



UCT ONLINE HIGH SCHOOL

POLICIES

LEARNER CODE OF CONDUCT



in collaboration with
VALENTURE INSTITUTE



OVERVIEW

Purpose	The purpose of the Learner Code of Conduct is to ensure that the principles of a safe, inclusive, and ordered teaching and learning experience, are clear to all and consistently upheld.
Custodian	Head of Academics
Approval Authority	Senior Management Team
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1. Scope

This Code of Conduct applies:

- To learners who are enrolled at UCT Online High School for the curriculum leading to the National Senior Certificate and for the Adult Matric Preparation Programme;
- To learners at a school or learning centre affiliated to UCT Online High School and registered for the UCT Online High School curriculum;
- For all online and in-person school-related activities;
- When a learner is identified or identifiable with UCT Online High School.

2. Principles

2.1 We believe that collaboration and engagement are central to cultivating a rich learning experience that is both stimulating and safe for all members of our learning community. This document sets out the standards of conduct that we expect of our learners, to the mutual benefit of everyone in our community. Accordingly, as a learner at UCT Online High School, you should:

- 2.1.1 Comply with all UCT Online High School policies and familiarise yourself with all the provisions set out in this Learner Code of Conduct;
- 2.1.2 Participate fully in all academic activities as required by your individual courses and programme and take responsibility for your learning;
- 2.1.3 Treat others with respect and dignity at all times, and refrain from behaviour that hampers or obstructs the work of UCT Online High School and its community;
- 2.1.4 Comply with any reasonable instruction from an authorised staff member of UCT Online High School;
- 2.1.5 Ensure that all information provided by you to UCT Online High School is true and accurate, and inform UCT Online High School timeously of any changes to your personal information.



3. Acceptance

3.1 This Learner Code of Conduct represents a mutual understanding between learners and their guardians, and UCT Online High School. UCT Online High School undertakes to do everything that it reasonably can, within the limits of the resources available, to ensure that every learner has the best possible opportunity to realise their full potential. For their part, learners undertake to follow the spirit, principles, and specific requirements of this Code of Conduct, both for their own benefit and for the benefit of the school community as a whole.

3.2 Accordingly, and on enrolling at UCT Online High School for the first time, each learner and their guardian are required to confirm that they have read, fully understand and accept the principles, standards of behaviour and specific requirements set out in this Code of Conduct.

4. Academic integrity

4.1 Learners are expected to uphold academic integrity at all times. Any work that you submit for assessments or examinations must be your own, and you should reference your work appropriately, following the referencing guidelines supplied within the General Orientation Module. If you are in any doubt about the requirements of academic integrity, and what constitutes plagiarism or cheating, check the InfoHub for useful resources. You must also read and familiarise yourself with the **Academic Integrity Policy** for more information on academic integrity.

4.1.1 Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own, and is a form of cheating. To avoid the risk of plagiarism in your academic assignments, always provide the sources of information that you are using to make your argument, including the links to online sources.



4.1.2 Artificial Intelligence applications such as ChatGPT are now widely available and are integrated with other online tools, such as Google. You should be careful when using AI applications and you must not use AI to compose answers for your assessments, for tests, or for examinations. The improper use of AI can be detected and is regarded as cheating.

4.1.3 Online applications such as WhatsApp and Telegram are widely and productively used to connect groups of people with common interests. Learners may not use an online group to receive assistance during a test or examination, or to provide assistance to others. Using an application such as WhatsApp during a test or examination is cheating.

4.2 Academic dishonesty is a serious phenomenon that should be collectively condemned by all stakeholders including guardians. It includes, but not limited to the following acts of dishonesty;

- a. Accessing prohibited sites, resources, tools or apps that may be of assistance to the learner while writing the cycle test or exam.
- b. Failing any proctoring measures on TIA (i.e incomplete proctoring, selfies, screen capture, microphone, etc).
- c. Caught or attempting to copy from notes or obtaining help from another learner or any individual.
- d. Caught assisting or attempting to assist another learner during a cycle test or examination session. This includes any discussion on a WhatsApp group about the paper while other learners are still writing.
- e. Found in possession of unauthorised material during the examination, including unauthorised electronic devices.
- f. Submitting work that is not yours, and presenting it as your own.
- g. Stealing and leaking a question paper and/or having access to a leaked paper before the exam or cycle test.
- h. Possession of notes or any unauthorised material that could assist in answering questions related to the subject matter.
- i. Two different answer scripts submitted for the same learner.



