

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

CODE OF CONDUCT

Last Updated: December 02, 2016

STATEMENT OF PURPOSE

Governance of any institution is necessarily a compromise between the rights and freedoms of the individual and the rights and freedoms of others. In a school, the best balance of these two concepts is supported by policy which least imposes on the individual's rights and freedoms, while ensuring that the environment is safe, caring, orderly and respectful. This Code of Conduct will set out the principles, policies and procedures utilized at NTETC in order to encourage and protect respect for the dignity of others, their rights and property, positive attitudes towards learning and the school, and regular school attendance.

BEHAVIOUR EXPECTATIONS: ACCEPTABLE BEHAVIOUR

It is expected of all NTETC students and employees to display behaviour and attitudes that promote and protect a safe, caring, and orderly school environment for students, staff, parents, and the community. This includes activities and interactions that take place within the physical school grounds (indoors and outdoors) as well as in the online environment in which students work and learn.

In particular, our guidelines include the following aspects, outlined in further detail below:

1. Respect and Courtesy
2. Social Responsibility
3. Academic Integrity and Honesty
4. Attendance/Participation

1. RESPECT AND COURTESY

NTETC promotes an environment that encourages positive interpersonal interactions characterized by mutual courtesy and respect.

Students and staff are required to treat other individuals according to these principles and to refrain from the use of disrespectful language, gestures or attitudes towards others. This includes adequate care and consideration of others' and the school's property.

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

2. SOCIAL RESPONSIBILITY

In concurrence with the Coast Mountains School District 82's Board of Education policy, NTETC strives towards encouraging students in their development of social responsibility and interdependence. The four organizers of social responsibility are:

- (a) CONTRIBUTING TO THE CLASSROOM AND SCHOOL COMMUNITY
 - sharing responsibility for their social and physical environment
 - participating and contributing to the class and to small groups
- (b) SOLVING PROBLEMS IN PEACEFUL WAYS
 - managing conflict appropriately, including presenting views and arguments respectfully, and considering others' views
 - using effective problem- solving steps and strategies
- (c) VALUING DIVERSITY AND DEFENDING HUMAN RIGHTS
 - treating others fairly and respectfully; showing a sense of ethics
 - recognizing and defending human rights
- (d) EXERCISING DEMOCRATIC RIGHTS AND RESPONSIBILITIES
 - knowing and acting on rights and responsibilities (local, national, global)
 - articulating and working toward a preferred future for the community, nation, and planet—a sense of idealism.

At NTETC, we aim at building the above knowledge, skills and attitudes in our students through instruction, modeling, and support in order to allow individuals to experience a sense of relationship and respect with their families, peers, and school community.

3. ACADEMIC INTEGRITY AND HONESTY

Honesty is the foundation of good academic work. We realize that students can experience high levels of stress at times but encourage everyone to always approach their work with honesty and integrity. Specifically, students must refrain from engaging in plagiarism, unauthorized collaboration, cheating, or facilitating academic dishonesty.

Since much of the students' course work is completed independently in a distance learning environment, we have to ensure students and teachers are vigilant about maintaining high standards of academic honesty.

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

TEST SUPERVISION

Students must write their tests under appropriate supervision. If they are able to write at a school, including NTETC, they are permitted to work under the supervision of the school staff. If they are writing tests away from the school, they must be under the supervision of an adult who neither lives with them nor is related to them. A completed Exam Supervision Form is to be submitted to NTETC prior to the exam in that case.

4. ATTENDANCE/PARTICIPATION

We expect our students to be active participants in their learning process and take ownership of their academic development through active class attendance (where applicable) and the regular completion of assignments, quizzes and exams.

Distance Learning students are expected to show continuous progress in their coursework in order to be allowed to remain active in their course. The maximum time to complete a course is 2 years from the enrollment date. We understand that many students have only limited time available to pursue their distance learning coursework, however, students with inactivity beyond acceptable limits will receive three warnings and be consequently removed from their course should no improvement in participation occur. Consideration of an individual's special circumstances and abilities will be granted on a case-to-case basis.

BEHAVIOUR EXPECTATIONS: UNACCEPTABLE BEHAVIOUR

Any behaviour that does not meet the expectations as outlined above is considered unacceptable by NTETC and will result in consequences that will be appropriate considering the student's age, maturity and special needs as well as the nature and extent of the unacceptable behavior.

Specifically, NTETC does not accept the use of disrespectful language, actions or the display of negative attitudes towards any other individual. Disregard or negligence of the school's or another person's property are considered unacceptable as well.

1. DISCRIMINATION

According to the *BC Human Rights Code*, all people in BC are protected by law from any discrimination based on their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and expression or age. Specifically, in a school context, this includes students belonging to racial minorities, gay or lesbian youth, and those with physical and mental disabilities.

