

CODE OF CONDUCT

Students are expected to represent themselves in a respectful manner at all times. Failure to abide by the CODE OF CONDUCT could require administrative, parental, guardian, and/or police involvement consistent with the [DDSB Progressive Discipline policy](#). Pickering High School's Code of Conduct is consistent with the Provincial Code of Conduct (located at end of this section).

Pickering High School Code of Conduct - GUIDING PRINCIPLES

- All participants involved in the publicly funded school system – students, Parents/Guardians or guardians, volunteers, teachers and other staff members are included in this Code of Conduct whether they are on school property, on school buses or at school authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Recognition and acceptance of, and sensitivity toward, equity and inclusiveness are expectations within the school community.
- Maintaining a safe environment is the responsibility of the entire school community including students, staff and Parents/Guardians.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- The goal of discipline is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach his or her full potential.

PREPARATION FOR LEARNING

Before School

- Students are expected to arrive to school, and their classroom, with all necessary materials, ready to begin class. This may include notebooks, writing utensils, textbook, Physical Education clothing, and subject materials.

During School

- The school has a 10 -10 Rule; *Students should not leave class* within the first and last 10 minutes of each period. All students in the halls must have a hall pass or note.
- Students are expected to be in their scheduled classroom during class time.
- Students on spare are to be in designated spare locations.

After school

- Students are permitted to stay on school property after 2:45 only if they are participating in a staff supervised activity.
- Homework and assignments are to be completed on a daily basis as assigned.

ATTENDANCE AND LATE POLICIES

Late Policy

- Students are expected to be on time for all classes, and for all school functions.
- Personal disorganization and poor time management are not acceptable excuses for lateness.
- Frequent lates may result in academic or behavioural consequences.
 - 5 unexcused lates = detention
 - 8 unexcused lates = detention
 - 10 unexcused lates = call home to remind Parents/Guardians of late/attendance policy
 - 12 unexcused lates = suspension

Attendance

- Students are expected to attend ALL classes and events scheduled by their teachers during class time.
- Unexcused absences will result in an office referral and possible disciplinary consequences in detention and suspension. Parents/Guardians are to [call in student absences before bell time to 1-844-350-2646](tel:1-844-350-2646).
- All absences of 5 days or longer require completion of Temporary Excusal of Attendance form, signed by teachers, Vice Principal and Parent/Guardian.
- Missed classes may result in academic or behavioural consequences.
- Students *are expected* to attend all classes on the day of a team/club activity and be signed out by the team/club prior to excursions during class time.

Short-Term Absence

- Students are expected to advise the teacher if they know of an impending absence due to appointments, team/club activity, field trip
- A note from parent/guardian is to be submitted to the main office for any absence, prior to “signing out” during the day.
- A student who has taken ill must report to the Office, and the Receptionist will contact the parent/guardian for a decision regarding the situation.
- Student absences will only be excused with a valid reason.

Long-Term Absence – 3 or more

- Students absent for 15 or more consecutive days will be removed from the school register.
- The PHS Administration and staff do not condone Long-Term absences as they can have a negative impact on a student’s academic progress.
- Students must complete an [Extended Absence Form](#) and have it signed by their teachers, Vice Principal and parent/guardian. This form must be returned to the office at least 24 hours prior to leaving.
- Arrangements for assignment and quizzes to be completed upon return are made according to mutually agreeable timeframes depending on the circumstances of the absence.

PERSONAL ELECTRONIC DEVICES (PED)

School Use

- PEDs may only be used in class with teacher permission.
- Volume level must not be heard by others.
- Earbuds or headphones cannot be worn in situations that may jeopardize safety of the student(s) or staff.
- Photos and video recording are not to be taken on school property without the permission of staff.

Quizzes, Tests and Exams/[EQAO Provincial Tests \(OSSLT and Math\)](#)

- All PEDs must be turned off and stored off their person.
- The use of PEDs during a quiz, test or exam is considered plagiarism/cheating.
- No earbuds, headphones or listening devices may be used unless directed by staff.
- PEDs are not to be used as calculators, sources of music, white noise, communication or for any other reason during a quiz, test or exam.
- If students are found with a PED during a quiz, test, or exam administration will be contacted.

