



# **THINK DIGITAL ACADEMY – FET PHASE CODE OF CONDUCT GRADE 10 – 12**

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## **THINK DIGITAL ACADEMY FORMAL CODE OF CONDUCT FOR FET-PHASE (GRADE 10-12)**

### **Think Digital Academy Online School Code of Conduct**

- SACAI Exam Board fully accredited by UMALUSI
- TDA SACAI reg no. 851107 (Gr10-12)

### **INTRODUCTION**

This Code of Conduct is established to foster a secure, respectful, and productive learning environment for all FET-phase learners at Think Digital Academy Online School (**TDA**). All learners enrolled are expected to adhere to the stipulations outlined herein. Upon enrolment, guardians must confirm their acceptance of Think Digital Academy Policies terms and conditions thereby agreeing to comply with all procedures of TDA.

### **Duty of Care**

TDA is committed to developing responsible and socially constructive learners. Any misconduct will be addressed through a fair process, potentially resulting in appropriate disciplinary measures.

### **Reporting Obligations**

Learners, invigilators (App/Online), staff and assessors are required to report any disciplinary incidents involving learners. Failure to report such incidents, particularly if done negligently, may result in disciplinary action.

### **Respect and Courtesy**

All interactions within the TDA environment, including emails, discussions, MS Teams or telephone calls, Live check ins and TDA events, must be conducted with respect and courtesy. No form of cyberbullying, harassment (written and verbal), discrimination, or harmful behaviour will be tolerated.

### **Disciplinary Actions**

In cases of alleged breaches of conduct, no specific punishments will be threatened prematurely. All parties involved must avoid any actions or statements that might undermine the authority of the disciplinary process or compromise its fairness.

## THE SCOPE OF THE CODE OF CONDUCT

This Code applies to:

1. All enrolled learners, including matric candidates.
2. All online assessment-related activities.
3. Usage of internal and external online platforms, including social media.

Behaviour that brings disrepute to TDA or negatively affects its reputation will be grounds for disciplinary action, possibly including expulsion.

## LEARNER RESPONSIBILITIES

Learners must:

- Ensure the accuracy of all information provided during registration and promptly report any changes.
- Adhere to instructions and comply with all TDA rules and policies.
- Maintain academic integrity, actively participate in all program activities, and responsibly use online platforms for their intended purposes.
- **Basic Rules:**
  - Follow the instructions, the first time, as provided by TDA.
  - Be punctual and well-organised.
  - Listen and read the instructions.
  - Always behave appropriately.
  - Accept responsibility and authority maturely.
  - Be accountable.

Should the situation warrant it, legal action may also be instituted.

## ACADEMIC INTEGRITY

High standards of academic honesty are mandatory. Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited.

## ONLINE IRREGULARITIES

Follow the rules and regulations set out by TDA pertaining to:

- Assessment completion
- Submitting of Assessments
- Follow the Termly Assessment Calendar
- Script Review (Query) period.

**Administrative errors or omissions** mean irregularities that are technical, where the learner or an invigilator unintentionally fails to follow the prescribed administrative procedure. The learner may be disadvantaged by this error or omission and there must be clear evidence that

the learner did not act in a manner to gain an unfair advantage.

**TDA administrative irregularity** constitutes incorrect submissions:

1	<b>(zip folders) only CAT practical and some PAT assessments</b> may be uploaded in a zip folder as per instructions on the assessment.
2	Incorrect/wrong assessment uploaded - use the green view button to make sure that the upload is done correctly.
3	Incorrect uploading of PDF - use the green view button to make sure that upload is done correctly.
4	<b>Oral submission (MP4 or MOV)</b> - video without sound/images - use the green view button to make sure that upload is done correctly.
5	<b>Learner Declaration – Tests / Examination – Not including a signed declaration with your test and exam can result in ZERO</b>

**Acts of Dishonesty** means any act of dishonesty or action or activity cheating/plagiarism/ChatGPT and AI that may result in the learner obtaining an unfair advantage.

