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**Document Title: AIS Code of Conduct**

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| Document Code and Version: | sg.WS.27.01 |
| Effective Date: | 28/11/22 |
| Document Owner: | Academic Executive |
| Date for next review: | June 2026 |

IMPORTANT: All policies and documents are signed off by the Academic Board when approved. Three members sign on behalf of the Academic Board to signify the Australian International School's commitment to the document. These signed documents are stored in the Academic Board Meeting Minutes.

#### PURPOSE

The Australian International School’s value of respect underpins all that we do to ensure our students realise their potential through exceptional opportunities within a nurturing community. At AIS we believe that it is the responsibility of our whole school community to demonstrate this value to ensure a safe, respectful and nurturing environment for all.

#### SCOPE

It is an expectation that all students, parents, guardians, caregivers, staff, volunteers and visitors abide by the Code of Conduct.

#### CODE OF CONDUCT

The School expects the following acceptable behaviour by all who come onto campus or represent the School in any capacity

* behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
* behave with courtesy and consideration for others;
* comply with all health and safety rules and procedures operating within the School and other locations at which they may visit whilst representing the School;
* adhere to the School’s policies and procedures as required;
* adhere to the School’s safeguarding procedures;
* respect the authority of members of staff and observe School rules as required;
* refrain from all forms of bullying and harassment;
* refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on social media);
* respect School property and the property of staff, contractors, volunteers and other students;
* not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the School site, attending School functions or engaging in School based activities;
* ensure that their actions do not bring the School into disrepute.

Unacceptable conduct includes, but is not limited to:

* language or conduct that is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
* the use of inappropriate or profane words, gestures and images;
* any form of threatening language, gestures or conduct;
* any form of physical or verbal violence including fighting, assault or threats of violence;
* any form of cyberbullying or cyber abuse;
* theft, fraud or misuse of School resources;
* visiting the School, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs;
* smoking (including vaping) on school premises.

## Breach

Persons who breach the Code of Conduct will be referred to the Head of School, who has full discretion to take action which may include removal from the campus, exclusion from school events and withdrawal of students.

#### 基本原理

澳大利亚国际学校的 "尊重 "价值观是我们所做的一切的基础，以确保我们的学生在一个有教养的社区中通过特殊的机会实现他们的潜力。 在AIS，我们相信整个学校社区都有责任展示这一价值观，以确保为所有人提供一个安全、尊重和培养的环境。

#### 范围

我们期望所有家长、监护人、照顾者、工作人员、志愿者和访客都遵守行为准则。

#### 行为守则

学校希望所有进入校园或以任何身份代表学校的人都有以下可接受的行为

* 以不危及自己或他人的健康、安全和福祉的方式行事；
* 举止礼貌并为他人着想；
* 遵守学校内和代表学校时可能访问的其他地点的所有健康和安全规则和程序；
* 按照要求遵守学校的政策和程序；
* 遵守学校的保障程序；
* 尊重工作人员的权力，并按要求遵守学校规则；
* 避免一切形式的欺凌和骚扰；
* 避免会被合理地视为损害学校、学校员工或学生声誉的活动、行为或交流（包括社交媒体上的活动）；
* 尊重学校财产以及教职员工、承包商、志愿者和其他学生的财产；
* 在参观学校场地、参加学校活动或参与学校活动时，不得饮酒或受非法药物或其他有害健康物质的影响；
* 确保他们的行为不会使学校声誉受损。

不可接受的行为包括但不限于：

* 有可能冒犯、骚扰、欺凌或不公平地歧视任何学生、雇员、承包商、志愿者或其他人员的语言或行为；
* 使用不恰当或亵渎的词语、手势和图像；
* 任何形式的威胁性语言、手势或行为；
* 任何形式的身体或言语暴力，包括打架、殴打或暴力威胁；
* 任何形式的网络欺凌或网络滥用；
* 盗窃、欺诈或滥用学校资源；
* 在醉酒或受非法药物影响的情况下参观学校，参加社交，体育或其他活动;
* 在学校场所吸烟（包括吸电子烟）。

## 违反

违反行为守则的人士将被转介至学校校长，校长有完全酌情权采取行动，包括将学生迁出校园、排除学校活动及退学。