- j. The same script submitted for two different learners.
 - k. Different sets of handwriting identified in an answer script.
 - l. Answer script not submitted directly on the Online Campus
- 4.3 Your academic progress through the school year is measured by the grades you receive for tests and assessments, which are scheduled during the term, and for year-end examinations. In order to achieve your best possible outcome for a test or examination, you should:
- 4.3.1 Familiarise yourself with the specific requirements for each test or examination, which set out the expectations, and importance for you, for each of these assessment events. This includes completing the General orientation Module in preparation for cycle tests or examinations.
 - 4.3.2 Before you start, power up your devices with sufficient time before the start of your assessment to allow for any automatic updates that your devices may need to do. Make sure you are logged into The Invigilator App with your UCT Online High School Google account, that your phone battery is fully charged, and that you have a stable internet connection and enough data available for at least the start and end of your test. Before you begin, ensure your sound and camera are fully functioning.
 - 4.3.3 At the beginning/end of the cycle test/ examination/ assessment, you must also complete the online declaration that your work is your own and that you have followed the required procedures.
 - 4.3.4 During the test or examination, stay within The Invigilator App. Take the required selfies as soon as prompted to do so. While the test or examination is in progress, you may not communicate with any other person directly, or via WhatsApp, Telegram or any other social media channel (with the exception of requesting technical assistance via the official UCT Online High School channel). Should you do so, please keep chat transcripts as evidence.
 - 4.3.5 Your test and examination answers must be handwritten, unless you have an approved typing or scribe concession. This concession approval must



be stated in the form of an internal UCT Online High School concession approval letter (Grade 8-9) or SACAI concession approval letter (Grade 10-12).

- 4.3.6 Your test and examination answers must be your own work. You may not use any form of Artificial Intelligence (AI) during the examination, and you may not copy material into your answers from any source, including any online resource or the Online Campus.
- 4.3.7 Once the assessment writing time is complete, you have 15 minutes to scan and upload your script and, once you have started, you must complete the process within the 15 minutes of permitted scanning time. Once you've scanned your script, review it carefully before uploading, to ensure that the full content has been captured, and is legible.
- 4.3.8 If you encounter connectivity issues that prevent you from uploading your data, the upload will remain in the "pending" state. If this happens, you have 48 hours to complete the upload. It is your responsibility to ensure that your upload is completed within 48 hours.
- 4.3.9 Scripts can only be submitted directly on the Online Campus
- 4.3.10 Should you encounter any issues in the duration of the cycle test/examination it is your responsibility to reach out immediately to your Support Team with valid, timed and dated evidence in order to receive troubleshooting assistance.

5. The Invigilator App ("TIA")

Online learning requires, by its nature, its own form of invigilation for cycle tests and examinations. This is referred to as "proctoring" - the formal term for invigilation - and we use a specialised online app called The Invigilator App (TIA) for this purpose. Learners must familiarise themselves with TIA and follow the instructions that are provided to avoid being penalised. We have summarised what you need to know about TIA hereinbelow.



5.1 All Cycle Tests and examinations require learners to have TIA installed and set up on their laptop/computer, school chrome account. Learners will access and complete their test or exam by using the TIA Browser version on their **Laptop/Computer (with a functioning mic and camera)**. The **mobile phone** must be used for scanning and uploading scripts via any third-party scanner app, such as CamScanner. iPads and tablets do not meet the technical requirements for proctored assessments, meaning the learner will not be able to start their tests unless they switch to a compatible device.