GENERAL CONDUCT

Respect for Self and Others

- Comply with school rules, policies, and procedures at all times.
- Be courteous and show respect towards all staff and fellow students regardless of their race, religion, ability, gender, sexual orientation, or culture.
- Inappropriate and excessive displays of affection are not acceptable.
- Students must identify themselves and/or report to the office when requested by any Pickering High School staff member.
- Students must respond and apply to directions from any PHS staff member. Failure to do so is opposition to authority.
- Students are expected to respect others' need for physical safety by general considerations including keeping the halls and aisles free of tripping hazards.
- Pickering High School is a scent free zone. Students and staff should avoid using strong colognes, perfumes, lotions and other scents.

Respect for the School and Community

- Be respectful of the school and surrounding community's property, including personal property of staff and fellow students.
- Robbery or vandalism of school property (e.g., windows, lockers, textbooks, computers and equipment), as well as the property of others, will not be tolerated. Damage and/or loss of any of these may result in repair/replacement costs to the student.
- Students should report any damaged property, including computers, to a staff member.
- Students should not loiter in hallways, in the parking lot, or in surrounding community areas.
- Students are expected to use respectful and inclusive language at all times.
- Students are expected to use proper waste disposal systems including garbage and recycling containers. Failure to do so may result in school community service and/or detentions.

Verbal and Physical Aggression

- Bullying is defined as aggressive and typically repeated behaviour by a pupil, by *any* means, where the behaviour is intended or known to have the effect of
 - Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to another's reputation or harm to the individual's property;
 - Creating a negative environment at a school for another individual; and
 - The behaviour occurs in a context where there is real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstance, gender, gender identity gender expression, race, disability or the receipt of special education.
- A positive school climate is a crucial component of bullying prevention, and immediate interventions are used to prevent and stop bullying. Consequences can include restorative processes, school discipline and police involvement.
- Harassment and intimidation will not be tolerated. This includes
 - Bullying (physical, verbal, intentional exclusion, and cyber bullying),
 - Fighting, play fighting, encouraging a fight, and/or rough horse-playing, and
 - Any form of initiation or hazing.
- Reporting bullying: Anyone in the school community is able to report bullying. Reports can be made to school staff at any level, or via letter, email or phone call. An online "Report Bullying Now" tool can be found on the DDSB and the Pickering High School websites.
- Use of rude, profane, or obscene language will not be tolerated.

Smoking, Alcohol, Drugs, and Intoxicating Substances

- Students are not permitted to be
 - Under the influence of alcohol, drugs and/or intoxicating substances,
 - In possession of, or trafficking in, drugs,
 - Associating with students who are actively consuming alcohol or illegal drugs.
 - Smoking on school property.
- Pickering High School encourages students to seek help through Durham Region Health Department and their family doctor for assistance with these issues.

Food and Drink in the Classroom

- Students may not bring food into classrooms unless permission is specifically given by the teacher.
- Water can be consumed in class.
- Students are to be mindful of allergies of students and staff, and adhere to posted signage.

Weapons and Other Dangerous Objects

- Weapons, replica weapons, or other objects which may pose a risk, are not permitted on school property. This includes but is not limited to items such as, knives, guns, laser pointers, chains, fireworks.

- Questionable items to be used in theatrical, sports or other presentations must be approved and stored by the classroom teacher.

Skateboards, Rollerblades, Bikes, Hoverboards, and Scooters

- Roller blades, skateboards, bicycles, and scooters may be used as a means of transportation to and from school, but are not to be used on school property.
- Bikes must be locked on the bike-racks provided by the school; other items are to be stored in lockers.