Using ChatGPT or any similar AI tool during a formal assessment constitutes an irregularity and is considered a serious breach of academic integrity. **An immediate score of ZERO will be assigned, with evidence supporting the decision and may result in further disciplinary actions in accordance with TDA's assessment policies.**

Here are the steps outlining the policy regarding such irregularities:

- **Prohibition of AI Tools:** Learners are strictly prohibited from using AI tools like ChatGPT during formal assessments. This practice is against the principles of academic honesty.
- **Detection and Reporting:** If a learner is suspected of using ChatGPT or similar tools during an assessment, the incident will be promptly reported to the Head of Assessments
- **Investigation:** A thorough investigation will be conducted to confirm the use of prohibited tools. This may involve reviewing the learner's work against typical AI-generated content patterns or using technology to detect such use.
- **Consequences:** If a learner is found to have used ChatGPT or similar tools, they will face serious penalties. **An immediate score of ZERO will be assigned, with evidence supporting the decision and may result in further disciplinary actions in accordance with TDA's assessment policies.**
- **Education on Academic Integrity:** TDA may use this as an opportunity to reinforce the importance of academic integrity.
- **Preventive Measures:** TDA has implemented more stringent monitoring during assessments to prevent the use of unauthorized tools via the Invigilation App. This includes the use of surveillance software, enhanced proctoring methods, or strict exam environment controls.
- **Learner Declaration: Tests / Examination – Not including a signed declaration with your test and exam can result in ZERO**

It is crucial for learners to understand that maintaining integrity is not just about adhering to rules but also about fostering fairness, respect for the educational process, and personal intellectual growth.

**Assessment irregularity** means any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security, or fairness of the assessment process.

**Behavioural Offences** mean misbehaving, creating a disturbance or willfully disobeying legitimate instructions, use of crude language (swear words) and threatening language.

### **Attendance and Participation**

Learners are expected to actively participate in all discussions, assignments, and assessments, and communicate promptly about any absences or technical issues.

### **Privacy and Data Security**

Respect for privacy and compliance with all relevant data protection laws are imperative.

### **Language and Communication**

All communications must be respectful, professional, and free from offensive language.

### **Reporting Violations**

Any observed violations of this Code must be reported immediately to the appropriate FET Heads.

Gr 10: Karen Williams ([karen@thinkdigitalacademy.org](mailto:karen@thinkdigitalacademy.org))

Gr 11: Veronika von Kloëg ([veronika@thinkdigitalacademy.org](mailto:veronika@thinkdigitalacademy.org))

Gr 12: Elouise Poalses ([elouise@thinkdigitalacademy.org](mailto:elouise@thinkdigitalacademy.org))

### **Consequences of Violations**

Violations of the Code of Conduct will result in consistent and fair disciplinary action. The severity and frequency of the infractions, as well as the age, maturity, and cognitive ability of the learner, will be considered in determining appropriate action. Whenever possible, disciplinary action is preventative and restorative, rather than punitive. Contravention of the Code of Conduct will result in an escalating set of consequences and/or interventions that may include mediation, counselling, parent conferences, behaviour contracts and possibly including expulsion.

### Acceptable Conduct: TDA Learners should strive towards the following types of behaviours

- Ensuring that the educational rights of all learners are respected
- Respecting the right of all learners to feel safe
- Promoting an environment of understanding and mutual respect
- Setting high standards for personal achievement and applying maximum effort in all curricular areas
- Informing an adult, promptly, of any known bullying, harassment or intimidation
- Being a positive ambassador for Think Digital Academy throughout the community

### Unacceptable conduct: TDA learners must refrain from the following types of behaviour

- Interfering with the learning of others.
- Academic dishonesty such as plagiarism, ChatGPT, AI and cheating.
- **Plagiarism** means using words, ideas, language, and expressions and passing them off as one's own. Cheating means using any unauthorized material in any way, shape or form.
- **ChatGPT** means using an AI generated tool to produce content – **An immediate score of ZERO will be assigned, with evidence supporting the decision and may result in further disciplinary actions in accordance with TDA's assessment policies.**
- Bullying, cyberbullying, harassment, and intimidation.
- Retaliation against a person who has reported incidents to staff.
- Publishing or displaying anything discriminatory against a person or a group of persons based on their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation.
- Use of crude language (swear words) and threatening language

### Behaviours that may lead to immediate expulsion

This is at the discretion of Senior Management but may include the following:

- Threatening behaviour (Verbally or physically)
- Academic dishonesty (Cheating/plagiarism/dishonesty)
- Irregularities as stipulated above
- Bringing the institution into disrepute through slander or falsities
- Sexual or any other type of harassment whether in person, in writing or via social media

## MISCONDUCT LEVELS AND CONSEQUENCES

The severity of misconduct will guide the disciplinary actions, which may vary from minor corrective measures to serious interventions for more severe breaches.

This document formalizes the expectations and responsibilities of all parties involved in the educational process at TDA, ensuring a conducive learning environment for all.