5.2 Guardians must ensure that their learners have access to a functional laptop or desktop computer that meets the following minimum requirements:

- 2015 or newer device
- Intel i3 or better, 2.0+ GHz processor
- Windows 10 + or macOS 10.15 +
- 4+ GB RAM
- Functional webcam and microphone

5.3 While the learner is writing their assessment, TIA will have access to the following:

- **Camera functionalities**, including requesting randomised selfies and recording the learner's screen and video during each test.
- **Microphone functionalities**, detecting any voices or noises during the test.
- **Screen monitoring**, capturing information about the websites accessed during the assessment.

5.4 The data collected via TIA will be used to identify and flag the following suspected instances of academic misconduct.

- **Failure to upload the required selfies** at the correct time.
- **Mismatch between uploaded selfies** and the master selfie on record.
- **Noises detected** in the microphone recording.



- **Video failures**, including multiple faces appearing in the recording or no faces being detected.
- **Having multiple tabs open** during an assessment.
- **Object detection**, such as using a phone during the session.
- **Out-of-app time**: Leaving the TIA app for more than 10 minutes.
- **Screen capture failures**: If the system is unable to view your desktop screen, your assessment may be invalidated.
- **Incomplete proctoring**: Missing proctoring data due to not uploading the data or not being proctored at all. This also includes cases where the proctoring did not take place for the duration of the learner writing the cycle test or examination.

5.5 Learners must only have an Online Campus (OLC) test component, Cycle Test, or Exam question paper, and the TIA Web Browser open during an exam or cycle test. All other tabs, windows, browser apps, notes, folders, YouTube, spotify, WhatsApp, AI or pinned apps must be closed and removed. If you need WhatsApp or your school Gmail to contact your Support Team, you must keep that chat transcript as evidence for appeal purposes.

5.6 Learners must begin their exams promptly at the indicated start time. If you experience **any technical difficulties/glitches** with the Invigilator Web Browser, please contact the Support Team as soon as possible.

- Learners need to reach out immediately (before the access period ends) with valid timed and dated screenshots of any issues.
- Learners need to follow the troubleshooting advice provided by the Support Team, and provide evidence thereof.

5.7 If a learner is flagged for academic misconduct, their guardian will be notified, in writing, of the academic misconduct and the appropriate sanction. Possible sanctions for academic integrity include a written warning, declaring the marks as null and void (zero grade), suspension and withdrawal.



5.8 Guardians and learners have the right to appeal the decision and/or sanction of the School Assessment Irregularities Committee ("The Committee"). The appeal can be submitted at the end of the term in the appeals window. The appeal must be substantiated and indicate the following:

- a. The reason for the appeal.
- b. The possible mitigating circumstances.
- c. What a more reasonable outcome could be.

5.9 The Committee will consider the appeal and communicate, in writing, the outcome within 5 school days.

6. Live Session and Online Class Etiquette

Learners are required to abide by the following rules when attending live sessions and other similar academic sessions.

- Always switch your camera on and mute your microphone.
- Ensure you are fully and appropriately dressed, before joining a live session (please refer to the Dress Code below).
- Always use a neutral image as your profile or background with no political or religious slogans/messaging.
- Always raise your hand when you want to speak and only unmute once recognised by the Subject Specialist or Support Advisor.
- Do not take pictures of other learners, Subject Specialist, Support Advisor or any other UCT Online High School staff member without their permission or expressed consent.
- Do not abuse and use the chat box to discuss or ridicule other learners or share jokes or information not relevant to the subject content being covered.
- Use a respectful tone.



7. Regular Learner Attendance

7.1 UCT Online High School learners are required to attend school regularly and punctually. Attendance refers to the act of logging in the Online Learning Campus daily to access the academic content. Learners who are absent for three consecutive days without a valid reason will be flagged for the attention of the Head of School. If despite the Head of School's intervention, a learner persists in being absent without a valid reason, the learner will be charged with breach of this Learner Code of Conduct.

7.2 A learner who continues to be absent for more than 10 consecutive school days will be withdrawn from the school on the grounds of continuous absence. The withdrawal will take effect at the end of a school term.

