



Code of Conduct for Professional Experience in the Curtin School of Education

This Code of Conduct relates to the AITSL Domain of Professional Engagement (<https://www.aitsl.edu.au/teach/standards>), specifically standards:

AITSL Standard

6.3 Engage with colleagues and improve practice. Seek and apply constructive feedback from supervisors and teachers to improve teaching practices

7.1 Meet professional ethics and responsibilities. Understand and apply the key principles described in codes of ethics and conduct for the teaching profession.

7.2 Comply with legislative, administrative and organisational requirements. Understand the relevant legislative, administrative and organisational policies and processes required for teachers according to school stage.

The Code of Conduct is also aligned to the Curtin University Student Charter (<https://students.curtin.edu.au/essentials/rights/student-charter/>)

| Code of Conduct | |
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| 1. Personal presentation | <p><i>It is the professional responsibility of pre-service teachers to:</i></p> <p>1.1 ensure professional dress and grooming standards;</p> <p>1.2 adopt an approachable and pleasant demeanour at all times; and,</p> <p>1.3 maintain high standards of personal hygiene.</p> |
| 2. Use of school resources | <p><i>It is the professional responsibility of pre-service teachers to:</i></p> <p>2.1 respect the needs of the staff at the school in the use of equipment such as computers and photocopiers and learning environments;</p> <p>2.2 comply with school or department procedures for the use of audio-visual, library, and other resources;</p> <p>2.3 ensure that learning resources and materials are created, carefully prepared and accessed well before the lesson; and,</p> <p>2.4 recognise that schools have limited budgets and that resources should be used thoughtfully.</p> |
| 3. Collaborative relationships | <p><i>It is the professional responsibility of pre-service teachers to:</i></p> <p>3.1 refrain from public criticism of University, school and school colleagues (also see item relating to social media);</p> <p>3.2 engage with and respond positively to professional advice and feedback;</p> <p>3.3 promote harmonious and respectful interpersonal relationships among staff and peers; and,</p> <p>3.4 manage emotional tension with maturity.</p> |
| 4. Legislation and policy | <p><i>It is a legal requirement for pre-service teachers to:</i></p> <p>4.1 be familiar with school policies and ensure that these are enacted to the best of their ability.</p> <p><i>It is the professional duty of pre-service teachers to:</i></p> <p>4.2 comply with duty-of-care requirements;</p> <p>4.3 be cognisant of, and operate within the legislative requirements relating to schools, staff, students, the community and the broader education environment; and</p> <p>4.4 be cognisant of University, system, school policies, procedures and requirements.</p> |
| 5. Professional diligence | <p><i>It is responsibility of the pre-service teacher to:</i></p> <p>5.1 participate actively in the life of the school community by working with their mentor teacher in all aspects of their duties and becoming involved in a</p> |

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| | <p><i>diversity of activities within the school;</i></p> <p>5.2 <i>including yard duty, staff meetings, planning meetings;</i></p> <p>5.3 <i>demonstrate commitment through the effective management of time, including early arrival at school, productive use of DOTT time and tactful use of recess and lunch times, school departure times and meeting university and school deadlines;</i></p> <p>5.4 <i>demonstrate engagement in the school community;</i></p> <p>5.5 <i>including building collegiality with staff through interacting during break times; observe school and university regulations regarding attendance;</i></p> <p>5.6 <i>undertake willingly all duties as required by the mentor teacher;</i></p> <p>5.7 <i>meet ethical and professional responsibilities;</i></p> <p>5.8 <i>abide by Curtin Values.</i></p> |
| 6. ICT and Social Media | <p><i>It is the responsibility of the pre-service teacher to:</i></p> <p>6.1 <i>be cognisant of their behaviour in public forums outside the Professional Experience setting, including public presence on social media such as Facebook, Twitter and YouTube, which are easily accessed by children, families and colleagues;</i></p> <p>6.2 <i>abide by the directive that no professional experience related information, including school, student or staff details are to be uploaded to the internet and/or social media;</i></p> <p>6.3 <i>gain written permission from the unit co-ordinator, mentor teacher, Principal, student and parent/carer to take images of student(s);</i></p> <p>6.4 <i>abide by the directive that no images and/or videos are to be uploaded to the internet, social media and/or personal devices;</i></p> <p>6.5 <i>be informed of their digital identity;</i></p> <p>6.6 <i>ensure that ICT usage during school hours must be for professional purposes unless in case of an emergency.</i></p> |
| 7. Confidentiality | <p><i>It is the responsibility of the pre-service teachers to:</i></p> <p>7.1 <i>respect and maintain the confidentiality of colleagues, parents/carers and students at all times;</i></p> <p>7.2 <i>de-identify professional experience information for any unit study requirements (e.g. no school, teacher or students names).</i></p> |

EXAMPLE ONLY: This form will be issued via SoNIA to complete.