



Rules and Regulations

These rules apply to all students of Giles Brooker Academy.

Please read thoroughly the following summary of GBA's rules and regulations and make sure that you understand them. If you have any queries please contact any staff member or administration.

Attendance

1. Attendance.

If you cannot attend during scheduled course hours for any reason you must telephone the Administrator prior to, or on the day of, your absence and explain why you cannot attend. If you are absent for a period of more than 3 days for medical reasons, you must show the Administrator a medical certificate issued by a registered medical practitioner.

If you are absent for any other reason the Principal/ Managing Director may request to see you and will need to provide evidence explaining your absence.

2. Punctuality.

You must arrive on time for all lessons. Students who are often late will be required to make up for the time that they have missed. Continued lateness will be treated as absenteeism and may result in notification of absence to New Zealand Immigration Service.

Behaviour

3. Harassment is not permitted.

It is expected that students will show respect to teachers and classmates at all times. Polite and respectful behaviour is required.

Any form of harassment of staff or students is not permitted and will lead to disciplinary action.

4. Smoking, drugs or alcohol are forbidden.

Smoking, the use of drugs or the consumption of alcohol is strictly forbidden anywhere on the premises.



5. Food and Drink are not permitted in learning areas.

Food and drink (other than water) may only be consumed in designated areas such as the student lounge or outside recreation areas. Only water may be consumed in the classrooms or other learning areas.

6. Cellphones may not be used.

Cellphones may not be used during class time or in areas where others are studying.

Authenticity of work

7. Students' work must be their own

Students must personally do all work and assignments requested by teachers. Students may seek help and support from others but the work submitted for assessment must be their own.

8. Students' work must not be plagiarized.

Students must not copy work from textbooks or the internet or any other source without correctly referencing the source.

Computer use

9 Student use:

Students are asked to treat the computers with care. Computers are for GBA students' use only and must only be used for the purpose of study or study-related research. They are not to be used for personal communications or activities.

Students must not:

- Use computing facilities and resources to interfere with the work of another student, faculty member or Academy official.
- Use computing facilities and resources to send obscene or abusive messages.
- Use computing facilities and resources to interfere with normal operation of the Academy computing system.
- Use computing facilities and resources in violation of copyright laws.
- Gain unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Transfer any file without authorisation.
- Use another individual's identification and/or password.
- Use computer facilities to play games or watch movies that are unrelated to their study.
- Move plugs and/or cables around.



- Load or download software from the internet onto GBA student computers.
- Eat or drink while they are using and/or seated at the computers.

Students are asked to report any inappropriate use of computer equipment, or any issues with the Internet or computers, to the Administrator.

10. User Duration and accounts:

To ensure that all those wishing to use a computer are granted fair access **a maximum of twenty (20) minutes applies for any one person**. This means that, in busy periods, a student must vacate the computer they are using and offer it to another student after twenty minutes. A student may continue using a computer after twenty minutes if no other student is waiting. No booking of computers is required or permitted.

Students must log in using the User Accounts provided by GBA; students are not permitted to create or manage user accounts on GBA computers.