Parking Area

- Students are permitted to park in the north parking lot only, and display the PHS parking permit.
- All drivers are expected to drive safely and responsibly.
- The south parking lot and front entrance is for staff and buses only. (Student drop off and pick up is only permitted in these areas before 7:30 am, after 2:45 pm, and during the lunch hour.)
- Parents/Guardians and visitors are permitted to park in visitor spaces or in the north lot.

Out of School Activities

- The CODE OF CONDUCT applies for all out of school activities, trips and events
- Athletic and co-curricular participation is a privilege.

DRESS CODE

While on school property or during school events, students will dress in a manner which is appropriate for the workplace and classroom as determined by the staff and community of PHS. Gang related paraphernalia is not permitted to be worn in the school.

Shirts

- low-cut, revealing tops are not permitted
- back and sides are to be covered
- no :
 - bare mid-riffs
 - see-through clothing
 - halter or tube tops
- undergarments should not be visible

Pants, Shorts and Skirts

- the bottom of the garment must reach approximately mid-thigh
- Undergarments or underlayers of pants or shorts should not be visible

Headgear and sunglasses

- barring religious accommodation, no hats with brims, visors, toques, or hoods may be worn in the building (for example, headgear such as scarves, du-rags, bandanas and headbands are permitted as long as they are not used to conceal the individual's identity).
- sunglasses may not be worn in the building without written permission.

Footwear

- no cleats in the building.
- open toed shoes are not permitted in some classrooms (eg. Shop).

Students are not permitted to wear clothing or accessories which:

- advertise or depict drugs, alcohol, sex, gangs or violence
- depict culturally, religiously, sexually, or gender-insensitive materials
- are suggestive or offensive in nature
- are unsafe or illegal, such as metal spikes or chains

Fieldtrips

- Students are expected to follow the Dress Code on school trips unless otherwise specified by staff.

Progressive Discipline

[Progressive Discipline \(PPM145\)](#) has several important elements, including:

- **Engaging Parents/Guardians** — ongoing dialogue with Parents/Guardians about students' achievement and behaviour
- **Helping students learn** — students have opportunities to learn from the choices they make
- **Offering supports** — early intervention and on-going support for students is critical

Schools help prevent inappropriate behaviour by implementing pro-active programs such as bullying prevention and intervention, character education and citizenship development.

When inappropriate behavior occurs, disciplinary measures are within a framework that is both corrective and supportive. Schools should utilize a range of interventions, supports, and consequences that are appropriate and include learning opportunities for reinforcing positive behavior while helping students to make better choices.

Progressively more serious consequences should be considered for inappropriate behavior that is repeated or for progressively more serious inappropriate behavior, taking into account mitigating and other factors including:

- the particular student and circumstances
- the nature and severity of the behavior
- the impact on the school climate, including the impact on students or other individuals in the school community

Ongoing interventions may be necessary to address underlying causes of inappropriate behavior. Some examples of ongoing interventions are meeting with the parent(s), requiring the student to perform volunteer service in the school community, conflict mediation, peer mentoring, and/or a referral to counseling.

Suspensions:

A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. uttering a threat to inflict serious bodily harm on another person*;
2. possessing alcohol or illegal drugs*;
3. being under the influence of alcohol;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school**;
6. bullying; or,
7. any other activity for which a principal may suspend a pupil under a policy of the Board. Other behaviours that may result in suspension include but not limited to:

- a. possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
 - b. being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
 - c. smoking on school property;
 - d. committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
 - e. stealing property;
 - f. engaging in intimidation, extortion*, harassment*, or verbal aggression;
 - g. misusing or misappropriating school property or services, including computers and other technology;
 - h. engaging in hate motivated incidents*;
 - i. engaging in gang related activity*;
 - j. possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
 - k. committing physical assault on another person**;
 - l. engaging in or encouraging a fight;
 - m. engaging in conduct that constitutes opposition to authority;
 - n. demonstrating poor attendance that warrants disciplinary action;
 - o. engaging in behaviour that is disruptive to the learning environment of the class or school;
- engaging in conduct that is detrimental to the moral tone of the school;
 - wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
 - engaging in unauthorized gambling or games of chance;
 - engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.