LEVEL ONE – Verbal and written warning letter	POSSIBLE ACTIONS THAT CAN BE IMPLEMENTED
<ul style="list-style-type: none"> <li>• Making inappropriate noise and disturbing others.</li> <li>• Refusal to cooperate; disobedience; insolence.</li> <li>• Talking out of turn; use of crude and abusive language.</li> <li>• Calling out while a staff member is talking.</li> <li>• First offence of name calling or rude gestures.</li> <li>• Minor infringement of the live session or discussion forum etiquette.</li> </ul>	<p>FET-phase to address minor disciplinary incidents and impose sanctions that they deem appropriate, including, but not limited to the following.</p> <ul style="list-style-type: none"> <li>• Verbal and/or written warning.</li> <li>• Verbal/written apology for the infringement to the affected party.</li> <li>• Kick the learner out of a live session.</li> <li>• Compulsory development sessions with a Support Coach (Wellness sessions).</li> <li>• Minor penalty on grade for assignment (in the case of academic dishonesty) and letter of apology.</li> </ul>
LEVEL TWO - Warning letter	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> <li>• Repeated Level Two Infringements.</li> <li>• Making fun of, threatening, ridiculing, or humiliating a person or group of people, whether based on their appearance, physical characteristics, sexuality, cultural background, religion, or otherwise.</li> <li>• Any form of physical assault, victimisation and instigating bullying.</li> <li>• Attending school events including live sessions under the influence of alcohol and/or any other substance.</li> <li>• Being part of a plot intended to physically harm another learner and/or a staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Warning letter, kept on file.</li> <li>• Written apology for the infringement to the affected party/parties.</li> <li>• Final warning letter, kept on file.</li> <li>• <b>Receive zero for an assignment (in the case of academic dishonesty) and a letter of apology.</b></li> <li>• Cancellation</li> </ul>



<ul style="list-style-type: none"> <li>• Failure to uphold and maintain academic integrity (i.e. cheating in examinations, tests, assignments)</li> <li>• Any form of impersonation, identity theft, and/or identity fraud.</li> <li>• Any act qualifying as a sexual offence under the Sexual Offences Act.</li> <li>• Any act that violates the law.</li> <li>• <b>Severe infringement of the Learner Code of Conduct.</b></li> </ul>	
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## Annexure “A”

### THINK DIGITAL ACADEMY ONLINE SCHOOL TECHNICAL SPECIFICATIONS

Please ensure that you use the correct URL (website address):  
**thinkdigitalacademy.org** (<https://za.thinkdigitalacademy.org/login>)

**Grade 10-12 experiencing technical difficulty with upload please contact the Grade 10-12 FET team for assistance during office hours: 08:00 – 16:30 or via email.**

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Gr 12: Elouise Poalses ([elouise@thinkdigitalacademy.org](mailto:elouise@thinkdigitalacademy.org))

**Refer to the technical specifications outlined on the Think Digital Academy website:**

- Desktop and laptop computers must be used.
- Use the latest version of Chrome (no other browser is officially supported).
- A minimum internet speed of 10 Mbps is required for one learner (higher speeds are needed for multiple students).

**Please note the following is compulsory:**

- Printer
- Scanning App (**Google play store or Apple App store**)

Uncapped lines are recommended but not essential; each learner will use approximately 4 GB a month, depending on how often they watch and re-watch the content.

**Always have backup plans in place** as due dates must be adhered to. Options include going to friends, family, or an internet café; creating a hotspot; submitting before a deadline; and scheduling around load shedding by writing tests/exams early in the morning.

**According to the Formal Assessment Agreement, missed assessments sent via email may not be accepted.**

**NO CELL PHONES MAY BE USED FOR UPLOADING FORMAL ASSESSMENTS.**

## Annexure “B”

### TECHNICAL SPECIFICATIONS FOR THE INVIGILATOR APP

Here are the minimum specs that learners will need to successfully operate the Invigilator App:

- Invigilator App technical assistance, WhatsApp - 073 505 8273.

#### NO NEED FOR HUMAN INVIGILATION

TDA can be contacted during office hours (08:00 – 16:30). Please, this is not for technical assistance with reference to the Invigilation App.

#### For Microsoft users:

- Age of Laptop/Desktop 2015 and newer (8 years)
- Windows 10 and later
- Access to the Microsoft App Store
- Functionally integrated microphone
- Functional integrated camera
- Minimum i3 Processor
- Minimum of 4GB memory space available
- Minimum 4GB Ram
- Minimum 1.6 GHz Processor Speed
- Minimum 64-bit operating system

#### For Apple:

- Age of Laptop/Desktop 2015 and newer (8 years)
- Mac OS 10,15 and later
- Access to the Apple App Store
- Functionally integrated microphone
- Functional integrated camera
- Minimum of 4GB memory space available

**Should you have any concerns regarding the above, please contact the relevant Grade Navigator.**

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