At NTETC, students understand and respect these principles and all participants in our

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

educational community enjoy respect, inclusion, fairness and equity.

2. ALCOHOL AND ILLEGAL DRUGS

The possession, use, or distribution of alcohol or any “controlled substance” on school grounds is strictly prohibited. While under the influence of alcohol or drugs students are not permitted to use the NTETC school facilities.

With respect to computer and internet use, the following actions are considered unacceptable behavior and will result in corrective or restorative consequences for the individual:

3. PLAGIARISM

The word *plagiarism* comes from the Latin *plagiare* “to kidnap.” It is the practice of using someone else’s work without offering appropriate credit to them, pretending to have written something original when it is only copying. In the academic world this is considered intellectual fraud.

While the internet is a rich source of information that can easily be copied and pasted, search engines make plagiarism relatively easy to detect. If a student is caught plagiarizing, they will receive 0% on the affected work and a warning that a repeat offence will result in having to repeat the course from the beginning.

4. DISTURBING CONTENT

Although student work is treated with confidentiality, in cases where student responses indicate that the individual is experiencing emotional difficulties, poses a potential threat to himself/herself or others, or is involved in a criminal activity, the teacher will refer the response to the appropriate authority for further action.

A teacher who encounters student work that betrays attitudes that violate the *BC Human Rights Code* will discuss the matter with the student to ensure he or she fully understands their obligations under the law.

5. CYBERBULLYING

Bullying is an unhealthy interaction that can take many forms. It can be physical, verbal or social, and it can occur through the use of technology.

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

It is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause fear, distress and/or harm to them: either physically or to their feelings, self-esteem or reputation.

Verbal and social bullying can take place online in a variety of venues, including (but not limited to) e-mail, texting, web sites, social networking, opinion polling, or video sharing — irrespective of the device used in communication.

Bullying affects learning and mental health. When the behaviour of one student appears to negatively impact another student's ability to learn, or on healthy relationships or on the school climate, the principal will investigate the situation.

We encourage anyone to immediately report any electronic message that seems improper along with any information they can supply. The principal will determine if the action constitutes cyberbullying.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Any form of unacceptable behaviour will result in consequences deemed adequate considering the student's age, maturity and special needs as well as the nature, extent and frequency of the behavior in question. The extent of the behaviour's effect on other individuals and the school environment will also be taken into consideration when determining the consequences.

Under all circumstances will special consideration be applied to students with special needs if these are unable to comply with expectations due to their disability.

Wherever appropriate and possible, restitution will be used as part (or all) of the consequence. Through the process of restitution – if successfully applied – a student will be able to recognize the harm done by her/his actions and will be given the opportunity to reverse or reduce the damage that has been caused to a person or a person's property.

Steps will be taken to avoid expulsion of students from our courses and/or school by initially attempting to correct the student's behavior and/or attitude through counseling and other appropriate measures. However, the principal reserves the right to remove a student from our school and/or courses if deemed as the only effective solution.

CYBERBULLYING

An individual found guilty of cyberbullying will face a consequence that is proportional to

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

the damage inflicted by his or her actions. Consequences might include the suspension or cancellation of some or all internet privileges granted through the school, the return of school equipment, suspension or exclusion from other school activities, or the requirement of working within a restitution framework with all associated parties, including parents of all those involved, if deemed appropriate by the principal.

NTETC will protect students who have reported a breach of our Code of Conduct against all forms of retaliation by keeping the reported information strictly confidential.

NTETC ONLINE SERVICES - ACCEPTABLE USE POLICY

NTETC will provide a connection to a computer network that provides links to other computers in the distributed learning program. Distance Learning students are able to access information via this electronic highway. The services referred to in this document include access to MOODLE accounts as well as any other online forums, classrooms or courses associated with the school.

Because on-line communication is "faceless", users sometimes forget that the person they are communicating with is also human; someone with feelings, ideas and emotions. Insults and inappropriate comments hurt just as much when said online as they do when said face to face. So while this network offers a wonderful opportunity to interact with others in our virtual learning community, it is important to ensure that this community remains safe, caring and orderly, and that in participating in the community we foster respect, inclusion, fairness and equity.

It is therefore very important that members conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Following is a list of guidelines.

RESPONSIBILITIES OF THE ON-LINE USER

Users should not reveal their own or others' personal information to anyone on the Internet or over the network unless instructed to do so by their teacher or parent/guardian. Users should never agree to meet or contact anyone they converse with online without their parents' approval.

Users should only use appropriate Internet resources, which teachers or parents would approve of and to leave an inappropriate site immediately if they encounter it accidentally.

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

Physical or electronic tampering with computer resources is not permitted. Damaging or modifying computers, computer systems, computer networks, or other users' files or programs intentionally, including introducing viruses, will result in cancellation of privileges.

