

# Appendix 1. Bali Island School Code of Conduct

Bali Island School (BIS) is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees, volunteers and students who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity. The public and private conduct of faculty, staff, employees, students, and volunteers acting on behalf of BIS can inspire and motivate those with whom they interact, or can cause great harm if inappropriate.

- We must, at all times, be aware of the responsibilities that accompany our work.
- We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions.
- We must avoid any covert or overt sexual behaviours with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses.
- We are to provide safe environments for children and youth at all BIS facilities.
- We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration.
- BIS personnel and volunteers are prohibited at all times from physically disciplining a child. Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private.
- One- on-one meetings with a child or young person are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting.
- We must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Suspected abuse or neglect must be reported to the appropriate school and civil authorities as described in the Child Protection Policy of the school.
- Faculty, staff, employees, and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with children.
- Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people.
- Staff members and volunteers should not accept gifts from, or give gifts to children without the knowledge of their parents or guardians.
- Communication with children is governed by the key safety concept of transparency.

The following steps will reduce the risk of private or otherwise inappropriate communication between BIS parents, administration, teachers, personnel, volunteers, and minors:

- Communication between BIS (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
- Where possible, email exchanges between a minor and a person acting on behalf of the school are to be made using a school email address.
- Electronic communication that takes place over a school network or platform may be subject to periodic monitoring.
- Faculty, staff, and volunteers who use any form of online communications including social media (Facebook, Twitter, etc.) and text messaging to communicate with minors may only do so for activities involving school business.

### **STATEMENT OF ACKNOWLEDGEMENT OF CODE OF CONDUCT FOR SIGNATURE**

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in BIS programs.

#### **I will:**

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with children and/or youth at school activities without another adult being notified.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- Comply with the mandatory reporting regulations of [name of school] and with the [name of school] policy to report suspected child abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Report suspicious behavior to the child protection committee.

#### **I will not:**

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own, a ride home alone.

- Accept gifts from or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving school business.
- Use profanity in the presence of children and/or youth at any time.

I understand that as a person working with and/or providing services to children and youth under the auspices of BIS, I am subject to a criminal history background check.

My signature confirms that I have read this Code of Conduct and that as a person working with children and youth I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from BIS.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Lampiran 1. Kode Etik Bali Island School

Bali Island School berkomitmen terhadap keselamatan dan perlindungan anak. Kode etik ini diberlakukan kepada semua guru, staf, pegawai, relawan, dan siswa yang mewakili di sekolah dan yang berinteraksi dengan anak-anak atau remaja baik secara langsung dan atau dalam kapasitas yang tidak terawasi. Etika umum dan personal dari guru, staf, pegawai, siswa, relawan, bertindak atas nama BIS bisa menginspirasi dan memotivasi dengan siapa mereka berinteraksi, atau dapat mengakibatkan bahaya besar, jika terjadi hal-hal yang tidak pantas.

- Kami harus setiap saat waspada terhadap tanggung jawab yang terkait dengan pekerjaan kami.
- Kami harus menyadari kerentanan diri sendiri dan orang lain, khususnya jika bekerja sendiri dengan anak-anak dan remaja, dan khususnya waspada bahwa kami bertanggung jawab untuk menjaga batas fisik, emosi, seksual dalam berinteraksi.
- Kami harus menghindari perilaku seksual yang nyata atau terselubung terhadap mereka yang merupakan tanggung jawab kami. Hal ini termasuk ucapan atau sikap yang menggoda, serta kontak fisik yang mengeksploitasi, perlakuan tidak wajar, dan pelecehan.
- Kami harus menyediakan lingkungan yang aman bagi anak-anak dan remaja pada semua fasilitas BIS.
- Kami harus memperlihatkan kehatian-hatian yang bijaksana sebelum menyentuh orang lain, khususnya anak-anak dan remaja dan mewaspadaai bagaimana sentuhan fisik dipersepsikan dan diterima, apakah itu merupakan ekspresi sapaan yang wajar, kepedulian, perhatian atau perayaan.
- Pegawai dan relawan BIS dilarang melakukan tindakan mendisiplinkan seorang anak secara fisik. Kontak fisik dengan anak-anak dapat disalahartikan baik oleh penerima dan oleh mereka yang mengamatinya dan harus terjadi hanya jika sepenuhnya tidak merupakan kontak seksual dan jika tidak tepat dan tidak pernah secara pribadi.
- Pertemuan tatap muka dengan seorang anak atau remaja paling baik diadakan di area publik; di ruang dimana interaksi dapat (atau sedang) diamati; atau di ruangan dengan pintu dibiarkan terbuka, dan anggota staf atau supervisor lain diberitahukan tentang pertemuan tersebut.
- Kami harus campur tangan ketika ada bukti, atau ada alasan yang masuk akal untuk mencurigai, bahwa anak-anak disalahgunakan dengan cara apapun. Dugaan pelecehan atau penelantaran harus dilaporkan ke pihak sekolah dan pejabat pemerintah seperti yang dijelaskan dalam Kebijakan Perlindungan Anak.
- Guru, staf, pegawai, dan relawan harus menahan diri dari kepemilikan barang ilegal dan/ atau penggunaan obat-obatan ilegal dan/atau alkohol setiap saat, dan dari penggunaan produk tembakau, alkohol dan/atau obat ketika bekerja dengan anak-anak.
- Orang dewasa tidak boleh membeli alkohol, obat terlarang, rokok, video, atau bahan bacaan yang tidak pantas dan memberikannya kepada remaja.

