

This information is taken from pg. 39-44 of the Student Handbook

CODE OF BEHAVIOUR

At Central we are proud of the high standards we maintain. The school's Code of Behaviour below should be followed by students and staff to ensure our reputation and training remains at a high level.

- Show respect for others and the work of others
- Always be on time
- Care for people and their property
- Wear the correct school uniform
- Be ready to work
- Look after your surroundings and tidy up after class
- Adhere to the school's attendance policy
- Adhere to all safety practices (including no bare feet outside studios)
- Demonstrate tolerance toward others' personal beliefs and respect differences
- Remember at all times that we are representatives and ambassadors of Central School of Ballet.

CODE OF BEHAVIOUR: CLASSES

Attendance – Students are required to attend all their classes as outlined in the Attendance Policy. Students that are injured should continue to learn by observing and making notes on their classes, unless they have a rehabilitation course which they have permission to do instead.

Clothing – All students are given a complete clothing list at the beginning of each academic year. Only the correct clothing should be worn for class. This discipline is viewed as necessary preparation for the profession. Students attending class wearing the incorrect clothing may not be allowed to participate in that class unless they have previously been given permission to wear alternative clothing. At the discretion of the teacher, students will be asked to remove/replace items of clothing that are not appropriate to the class, such as T-shirts and tracksuit bottoms. Please note that students seeking amendments to the clothing code due to concerns in relation to their cultural background or religious beliefs should apply in writing to the Director.

Footwear – In class, students are expected to wear clean and appropriate footwear as outlined in the clothing list. For safety, when walking around the building, students are required to wear outdoor, ballet or jazz shoes; bare feet are not permitted.

Communication – When unable to attend due to ill health, students are required to personally telephone or email the School before 8:30am on each day they are absent. Passing a message to the School through a fellow student, friend, parent, or guardian is not acceptable. A sickness certificate from your doctor must be submitted on return to School after an absence of more than 5 days.

To attend an appointment that can only be arranged during class time, students must request permission from the School administration and from the teacher of the class

they will be missing. The Leave of Absence request form must be completed and signed by staff **before** the absence.

Permission for a parent/guardian/friend to come in to school to watch a class must be requested in advance from the Senior School Manager and the class teacher. If permission has not been granted for a guest to attend, they will not be permitted to watch class.

Accident – In case of accident during class time, students should follow the teacher's instructions. In case of an accident during student rehearsal or private practice, students should seek out the nearest member of staff before taking any other action.

CODE OF BEHAVIOUR: ENVIRONMENT

Changing rooms – It is the students' responsibility to keep the changing rooms tidy in order for them to be cleaned. At the end of each term students are required to empty the changing rooms; any items left will be thrown away immediately.

Food – All food is to be consumed in the student Green Room. Eating is not permitted anywhere else in the building, particularly the reception area and in the changing rooms. For reasons of safety and cleanliness, chewing-gum is not allowed in the building.

Litter – All litter should be placed in the bins provided.

Noise – Students should bear in mind that classes take place throughout the day and that the administrative staff work in an open plan office. Noise around the building should be kept to a minimum, so as not to disturb other students and staff.

Smoking – The School is a non-smoking building. Smoking is therefore not permitted anywhere within the building. Anyone found smoking may be immediately excluded from classes that day and will be subject to the School's disciplinary procedure.

CODE OF BEHAVIOUR: LEARNING RESOURCES

Computers – The computers must be kept clean and no food or drink may be brought near to them. Students must ensure any storage devices (e.g. memory sticks) they bring in to save their work on must be virus free. Documents should not be stored on the desktop; they will be deleted. Please refer to the Student Acceptable Use Policy for IT Systems for further information.

CODE OF BEHAVIOUR: EMAILS AND SOCIAL MEDIA

Central uses a wide variety of digital and social media to communicate and promote Central's activities, performances and student success stories. Here are the guidelines to help students in their use of emails and social media, what is expected and what is prohibited. Social media covers Facebook, Twitter, Instagram, Snapchat, WhatsApp, blogs, YouTube and Pinterest – also live streaming services Periscope and Facebook Live – and everything in between.

- **Personal accounts (Facebook, Instagram, etc.)** Ensure that the appropriate privacy settings are in place on all accounts.
- **Do what is appropriate for a young person aiming for a professional dance career.** Exercise sound judgment and common sense.
- **Reputation: the wider Central community.** Central is part of the Conservatoire for Dance and Drama, and the University of Kent validates the degrees at undergraduate and postgraduate level. Everything that is posted online and in emails affects Central's relationship with these important organisations. Students must respect this wider family in social media.
- **Reputation: individual students.** Understand that training at Central is a critical step towards a professional career and the visibility of social media can affect personal reputation and career prospects. Take care not to criticise or comment on others in the dance world. To do so may affect personal reputation, future prospects and the reputation of the school. Many dance companies check social media accounts as part of the recruitment process.
- **Personal voice. Students using social media should be honest and authentic.** If you reference Central always acknowledge your status as a student and never give the impression that you're speaking on behalf of the school/company – make it clear your thoughts are your own.
- **Mistakes.** Correct mistakes immediately and be clear about your actions to remedy errors online. If in doubt check with Central's communications department, they will be able to advise
- **Permanence of social media.** Understand that posting on social media and writing emails are permanent. There's really no such thing as "delete" online, so please – think before you post.
- **Subject choice.** Take care when discussing politics or religion or other subjects online that may be emotive. Frame what you write to invite differing points of view, and show respect for others' opinions.
- **"Borrowing" or "repurposing" other content.** Respect intellectual property, third-party content, and publicity rights. This means you cannot take other people's content – writing and images for example - and say it is your own; always credit the author or photographer.
- **Promoting your own career and training progress.** Students are not permitted to film or upload footage of classes, rehearsals or performances to YouTube or any other site, without the prior permission of Central School of Ballet, and all other persons who appear in the footage.

