



## LIBRARY CODE OF BEHAVIOUR POLICY

### Introduction

The Huntingtower Library is an important support and resource for Huntingtower staff and students. It represents a key learning hub within the School and contributes significantly to the vibrancy of our community.

### Purpose

The purpose of this Policy is to stipulate appropriate behaviours and expectations for those choosing to use the library. The Library is available to both staff and students who are expected to always display mutual respect and be considerate. The Library is used for a variety of reasons including academic programs, extra-curricular opportunities and to facilitate individual learning needs.

### Student Expectations

The Library is intended to be used as a space for private study, quiet group work, consultation and/or individual reading. Students choosing to use the library are expected to maintain appropriate behaviours that respect this purpose.

### Appropriate Behaviours

- Furniture is to be used appropriately
- Respect the quiet areas where students have chosen to sit for their own private study

### Inappropriate Behaviours

- No shouting, loud voices or inappropriate language
- No running, pushing or robust physical behaviour

### Phones & Personal Devices

While phones are permitted in the Library, they must be kept on silent and used only for personal reference. If a staff member deems the phone is being used inappropriately a warning will be given. If the behaviour is repeated, the phone will be confiscated.

If a student is seen viewing inappropriate content on either their phone or personal device, then the device will be confiscated, and parents and the Year Level Coordinator will be contacted.

If a student receives a phone call while working in the Library, they are required to take the call outside.

### Consequences

If the behaviour of a student becomes unacceptable and it infringes on the rights of others, or when it could result in loss or damage of property, the Library will institute appropriate consequences ranging from a verbal warning, through to parents being contacted to a misdemeanour.

### Communication

This Policy will be available to staff via the School's staff portal and parents via the School's parent portal. In addition, relevant aspects of this Policy will be raised in student meetings.

**Evaluation**

The Principal is primarily responsible for monitoring Huntingtower's overall compliance with this Policy, which will be reviewed as part of Huntingtower's policy review cycle (and otherwise as and when required).

**Authorisation**

This policy was authorised by the Principal March 2022

Revised May 2022

Date of next review: May 2024