- Anggota staf dan relawan tidak boleh menerima hadiah dari, atau memberikan hadiah kepada anak-anak tanpa sepengetahuan orang tua atau wali mereka.
- Komunikasi dengan anak-anak diatur oleh konsep kunci keamanan transparansi.

Langkah-langkah berikut akan mengurangi risiko komunikasi pribadi atau tidak pantas antara orang tua BIS, administrasi, guru, personil, relawan, dan anak-anak:

- Komunikasi antara BIS (termasuk para relawan) dan anak-anak di bawah umur yang berada di luar peran hubungan profesional atau relawan (guru, pelatih, tuan rumah,dll) dilarang.
- Jika memungkinkan, pertukaran email antara seorang anak dan orang yang bertindak atas nama sekolah harus dibuat menggunakan alamat email sekolah.
- Komunikasi elektronik yang terjadi melalui jaringan sekolah atau platform perlu dilakukan pengawasan berkala
- Guru, staf, dan relawan yang menggunakan segala bentuk komunikasi online termasuk media sosial (Facebook, Twitter, dll.) dan pesan teks untuk berkomunikasi dengan anak-anak, hanya dapat melakukannya untuk kegiatan yang melibatkan urusan sekolah.

### **PERNYATAAN PEMAHAMAN KODE ETIK UNTUK DITANDATANGANI**

Saya berjanji secara ketat mengikuti aturan dan pedoman dalam Kode Etik ini sebagai syarat layanan yang saya berikan kepada anak-anak dan remaja yang bersekolah di program BIS.

#### **Saya akan:**

- Memperlakukan semua orang dengan rasa hormat, sabar, integritas, sopan santun, martabat, dan pertimbangan.
- Jangan pernah sendirian dengan anak-anak dan/atau remaja di kegiatan sekolah tanpa ada orang dewasa lainnya yang mengetahui.
- Memanfaatkan penekanan positif daripada kritik, persaingan, atau perbandingan ketika bekerja dengan anak-anak dan/atau remaja.
- Pertahankan batas-batas fisik yang tepat setiap saat dan sentuh anak-anak bila perlu, hanya dengan cara yang sesuai, umum, dan non-seksual.
- Patuhi peraturan pelaporan wajib dari BIS dan dengan kebijakan BIS untuk melaporkan dugaan pelecehan anak.
- Bekerja sama sepenuhnya dalam setiap penyelidikan pelecehan anak-anak dan/atau remaja.
- Laporkan perilaku mencurigakan kepada komite perlindungan anak.

#### **Saya tidak akan:**

- Menyentuh atau berbicara dengan seorang anak dan/atau remaja dengan cara seksual atau tidak pantas lainnya.
- Menyerang dengan kekerasan fisik atau emosional seperti memukul, menampar, mengguncang, menampar keras, mempermalukan, mengejek, mengancam, atau merendahkan anak-anak dan/ atau remaja.
- Merokok atau menggunakan produk tembakau atau memiliki atau berada dalam pengaruh alkohol atau obat terlarang setiap saat ketika bekerja dengan anak-anak dan/atau remaja.
- Memberikan seorang anak yang bukan anak saya menumpang ke rumah sendirian.
- Menerima hadiah dari anak-anak atau memberi hadiah kepada anak-anak atau remaja tanpa pengetahuan orang tua mereka ataupun walinya.
- Terlibat dalam komunikasi pribadi dengan anak-anak melalui pesan teks, email, Facebook, Twitter, atau media elektronik serupa atau sosial media kecuali untuk aktivitas yang benar-benar terkait dengan urusan sekolah.
- Menggunakan kata-kata tidak senonoh dihadapan anak-anak atau remaja setiap saat.

Saya memahami bahwa sebagai seorang pekerja dengan dan/atau penyedia layanan kepada anak-anak dan remaja dibawah bimbingan BIS, saya tunduk pada pemeriksaan sejarah latar belakang kriminal.

Tanda tangan saya ini menyatakan bahwa saya telah membaca kode etik dan sebagai seorang yang bekerja dengan anak-anak dan remaja, saya setuju untuk mentaati kode etik ini. Saya memahami bahwa setiap tindakan tidak konsisten terhadap kode etik atau berbuat kesalahan terhadap tindakan yang diamanahkan oleh Kode Etik ini dapat mengakibatkan tindakan pendisiplinan hingga dan termasuk pemecatan dari BIS.

