***Working in ICT Classroom Code of Ethics 2025***

1. Privacy and confidentiality

- Don't take photos of other students or their work, without permission

- Don't share logins, or ask for others log in details

- Don't share any confidential or private information of other people on social media

- Don’t give out personal information of other students to other’s without their permission

- Don’t give names or documents without the other person’s person

2. Copyright procedures for all assessments

- Don't copy other students work

- If you're using another person's material, don't try to pass it off as your original work

- Respect copyright owners e.g. use citations/credit content creators where necessary

- If applicable, apply fair use when using copyrighted materials

- Check the copyright information regarding materials if you plan to use it

3. Ethical behaviour as a designer in class

- Give respect to others

- Follow teacher's instructions

- Don't answer phone calls in class – excuse yourself and go outside

- Make reasonable efforts to punctual

- Use appropriate language in class, don’t use curse words

4. WHS procedure and issues

- Set up work stations correctly – correct heights, lighting, chairs

- Keep the classroom clean and tidy – place rubbish in bins

- Follow WHS signs

- Report any potential hazards

5. Communication strategy and class behaviour

- Respectfully communicate with each other

- Don't send inappropriate texts or emails to each other  
- Email your teacher if you are absent

- Allow others to speak and don’t talk over others.