*require police involvement as outlined in the Police/School Board Protocol

**discretionary police involvement as outlined in the Police/School Board Protocol

Activities Leading to a Suspension, Investigation, and Possible Expulsion:

A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- 1.a) possessing a weapon*;
- 1.b) possessing a firearm*;
- 2. using a weapon to cause or to threaten bodily harm to another person*;
- 3.a) committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner*;
- 3.b) assault/physical intimidation of an employee*;
- 4. committing sexual assault*;
- 5. trafficking in weapons or in illegal drugs*;
- 6. committing robbery*;
- 7. giving alcohol to a minor**;
- 8. bullying, if,
 - a. the pupil has previously been suspended for engaging in bullying,

- b. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person, and
 - c. any activity listed in Suspensions that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
- 9. Committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to other*;
- 10. Any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions including but not limited to:
 - a. hate motivated violence*;
 - b. gang related violence*;
 - c. trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
 - d. uttering threats or threatening conduct intended to intimidate*;
 - e. engaging in harassment*;
 - f. ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

**requires police involvement*

PROGRESSIVE DISCIPLINE: A BIAS-FREE APPROACH

K to 12 Prevention and Intervention Model



DDSB
Ignite Learning

Creating a Positive School Climate

- Foster a safe, inclusive and accepting environment
- Review Code of Conduct annually
- Focus on Bullying Prevention and Intervention, Character Education and equitable, inclusive and culturally responsive initiatives
- Recognize and celebrate positive attributes/accomplishments
- Utilize a restorative approach
- Teach and model expectations and behaviours

Staff/Classroom Level

- Focus on effective classroom management strategies, mindful of students' individual identities
- Co-construct and communicate classroom expectations that align with the School Code of Conduct
- Redirect inappropriate behaviour
- Use Restorative Practice including Circles
- Teach and support problem solving/conflict resolution strategies
- Reflect upon/reward/reinforce improved behaviour
- Ensure on-going communication with parents/guardians
- Provide a quiet area to work
- Use consequences as an opportunity to improve behaviour
- Develop Support and Responsibility Agreement (SRA) to transition student
- Implement Behaviour Contracts with related, achievable goals
- Consult with school team to create a plan to improve behaviour
- Conference with students/parents/guardians and school team

Administrator/Student/Teacher/Parent - Interventions and Consequences

- Interview student(s)
- Review Code of Conduct and behaviour expectations
- Communicate with parents/guardians
- Refer to support staff and/or community agencies
- Use appropriate strategies and consequences as learning opportunities:
 - Detentions
 - Reflection sheets
 - Reparations
 - Restorative Practice with a culturally responsive lens
 - Support Responsibility Agreements (SRA)
 - Behaviour contracts
 - Suspensions/Expulsions (Refer to Procedure 5500: Code of Conduct and Discipline for Students)

Suspended Students

- Please refer to Procedure 5500: Code of Conduct and Discipline for Students for a description of the process and reasons for suspension
- School investigation determines suspension
- Consider Mitigating/Other Factors and Human Rights Principles
- Continue the academic program
- Up to 10 days suspension - academic program established by school and provided to student
- 11-20 day suspension - academic and non-academic program required
- Develop a Student Action Plan
- Develop a Transition Plan for a successful student return

Expelled Students

- Please refer to Procedure 5500: Code of Conduct and Discipline for Students for a description of the process and reasons for expulsion
- School investigation determines recommendation to expel
- Consider Mitigating/Other Factors and Human Rights Principles
- Trustee Panel decides on expulsion
- Expelled student attends Return Ticket program
- Written notice to parents/guardians provided
- Develop a Transition Plan for a successful student return

THE PROVINCIAL CODE OF CONDUCT (PPM 128, December 2012)

Subsection 301(1) of Part XIII of the Education Act states that “the Minister may establish a code of conduct governing the behaviour of all persons in schools”. Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs.
7. To prevent bullying in schools.

