Carey Student Code of Conduct

INTRODUCTION
Carey Baptist College, "Carey", is committed to providing a safe environment for all students and members of staff.

APPLICATION
All students and staff

PURPOSE
The purpose of this Policy and Procedure is to inform students and staff of the acceptable level of conduct required while at Carey and in doing so, ensure fairly and equitable treatment.

GENERAL CODE OF CONDUCT
Students are expected to adhere to the Carey Commitment as below:

◊ Demonstrate integrity in all transactions.
◊ Keep the requirements, regulations, and policies of Carey.
◊ Respect the rights of students and members of staff.
◊ Respect all Carey property, equipment, and facilities.
◊ Abide by the laws of New Zealand
◊ Be committed to learning and the development of Carey as a learning community
◊ Demonstrate values aligned with Carey's special character

In addition to the behaviours and actions listed under the other regulations and policies within this document the below actions are considered misconduct and are subject to disciplinary measures.

◊ Providing false or misleading information during admission and enrolment.
◊ Disregarding safety protocols and signage, including any temporary restrictions within the campus which may arise on account of maintenance work or unexpected situations which pose a risk to safety.
◊ Not complying with the speed and other instructions associated with the campus car park.
◊ Using another student or member of staff's access card and/or entering an area of campus after hours and failure to identify oneself if required.
◊ Damaging, defacing, or destroying premises, equipment, or any other property belonging to Carey or other students and members of staff.
◊ Smoking on campus.
◊ Using illegal drugs on campus.
◊ Consuming alcohol on campus.
◊ Bringing an animal on campus, with exception of support animals such as guide dogs.
◊ Posting notices on campus other than on the designated notice boards.

IT CODE OF CONDUCT

The internet provides a source of information that can be of benefit to every programme of study and course therefore Carey offers visitor and student access to the campus WiFi and provides a number of computers within the J. Ayson Clifford Library to students for study related purposes.

While utilising the internet through Carey you are required to uphold the Carey Code of Conduct, the laws of New Zealand, and any other Policies and Regulations set out by networks and/or institutional entities whose websites or databases you may access.

Please note that the Code also applies to the use of student email addresses whether they be accessed through the internet at Carey or accessed through another internet connection.

USER RESPONSIBILITIES

Users are expected to act in all situations responsibly and ethically, with honesty and integrity. Users are expected to respect the rights of others and to help others to do the same.

As a user, you are responsible for:

◊ Following existing security policies and procedures which refer to Internet use and refraining from any practices which might jeopardise the computer systems and data files of Carey. This includes downloading files from the Internet which may contain; virus or worm attacks, spyware, adware, or any other software identifiable as malware. It also includes the usage of; tracking cookies or scripts, port scanning, packet capturing, or password and access-key capturing.

◊ Following the procedures and guidelines for the usage, storage, transfer, and protection of data. This includes the checking of external data sources, such as pin drives, for viruses before using them with Carey equipment.

◊ Knowing and understanding the limitations and restrictions set out in the New Zealand Privacy and Copyright Acts.

◊ Ensuring your data is secured and adequately backed up as Carey does not provide services for the recovery of files. This includes ensuring that you are logged off before leaving any personal or Carey equipment unattended.

◊ Conducting yourself in a way that reflects positively on Carey and its associates even when using the internet for personal reasons.

USER RESTRICTIONS

Please note that every user is held responsible for their actions and activity and that misconduct will result in disciplinary measures.

The following actions and activities are prohibited:

◊ Sharing your password or login details and/or using the account of another user.

◊ Posting personal communications without the original author's consent or posting anonymous messages.

◊ Using the network for any illegal activity, including violations of copyright and gaining unauthorised access or performing any acts of hacking.

◊ Using the network to access, retrieve, or print text and/or graphical information that promotes or encourages unethical or illegal behaviour. This includes any files or messages that are profane, obscene, or that use language that intends to offend and degrade others.

◊ Using the network to access material of a pornographic nature.

◊ Using the network to communicate in a way which is considered discriminatory or derogatory to any group or individual, or to harass any group or individual.

◊ Using the network to engage in any personal commercial activities, this includes offering services and selling merchandise online or ordering services and merchandise from online vendors. This also extends to any fundraising activity and/or endorsement of products or services.

◊ Participating in any lobbying activity, including distribution of chain emails or engaging in any political activity.

◊ Degrading and/or disrupting equipment, software, or system performance.

- ◊ Engaging in any activity which may compromise the security of the Carey server and/or a Carey computer; such as downloading, exchanging, and storing unauthorized software.
- ◊ Using the network for any other activities which may reflect negatively on Carey and its associates.

USAGE LIMITS

Carey takes a fair usage stance and does not limit the amount of data a user can download. However, data should be relevant to the area of study and work being undertaken and consideration should be given regarding the impact large downloads may have on other users.

EMAIL ADDRESSES

When using a Carey email address, the following should be observed:

- ◊ Only send emails to those to whom they are intended for. If copying in or forwarding, consider the relevance of that email to the additional recipients.
- ◊ Do not send emails with attachments to large groups.
- ◊ When sending an email be aware that you are representing Carey, any personal opinions should be clearly stated as such.
- ◊ Check your inbox regularly.
- ◊ Do not open any emails unless you have confidence in the source, this includes attachments.

PERSONAL USE

We advise against storing personal data on the Carey servers for security and privacy reasons; please note that personal photographs and music libraries are prohibited from being stored on the Carey servers.

The Carey network and facilities may be used for leisure or personal purposes, including the use of social media, sending and receiving personal emails, browsing the internet, and playing computer games. However, in addition to the user responsibilities and restrictions the following apply:

- ◊ The activities must not incur any expenditure for Carey.
- ◊ The activities must not impact adversely on other users.
- ◊ The activities must not impact on your performance in study and work.

MISCONDUCT

Any breach of this Code of Conduct may be investigated and a student to be in breach of the Code may be subject to disciplinary measures as outlined in the Disciplinary Procedure.

DEFINITIONS

The following definitions apply to this policy:

Staff means Carey staff
Student means Carey students
Carey means Carey Baptist College

KEY RELEVANT DOCUMENTS

Student Conduct Policy
Student Disciplinary Policy and Procedure

DOCUMENT MANAGEMENT AND CONTROL

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