7.3 Any of the following is a valid reason for absence of a learner from school.

- a. Death of a family member.
- b. Sick or illness, for which the Head of School may require communication with the learner's guardian that the learner is unable to attend. Written confirmation from a registered medical practitioner may be required if the illness lasts longer than three days.
- c. Giving birth subject to written confirmation from a registered medical practitioner.
- d. Religious or cultural observances. The school must be notified at least 10 days before the religious or cultural event unless this was not practically possible.
- e. Appointment at court, social services, or other official agency, for which the Head of School may require documentary proof.
- f. Suspension by UCT Online High School Learner Disciplinary Committee.
- g. Any acts of nature outside of human control.



8. Social Media

8.1 Social media is a facility that enables communication and publication over the Internet including, but not limited to; blogs, platforms such as Meta (Facebook), Instagram, Live.ly, Music.ly, Twitter, Snapchat, Facebook Messenger, YouTube, WhatsApp, TikTok, Twitch, gaming platforms and any other similar forms of online communication.

8.2 Social media is a great tool, which comes with lots of learning benefits and opportunities. But if social media is not used well it can present significant risks to you, to others, and to organisations, with long-lasting repercussions. Whilst we encourage and respect freedom of expression, we have an obligation to protect you and our community from the adverse effects of social media use.

8.2.1 Learners are required to refrain from uses of social media that may bring UCT Online High School into disrepute. Learners must also ensure that all their communications on social media are lawful, do not cause harm and do not infringe on other learners' rights.

8.2.2 You may not publish any personal information from any other individual associated with the school (including videos, images, photographs or messages of or from them) without their expressed permission.

8.2.3 Learners are expected to make use of internal processes to voice grievances against UCT Online High School rather than making use of social media platforms. This requirement does not restrict learners' rights to bring grievances to the attention of the school's management or to receive a fair hearing of their concerns.

8.2.4 Learners may not post anything on a social media channel that constitutes banned content. This includes:

- content that unfairly discriminates based on any individual characteristic including but not limited to gender, race, sexual orientation, religion and ethnicity.



- pornographic images and content that is graphic, violent or otherwise offensive.
- defamatory content, or content that is harassing or threatening and could cause someone physical, mental or emotional harm.
- any content that could negatively affect UCT Online High School or any member of its community, including any content that discloses private information about our school, learners or our staff.
- any content that may be used for unlawful purposes, or that aims to assist with unlawful conduct.
- any content that does not belong to you and is therefore someone else's intellectual property.
- any content that is fraudulent or untrue.

8.2.5 Learners may not use any Social Media platform to impersonate a UCT Online High School staff member, or another learner.

8.2.6 UCT Online High School retains the right to examine the social media accounts of any learner where there is reasonable suspicion of wrongdoing which may bring the school into disrepute. If you become aware of a discussion, posting, comment or misrepresentation on social media that violates this Code of Conduct, you should immediately notify the Support Team. This notification should, if possible, be accompanied by a screenshot of, and a link to the relevant content.

9. Learner WhatsApp Groups

9.1 UCT Online High School has formal channels for communicating with learners on all aspects of learning, teaching and associated activities, and does not use WhatsApp or WhatsApp groups to communicate with learners.

9.2 Learners must refrain from using WhatsApp groups to bully or post disparaging comments against other learners or staff.



9.3 The use of WhatsApp and WhatsApp Groups is expressly forbidden during examinations or in relation to any test or academic assessment activity. The use of WhatsApp during any assessment exercise will be regarded as cheating in terms of the School's disciplinary policies.

10. Dress Code

10.1 UCT Online High School does not have a school uniform, and you are free to wear clothing of your choice, regardless of traditional gender stereotypes, provided that you stay within the school's dress code. We encourage you to present yourself neatly and professionally.

10.2 You should not dress in ways that may cause distress to others through offensive imagery, political views, discriminatory slogans or swear words.