Standards of Behaviour

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not use profanity toward a staff member or person in a position of authority.

Safety

Members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Roles and Responsibilities

Principals

Under the direction of their school boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- holding everyone under their authority accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff

Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with Parents/Guardians;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, Parents/Guardians, volunteers, and school community;
- prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated students:

- come to school prepared, on time, and ready to learn;
- show respect for themselves, for others, and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and take responsibility for their own actions.

Parents/Guardians

Parents/Guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents/Guardians fulfil their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial and board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Aboriginal Elders) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

PHS Personal Electronic Devices (Cell Phones/Music Devices/Other) Rules

Expectations	Reasons	Corrective Practice
<p>School Use</p> <ul style="list-style-type: none"> -PED's may be used in the cafeteria and hallways before school, during lunch time, and after school only -They may NOT be used during class time or between periods -Students on spare may only use PED's in the cafeteria -Finishing a text/phone call is not a valid reason to be -Volume not be heard by others -It is not an excuse to ignore or walk away from a staff member indicating they couldn't hear while wearing earbuds/headphones <p>Classroom Use</p> <p>Teachers approve the use of specific technology for purposeful instruction.</p> <ul style="list-style-type: none"> -The use of PED's during a test or exam is plagiarism. -In extenuating circumstances and emergency situations, the Administration may give students permission to use PED's to contact parents or guardians <p>Test and Exams, EQAO Provincial Tests</p> <p>All PEDs must be turned off and out of sight during tests and exams. No earbuds, headphones or listening devices may be visible. PEDs are not to be used as calculators, sources of music, white noise, communication or any other reason during a test or exam. If PEDs are found during a test or exam, they will be confiscated</p>	<p>Technology continues to evolve with personal electronic devices (PED's). Students must exercise digital citizenship and use PEDs to maintain a safe and positive environment.</p> <ul style="list-style-type: none"> - unauthorized video or audio recording on school grounds for any purpose is prohibited. In particular, their use is strictly prohibited in washrooms and change rooms <p>-the taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school) and/or where proper consents have been obtained, as may be appropriate.</p> <ul style="list-style-type: none"> - The privacy and personal dignity of others could be violated by PED's to text message, social network, and/or share digital media. <p>Inappropriate comments made on social media often lead to conflict, and is considered cyberbullying.</p> <ul style="list-style-type: none"> -Use of PED's during class time can be used for and/or perceived as academic dishonesty and compromise the integrity of the exam. <p>Keep valuables with you or at home or in lockers, and not in the change room or in bags left unattended. The DDSB is not responsible for damaged or stolen items. Consider using software to locate lost PED. If lost, Report loss to police. Include a description of the phone and IMEI number.</p>	<p>Devices used inappropriately will be confiscated by Admin/Teachers:</p> <p>1st Offence – device confiscated and returned at end of day.</p> <p>2nd Offence - A parent will be requested to pick up the device between 8am-4pm</p> <p>3rd (and subsequent) Offences may result in a suspension for persistent opposition to authority</p> <p>Situations that result in conflict and cyberbullying may lead to suspension and include police involvement.</p> <p>Test/exam and cell phone will be confiscated immediately. A mark of "zero" will be assigned. Parent will be contacted.</p>



PHS Acceptable and Safe Use Procedure for Computing and Information Technology Facilities and Resources

The Durham District School Board is pleased to provide parents/guardians and students with information regarding computing and information technology facilities and resources available to students at school. Please read the Acceptable and Safe Use Procedure.

DDSB computing and information technology facilities and resources are made available to students to support their learning, research requirements, and career preparation. Such facilities and resources may include computers and associated peripherals, the communication infrastructure and related equipment including local area networks (LANs) and wide area networks (WANs), facsimile machines, scanners, copiers, telephone, video, and other multimedia devices and forms of software.

Students are encouraged to be media literate. Internet resources may contain material that may be questionable, objectionable, or illegal. Students re-visiting unacceptable sites will be subject to discipline according to the School's Code of Conduct.

