environment in which they occur: in a child or young person's life, this is most often the school.

## There are 3 forms of bullying:

### 17.1 PHYSICAL

- Pushing, tripping, hitting, punching, kicking, etc.
- Forcing others to do things they do not want to do
- Taking or damaging someone's personal property
- Pranks

### 17.2 VERBAL (INCLUDING VIA SOCIAL MEDIA OR ANY OTHER FORM OF ELECTRONIC NETWORK)

- Teasing, mocking, taunting
- Abusive comments
- Threats
- Embarrassing or threatening gestures
- Insults
- Name calling
- Writing harmful, degrading and or intimidating letters to or about someone.

### 17.3 PSYCHOLOGICAL (INCLUDING VIA SOCIAL MEDIA OR ANY OTHER FORM OF ELECTRONIC NETWORK)

- Spreading rumours
- Deliberate exclusion from activities
- Influencing or telling others to dislike someone
- Making fun of someone
- Trying to dominate or intimidate someone

We acknowledge that bullying is an unfortunate reality and a common feature of everyday life which includes schools, but Ashton is committed to dealing with each reported case and to enforcing the consequences of bullying.

## 18. Maintaining Discipline

### 18.1 Detention Procedure

Break detention takes place daily. This is to establish an ethos of work and responsibility within our students. If a student is placed on detention for a third time, the student will be given a Form Tutor reprimand, a Friday detention and the Parent will be notified. Please see our detention policy.

### 18.2 Disciplinary Procedure

It is at the discretion of the College to bring a student in front of a Disciplinary Committee for any serious offence, according to a Regulation Schedule of Offences. Students can be issued with a Letter of Warning/Letter of Suspension. Parents will always be kept informed of any steps taken by the College Management. This Committee will consist of the Management Council of the College and the Members of College Management.

## **19. Audio And Video Monitoring System For Examination Purposes**

- 19.1 Ashton College students in both the Junior and Senior College make use of examination venues for both internal and external examinations during various times of the year. Students, parents/guardians are to please note that audio and video monitoring is obligatory for examination purposes for IEB, Umalusi and Cambridge.
- 19.2 The electronic audio and video system enables the examining bodies to monitor examination venues directly in near-real time. In addition each examination session is recorded and the recording can be retrieved should there be a need to investigate any specific incident that may be reported or to verify that examination sessions were conducted free of any irregular behaviour, should the need arise. Such footage will only be used for the express purpose for which it was intended. Any personnel viewing this footage will be obliged to have signed a Confidentiality Agreement.

## **20. Student Drivers**

NB! Student drivers will need to submit their request forms annually.

Ashton International College always values student safety. There may be some circumstances when it may be necessary for a Form 3 (motorcycles ONLY), Form 4/5 (motorcycle or vehicle) student to drive him/herself to school.

- 20.1 No student may be on campus driving a motorbike or vehicle without first being registered with the College and having all of the relevant paper work on file and signed off by the Senior College Heads office.
- 20.2 The following documentation is required:
- Ashton registration form
  - Copy of student's ID
  - Copy of vehicle registration papers
  - Photo of vehicle showing the number plate.
  - Permission letter from parent if the vehicle is not the property of the student.

Once all documentation has been received and approved, the student may collect the Ashton Parking disc that must be visible on the vehicle/motorcycle at all times.

### **20.3 Passengers – Parent Declaration Form**

All rules under the Department of Transport will apply. However, no student will be permitted to carry passengers unless the parent of the passengers submits a letter of declaration informing the school of this arrangement with the registered driver.

### **20.4 Parking**

Students may only park in the designated areas provided to them:

- Motorbikes in the designated motorcycle parking bay.
- Vehicles on the Sports Campus parking area.

### **20.5 Behaviour – Driver Etiquette**

Ashton College Ballito campus has a wide range of pedestrians at any given time of the day.

ALL DRIVERS, are to enter the campus with caution being extremely mindful of our younger students walking to the various academic zones from all car park areas. Should any student's driving behaviour be deemed dangerous or reckless, their registration to enter and park on Ashton Campus will be withdrawn.

Student Drivers must also pay attention to their road etiquette when driving in the community, especially when identified in school uniform.

Application form with all relevant documentation will need to be submitted to your Form Tutor

## **AMENDMENTS**

This Policy may be amended from time to time at the discretion of the Ashton International College Management.