10.3 Our dress code is intended to ensure that everyone across our community is comfortable with engaging on screen, whether live online or in shared video recordings. Accordingly, your choice of clothing should cover your chest, back, torso, and upper legs. Tops must have a strap, clothing may not be transparent, and must fully cover your undergarments.

11. Cybersecurity and data privacy

11.1 Following best-practice principles for cybersecurity and data privacy is important for everyone but essential for a school community that depends entirely on online communication and engagement. Following our code of conduct for cybersecurity and data privacy is essential to keep us all safe in a world in which cybercrime and data theft are everyday occurrences.

11.1.1 You should not submit any confidential or sensitive information about yourself, other learners or staff in response to any unauthorised request.



This includes any personally identifiable information (such as names, ID numbers, email addresses, social media handles or phone numbers). Any approach which has not been explicitly recommended by a staff member of UCT Online High School (or linked to in course notes, help articles or other sources published by UCT Online High School) should be considered to be unauthorised. If in any doubt, consult the Support Team.

- 11.1.2 You may not submit any content that is subject to copyright to any unauthorised third-party (including any AI tool). This includes UCT Online High School course notes and material, and content from textbooks or other sources that have copyright notices.
- 11.1.3 As a UCT Online High School learner, you have a Google Workspace account that is associated with your student number. You may not share your Google Workspace credentials with anyone, or allow anyone else to use your UCT Online High School account. In addition, you may not reuse your Google Workspace credentials (username and/or password) for any other third-party systems or services as this poses a security risk should the third-party provider be compromised. You must follow password and account security-related recommendations provided by UCT Online High School technical support staff.
- 11.1.4 If you use a shared computer to access UCT Online High School systems, you must log-out of your Google Workspace account and close all browser windows before leaving the workstation.
- 11.1.5 You may not use your UCT Online High School email address to sign up to any unauthorised third-party services. You must immediately report any suspicious or unauthorised activity you detect taking place using your account credentials.
- 11.1.6 You are granted access to various online systems as a benefit of your enrolment at UCT Online High School and you may not attempt to access restricted content or functionality, or in any way attempt to compromise the security or stability of any system. You must adhere to



all licence terms stipulated and use these systems in accordance with instructions from UCT Online High School staff.

11.1.7 You should take reasonable precautions to ensure that the computer you use to access any UCT Online High School system is free from viruses and spyware. This includes keeping your computer's operating system, antivirus software, and web browser up-to-date.

11.1.8 On leaving UCT Online High School, you must delete any confidential or private information that you may have stored locally.

12. Misconduct

12.1 All learners are expected to follow the guidelines and requirements of this Code of Conduct as well as the stipulations of other relevant UCT Online High School policies. Infringements of these requirements may constitute misconduct, resulting in a disciplinary sanction. All allegations of misconduct are investigated with an emphasis on fairness, impartiality, and a remedial solution. Appropriate support for all those involved in a disciplinary issue is provided by the school's Safeguarding Coordinator and Wellbeing and Engagement Team.

12.2 Infringements of the Learner Code of Conduct are classified in terms of three levels of increasing severity, as set out in the Appendix and updated by the Learner Disciplinary Committee from time to time. Prescribed forms and levels of misconduct included in the table are not intended to be exhaustive, and rather serve as indication of the types and severity of potential infringements.

12.3 All reports and complaints of learner misconduct must be submitted to the Support Advisor who will report to the Learner Disciplinary Committee using the prescribed form. All complaints will be treated in strict confidence.



12.4 All Level One complaints are heard by the Head of Academics, or by a member of the teaching staff designated by the Head of Academics. All Level Two and Level Three complaints are handled by the Learner Disciplinary Committee, which meets twice a month and is chaired by the Executive Head of School. If the alleged infringement is at a Level Two, a member of the Learner Disciplinary Committee will be delegated to investigate the complaint and recommend an appropriate sanction for approval by the committee.

12.5 If the alleged infringement is at a Level Three, the Learner Disciplinary Committee must initiate a Disciplinary Hearing with an appropriately qualified Chair who is not a member of staff at the school or Valentre Institute. The learner(s) against whom the allegations have been made, and their primary guardian on record will be given at least five school days written notice of their Disciplinary Hearing, and will be invited to attend online to present their side of the story and make representations.