DDSB uses Internet filtering software. This software blocks access to specific unacceptable sites known to contain violence, sexually explicit acts, hate crimes information, pornography, racist and other extremist viewpoints, cults etc. No software is capable of blocking all unacceptable Internet sites.

DDSB services and technologies are expanding to allow all schools to offer Internet access to their students. The Internet is a vehicle for accessing a global network of information resources. It provides valuable information and interaction unavailable elsewhere.

Students may use this service to locate and retrieve information and communicate with others. With access to Internet from all over the world come the availability of material that may be questionable, objectionable, or illegal, or contact with persons who may exhibit unacceptable behavior. The DDSB provides Internet access to students and staff through IBM's Net Vista which utilizes Cyber Patrol filtering software. This software blocks access to specific sites known to contain violence, sexually explicit acts, intolerant, racist, and other extremist viewpoints, cults, etc. No software is capable of blocking all unacceptable Internet sites. However, the Internet is a leading technology in the delivery of information in today's society and therefore, an integral part of our students' education.

Teachers and students are instructed on the safe and acceptable use of the Internet and other DDSB computing and information technology facilities and resources. Teachers will supervise student use of the Internet as they supervise student use of all other school resources.

Use of the Internet is governed by the Durham District School Board Code of Conduct, which states that "a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student violates the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community, the reputation of the school or Board."

In addition, use is governed by all relevant federal (e.g. Copyright), provincial (e.g. Education Act) DDSB (Policies and Procedures), and local school (e.g. School Code of Conduct) laws and regulations. Use of DDSB computing and information technology facilities and resources for illegal, political, or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations.

Computer Use/Technology

- Students must sign the [ACCEPTABLE AND SAFE USE PROCEDURE](#) for computing and information technology facilities and resources form. Students who do not sign this form, which acknowledges they have read and will abide by the code of conduct, will not have access to computers at PHS.
- Applies to the use of all computer resources, including use of the Internet. Students are expected to adhere to the hardware, software, and Internet Policies of the Durham District School Board and PHS.
- Students are encouraged to use the computers and technology systems available at PHS for academic achievement. Computer resources are to be used only for school-related activities.
- Students accessing material obtained from any source will not plagiarize this material in any school assignment or project, or aid other students in plagiarizing material.
- Students will not access, send, print, or distribute inappropriate material. Examples of inappropriate material include, but are not limited to, the following:
 - Content that is sexual, pornographic, racist, violent, satanic, militant or extremist in nature.
 - Material depicting illegal activities, drug and drug culture, cults, gambling, betting, or violent games;
 - Fraudulent, harassing, or obscene messages or materials. Chain letters and other forms of mass mailings are not permitted;
 - Contents deemed inappropriate by school administration.
- Students will not be allowed to access chat groups, chat lines or Usenet News Groups. Games, other than those approved and installed by Board personnel, are not permitted.
- Students are responsible for proper password protection and a student may only use the account assigned to them. Frequent changing of one's password is encouraged.
- Students will not attempt to circumvent data protection schemes or uncover security loopholes.
- Students will not violate terms of software licensing agreements and copyright laws.
- Students will not knowingly run or install on any computer system or network, (or give to another person), a program intended to damage or to place excessive load on a computer system or network. This includes their home address, telephone number, picture, route taken to school, parent's hours of work, etc. Students will inform the teacher immediately when accidental access to inappropriate materials, or with unacceptable users, has been made.
- Students will assume that all communications distributed on the system are private and confidential and will not disseminate them without permission from the original author.
- Students will report all instances of hardware damage or changes to the Windows desktop or operating system immediately.
- Student files and folders will be monitored by the site administrator.

Consequences for Technology Related Infractions.

- Students may lose computer privileges at Pickering High School
- Possible suspension, possible expulsion, based on the seriousness of the offence
- Parents will be informed of technology infractions and resulting corrective practice
- Police may be involved for cyber bullying and harassment or hate messages printed or online