Using NTETC online services for illegal, inappropriate, or obscene purposes or in support of such activities is prohibited. Any use of NTETC online services for product and/or service advertisement or political lobbying is prohibited.

NTETC online services accounts shall be used only by the authorized owner of the account. Account owners are responsible for all activity within their account.

Disk storage space on NTETC online services is limited, and consequently users should store information on the server in moderation. Copyrighted material must not be placed on any computer system and/or file connected to NTETC online services without the author's permission.

Users may upload and download public domain programs for their own use or redistribute a public domain program if it is for non-commercial use. However, a user assumes all risks regarding the determination of whether a program is in the public domain.

Users are expected to remove old electronic mail messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the user.

PLEASE BE AWARE

The NTETC online services system administrator has no control over the content of messages posted from other systems.

Electronic mail is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. Messages received by the System are retained on the System until deleted by the recipient. A cancelled MOODLE account will not retain its mail.

Any NTETC online services user who traverses another network will be subject to that network's acceptable use policies.

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

RIGHTS AND RESPONSIBILITIES OF THE SYSTEM ADMINISTRATORS

The system administrator, teacher or school administrator may remove locally posted messages that are unacceptable and/or in violation of the acceptable use policy.

In the case of misuse or suspicion of misuse of the network or services, the NTETC management reserves the right to access any files on the system. The system administrators will not intentionally inspect the contents of mail sent by one user to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of any participating school district, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

NTETC will cooperate fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any mail transmitted on NTETC networks.

The system administrator and school administration reserve the right to immediately terminate the account of a user who misuses the system's real-time conference features.

The system administrator and school administration reserve the right to suspend or terminate a user's access to and use of NTETC ONLINE SERVICES upon any breach of the *Acceptable Use Policy* by the user. Prior to a suspension or termination, or as soon after as is practicable, the system administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation. The user may request a review with the school administrator who imposed the suspension or termination within seven (7) days of such suspension or termination if the user feels that such action was unjust.

Vandalism will result in cancellation of NTETC online services privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, NTETC online services, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

INAPPROPRIATE USES OF NTETC ONLINE SERVICES

Inappropriate use of the NTETC online services account includes, but is not limited to the following:

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

1. You may not use NTETC online services:
 - transmit any materials in violation of Canadian laws;
 - duplicate, store, or transmit pornographic materials;
 - transmit or post threatening, abusive, or obscene material;
 - duplicate, store, or transmit copyrighted material that violates copyright law;
 - participate in pyramid schemes;
 - harass other users.

2. You may not violate, or attempt to violate, the security of the NTETC online services network.
 - Any attempts to access unauthorized data on the NTETC online services account will result in termination of the account.
 - Any attempts to vandalize NTETC online services accounts or systems will result in termination of the account.
 - Use of another individual's NTETC online services account or password without their knowledge is prohibited.
 - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to NTETC online services.

3. When interacting on the Internet, DO NOT:
 - use abusive, vulgar, profane, obscene or other inappropriate language;
 - criticize the spelling, writing or keyboarding of others;
 - repost personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.

4. As an NTETC online services account holder DO NOT:
 - share your NTETC online services password with others;
 - distribute or use anyone's NTETC online services id and password;
 - reveal anyone else's personal address or phone number.

5. NTETC online services is a shared resource, and you should use it in such a way that it doesn't disrupt the services to others. DO NOT use NTETC online services:
 - for business purposes;
 - for product and/or service advertisement or political lobbying;
 - to send chain letters;
 - to play network intensive games;
 - to download excessively large files, except in low use hours;
 - to harass other users with unwanted e-mail messages.

NORTHWEST TRADES & EMPLOYMENT TRAINING CENTRE

OTHER PROVISIONS

The *Acceptable Use Policy* shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia. Each party irrevocably consents to the jurisdiction of the courts of the Province of British Columbia, in connection with any action to enforce the provisions of the Acceptable Use Policy, to recover damages or other relief for breach or default under the Acceptable Use Policy, or otherwise arising under or by reason of the Acceptable Use Policy.

NTETC management reserves the right as final authority on the use of the NTETC network, systems, and services, as well as the issuing NTETC accounts.

This acceptable use policy is applicable to all members of the NTETC community for the current school year.

**NORTHWEST TRADES &
EMPLOYMENT TRAINING CENTRE**

NTETC ONLINE SERVICES ACCOUNT HOLDER AGREEMENT

We would like to advise our students and – for underage students – their parents to review the details of the above agreement. The student’s signature and – for underage students – a parent’s signature are mandatory. Please note that one of the conditions of the internet use at NTETC is that this document is returned signed. It is meant to be a safeguard and protection.

I agree to abide to the conditions laid out in the *NTETC Online Services Acceptable Use Policy*.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date