13. Appeal

13.1 Any learner may appeal a sanction for an infringement at Level One, Two or Three. A learner wishing to appeal a sanction must notify the school in writing via their Support Advisor and within five school days of receiving notification of the sanction from the Learner Disciplinary Committee. An appeal against a Level One sanction will be heard and resolved by the Head of School. Appeals against Level Two and Level Three sanctions will be heard by an appropriately qualified adjudicator who is not a member of staff at the school or Valentre Institute.

13.2 All complaints, as well as the deliberations of the Learner Disciplinary Committee and, for Level 3 infringements, the hearings of Disciplinary Committees, will be treated in strict confidence. If either complainants or respondents are concerned about the consequences of a disciplinary process

for their health, safety or wellbeing, they should approach their Support Advisor, also in confidence.

14. Prescribed Levels of Misconduct

Infringements of the Learner Code of Conduct are classified in terms of three levels of increasing severity, as set out in the table below. Prescribed forms and levels of misconduct and sanctions included in the table are not intended to be exhaustive, and rather serve as indication of the types of infringements, severity and potential sanctions that could be imposed. This table is updated as required by the Learner Disciplinary Committee.

Level One Misconduct	
Infringement	Sanction
<ul style="list-style-type: none"> Absenteeism or late arrival at scheduled sessions without acceptable explanation 	<ul style="list-style-type: none"> Oral or written warning
<ul style="list-style-type: none"> Inappropriate dress, in contravention of the dress code 	<ul style="list-style-type: none"> Oral or written warning Remedial session with Support Advisor
<ul style="list-style-type: none"> Disruption of a live session by means of inappropriate comments and interventions; use of crude or abusive language; inappropriate gestures; disturbing or distracting others 	<ul style="list-style-type: none"> Removal from a live session Oral or written warning Oral or written apology to the affected person Remedial session with Support Advisor
<ul style="list-style-type: none"> Minor infringements of cybersecurity policy (eg sharing Google Workspace credentials, inadequate password protection) 	<ul style="list-style-type: none"> Oral or written warning Remedial session with Support Advisor
<ul style="list-style-type: none"> Minor misuse of social media channels that as associated with the School 	<ul style="list-style-type: none"> Oral or written warning Remedial session with Support Advisor
<ul style="list-style-type: none"> Failure to follow an instruction from a Support Advisor, Subject Specialist or other member of the school staff 	<ul style="list-style-type: none"> Oral or written warning Remedial session with Support Advisor

<ul style="list-style-type: none"> Academic dishonesty 	<ul style="list-style-type: none"> First written warning Zero grade for the assignment, test or examination. Suspension
Level Two Misconduct	
Infringement	Sanction
<ul style="list-style-type: none"> Repeated Level One infringements 	<ul style="list-style-type: none"> Formal written warning, kept on file Remedial session with Support Advisor Warning of potential cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Significant disruption of a live session, disregard of instructions to desist, with detrimental consequences for other participants in the session 	<ul style="list-style-type: none"> Formal written warning, kept on file Removal from the session Suspension from the Online Campus (maximum of three days) Remedial session with Support Advisor Warning of potential cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Significant infringements of cybersecurity policy (eg submitting personal information to unauthorised parties; breaches of copyright) 	<ul style="list-style-type: none"> Formal written warning, kept on file Remedial session with Support Advisor Warning of potential cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Significant misuse of social media channels (eg posting personal information about other learners or staff members without their permission or unsanctioned use of school branding on social media) 	<ul style="list-style-type: none"> Formal written warning, kept on file Remedial session with Support Advisor Warning of potential cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Participating in bullying and/or intimidation by supporting or encouraging the instigator 	<ul style="list-style-type: none"> Formal written warning, kept on file Remedial session with Support Advisor Written apology to affected parties Warning of potential cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Supporting others in speech or actions intended to denigrate others in terms of racial identity, ethnicity, nationality, gender or sexual identity 	<ul style="list-style-type: none"> Formal written warning, kept on file Remedial session with Support Advisor Written apology to affected parties Warning of potential cancellation of



	bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Repeated disregard of instructions from members of the school staff; disrespect towards Support Advisors, Subject Specialists and any other member of the school staff 	<ul style="list-style-type: none"> Formal written warning, kept on file Suspension from the Online Campus (maximum of three days) Remedial session with Support Advisor Written apology to affected parties Warning of potential cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Repeat act of Academic dishonesty 	<ul style="list-style-type: none"> Second written warning, kept on file Zero grade for the assignment, test or examination. Remedial session with Support Advisor Warning of potential cancellation of bursary or scholarship (if applicable)
Level Three Misconduct	
Infringement	Sanction
<ul style="list-style-type: none"> Repeated Level Two infringements 	<ul style="list-style-type: none"> Final written warning, kept on file Remedial session with Support Advisor Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Severe infringements of cybersecurity policy (eg sharing the personal data of others without explicit permission; any activity designed to gain unauthorised access to online accounts and resources) 	<ul style="list-style-type: none"> Final written warning, kept on file Remedial session with Support Advisor Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Severe misuse of social media channels (eg posting banned and offensive content; using social media to bring the school into disrepute). 	<ul style="list-style-type: none"> Final written warning, kept on file Remedial session with Support Advisor Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> Bullying and/or intimidating others by making fun of, threatening, ridiculing, or humiliating a person or group of people, whether on the basis of their appearance, physical characteristics, sexuality, cultural background, religion, or otherwise 	<ul style="list-style-type: none"> Final written warning, kept on file Suspension from the school Remedial session with Support Advisor Cancellation of bursary or scholarship (if applicable)

<ul style="list-style-type: none"> • Taking a picture/video of another learner, Support Advisor or Subject Specialist in a live session without their consent, and distributing it on social media. 	<ul style="list-style-type: none"> • Final written warning, kept on file • Suspension from the school • Remedial session with Support Advisor • Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> • Speech or actions intended to denigrate others in terms of racial identity, ethnicity, nationality, gender or sexual identity 	<ul style="list-style-type: none"> • Final written warning, kept on file • Suspension from the school • Remedial session with Support Advisor • Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> • Any form of impersonation, identity theft, or identity fraud, including submitting falsified documents to the school 	<ul style="list-style-type: none"> • Final written warning, kept on file • Suspension from the school • Remedial session with Support Advisor • Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> • Any form of physical assault, whether committed directly or indirectly, as a member of a group 	<ul style="list-style-type: none"> • Suspension or expulsion from the school • Remedial session with Support Advisor • Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> • Attending school events, including live events, under the influence of alcohol or any prohibited substance 	<ul style="list-style-type: none"> • Final written warning, kept on file • Suspension from the school • Remedial session with Support Advisor • Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> • Any action qualifying as a sexual offence in terms of the Sexual Offences Act, Films and Publication Act and Criminal Law Amendment Act. 	<ul style="list-style-type: none"> • Suspension or expulsion from the school • Remedial session with Support Advisor • Cancellation of bursary or scholarship (if applicable) • Criminal offences will also be reported to the South African Police Service.
<ul style="list-style-type: none"> • Selling or distributing alcohol or any other prohibited substance to other learners or any other member of the school community 	<ul style="list-style-type: none"> • Suspension or expulsion from the school • Remedial session with Support Advisor • Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none"> • Repeated act of Academic dishonesty 	<ul style="list-style-type: none"> • Final written warning, kept on file • Zero grade for the assignment, test or examination. • Suspension from the school. • Expulsion from the school



	<ul style="list-style-type: none">• Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none">• Any other severe infringement of this Code of Conduct	<ul style="list-style-type: none">• Final written warning, kept on file• Suspension from the school• Remedial session with Support Advisor• Cancellation of bursary or scholarship (if applicable)
<ul style="list-style-type: none">• Learners repeating an infringement after receiving a Stage 3 final written warning will be suspended or expelled from the school.	