Prohibited behaviour in emails and social media on School computers:

- Posting misleading or inaccurate information.
- Posting inappropriate images.
- Posting confidential or non-public information. If you aren't sure whether something is confidential, check with the Communications Department
- Use the internet, social media or email for the purposes of harassment or

abuse.

- Use the internet, social media or email to promote or encourage extremism or radicalisation.
- Use profanity, obscenities, or derogatory remarks in communications of any type.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam
- Commenting on matters you don't know anything about.
- Publishing personal information about fellow students, teachers and other members of the Central community.

Examples of bullying behaviour and/or harassment include:

- Derogatory remarks
 - Insensitive jokes or pranks
 - Insulting or aggressive behaviour
 - Ignoring or excluding an individual
 - Public criticism
 - Constantly undermining or undervaluing effort
 - Lewd comments about appearance
 - Displays of sexually offensive material – e.g. pin ups, emails with offensive attachments
 - Requests for sexual favours
 - Speculation about a person's private life and sexual activities
 - Threatened sexual violence
- Students must not forward Central's (internal) mail to personal (non-CSB) email accounts (for example an external personal Gmail account).

Central takes this very seriously - breaches of this policy may lead to disciplinary action in accordance with the Non-Academic Misconduct Policy. (See part D).

STUDENT ACCEPTABLE USE POLICY FOR IT SYSTEMS

1. Introduction

This Acceptable Use Policy (AUP) for IT Systems is designed to protect Central School of Ballet, our employees, students and other partners from harm caused by the misuse of our IT systems and our data. Misuse includes both deliberate and inadvertent actions.

The repercussions of misuse of our systems can be severe. Potential damage includes, but is not limited to, malware infection (e.g. computer viruses), legal and financial penalties for data leakage, and lost productivity resulting from network downtime.

2. Definitions

“Users” are everyone who has access to any of CSB’s IT systems. This includes permanent employees and also temporary employees, contractors, agencies, consultants, suppliers, students, visitors and business partners.

“Systems” means all IT equipment that connects to the corporate network or access corporate applications. This includes, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third party networking services, telephone handsets, video conferencing systems, and all other similar items commonly understood to be covered by this term.

3. Scope

This is a universal policy that applies to all Users and all Systems. For some Users and/or some Systems a more specific policy exists (such as for our students): in such cases the more specific policy has precedence in areas where they conflict, but otherwise both policies apply on all other points.

This policy covers only internal use of CSB’s systems, and does not cover use of our products or services by third parties.

Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws): in such cases the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction. In such cases local teams should develop and issue users with a clarification of how the policy applies locally.

As a school of the Conservatoire for Dance and Drama, CSB has a statutory duty, under the Counter Terrorism and Security Act 2015, which is termed Prevent. The purpose of this duty is to aid the process of preventing people being drawn into terrorism. This Prevent duty informs its policy on the acceptable use of IT systems.

Staff members at CSB who monitor and enforce compliance with this policy are responsible for ensuring that they remain compliant with relevant local legislation at all times.

Links to local laws and legislation relating to this document are provided at the end of this document (if you are reading this in an electronic format) or copies can be obtained from the IT department.

4. Use of IT Systems

4.1 Computer Access Control – Individual’s Responsibility

Access to CSB’s IT systems is controlled by the use of User IDs and passwords.

Username and passwords are assigned to students, for both logging onto a computer and individual emails, and consequently, all individuals are accountable for all actions on CSB’s IT systems.

Individuals must not:

- Allow anyone else to use their user ID and password on any IT system.
- Share passwords via email.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else’s user ID and password to access IT systems.
- Leave their password unprotected (for example writing it down on a piece of paper).
- Attempt to perform any unauthorised changes to IT systems or information.
- Attempt to access data that they are not authorised to access or use.
- Connect any non-CSB authorised device to the corporate network or IT systems (such as personal laptops), except when connecting to authorised guest systems such as Wi-Fi
- Store CSB data on any non-authorized equipment.
- Give or transfer CSB data or software to any other person or organisation outside of CSB without the authority of a member of senior management and/or the IT department.

4.2 Internet, social media and email - conditions of use

The use of internet, social media and email is intended for work use and/or to aid in studies. Personal use is permitted where such use does not affect the individual’s work/study performance (i.e. at lunchtime), is not detrimental to CSB in any way, not in breach of any term and condition of enrolment and does not place the individual or CSB in breach of statutory or other legal obligations.

5. Software

Users must use only software that is authorised by CSB on CSB’s computers.

Authorised software must be used in accordance with the software supplier's licensing agreements. All software on CSB computers must be approved and installed by the IT department.

Individuals must not:

Store personal files such as music, video, photographs or games on CSB IT equipment.

6. Viruses

The IT department has implemented centralised, automated virus detection and virus software updates. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved anti-virus software and procedures.

7. Actions upon Termination of Enrolment

All CSB equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned after the period of study.

All CSB data or intellectual property developed or gained during the period of study remains the property of CSB and must not be retained beyond termination or reused for any other purpose.

8. Monitoring and Filtering

All data that is created and stored on CSB computers is the property of CSB and there is no official provision for individual data privacy, however wherever possible CSB will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. CSB has the right (under certain conditions) to monitor activity on its systems, including internet, email and social media use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 2018, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.