Nama: \_\_\_\_\_ Tanda Tangan: \_\_\_\_\_ Tanggal: \_\_\_\_\_

## Appendix 2. Bali Island School Acceptable Use Policy

Bali Island School wants to provide you with Internet/Computer access as part of your education. The network is provided for students to conduct research, complete assignments, and communicate with others. The following is an Acceptable Use Agreement that covers six conditions or facets of being a Digital Citizen. Please read and sign this agreement so that you can enjoy this privilege.

**1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate and not use false identities. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene. (ATL - Self Management, Social)

**2. Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources. I will use my access for educational use and not for any profit-making or unlawful activities. I will not visit sites that are degrading, pornographic, racist or inappropriate. (ATL - Self Management, Social, Thinking)

**3. Respect Others.** I will show respect for others. I will not use electronic mediums to insult, flame, bully, harass or stalk other people. I will show respect for other people by not using/altering their passwords/accounts. I will not abuse my access rights and I will not enter other people's private spaces or areas. I will only use computers or networks that I've been given permission to access. I am responsible for the appropriateness of the material I send/post. (ATL - Self Management, Social)

**4. Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials, images, or communication, including spam/junk mail. I will protect the private information of others (Ex. Email and Skype addresses, contact details, cell numbers). (ATL - Self Management, Social, Thinking)

**5. Respect Intellectual/Physical property.** I will not plagiarize the work of others, suitably citing any and all use of websites, books, media, etc. I will validate information. I will use and abide by the rules of fair use, and will request permission to use the materials of others. I will use the school's computers, software, and other technology equipment with care and encourage others to do the same. (ATL - Research)

**6. Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity. (ATL - Research)

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow this agreement will have consequences. I understand school administrators will decide what is inappropriate use, take appropriate action, and determine consequences. Consequences may include restriction of computer/network access, suspension/expulsion, reimbursement for damage/loss of property, and legal action.

**I will respect and protect. I will act with integrity.**

## Appendix 3. Grab Bag Contents

A “Grab Bag contains” basic individual life support items for use in emergency. Staff are advised to have at least one, when embarking on road journeys/holidays to risk areas (Earthquake-Tsunami). It is advisable that the Grab Bag weighs +- 08kgs in total when packed. Below is a basic example of the contents of a “Grab Bag”. Grab bags should be custom packed considering the Staff and Dependent needs.



### Survival Kit

- Prepare a survival kit with all the following items, or at least make a list and identify the items so that you will be able to assemble them in a hurry:
- Transistor radio with spare batteries
- Flashlight/torch with spare batteries, candles and (waterproof) matches
- First Aid Kit and manual
- Documents (e.g. passports, ID, credit cards)
- Cash (in local and one of the global currencies – small change is advisable)
- Pocket multi tool (e.g. Leatherman, Swiss Army knife)
- Poncho, strong shoes, a pair of working gloves, and goggles
- Medications, toiletry and sanitary supplies (soap, toothpaste, cleansing wipes Spare clothes (waterproof overall)
- Water in sealed containers (min. 3 litres per person x 3 days = 9 l)
- Water purification tablets
- Canned/preserved food (sufficient for 3 days)
- Can-opener and eating utensils
- Portable stove (e.g. gas camping stove), spare gas, and a pot/pan
- Sleeping bag and sleeping mat

- Emergency shelter materials (a tent, tarpaulin, or plastic sheet)
- Mobile phone and charger
- Insect repellent
- Adhesive tape, nylon cord, rope
- GPS, compass, maps
- Strong waterproof plastic bags, for protecting clothing and valuables
- A record of the emergency phone numbers

All Security Manuals recommend having one Grab Bag prepared. **Experience has shown that it is prudent to have two, one for home and one for office** – remembering to always have the bag with you when traveling in vehicles outside of the capital.

## Appendix 4. BIS Diploma Programme (DP) Admissions Criteria

Students moving from the MYP to the DP must meet the following minimum requirements:

- Achieve a minimum total of 28 points across the seven subject areas in Grade 10 of the MYP.
- Achieve a final grade of 4 or above in any subject area they wish to pursue at DP Standard Level.
- Achieve a final grade of 5 or above in any subject they wish to pursue at the DP Higher Level.
- Achieve a final grade of 4 or above in the Personal Project.
- Successfully meet the Service as Action Learning Outcomes by the end of Grade 10.
- Ensure that the course selection form is signed by the relevant DP teachers and the student's Parents/Guardians.

If a student does not achieve these final grades there will be a final opportunity for them to improve their grade prior to and/or over the break between Grade 10 and Grade 11. This will be communicated at a meeting between the Secondary Principal, the DP Coordinator, the Subject Teacher, the Parent/Guardian and the student. If a student still does not meet the minimum entry requirements to complete the full IB Diploma then the other options for Grade 11 presented by the school at the meeting will be followed. This may include taking individual DP Courses and/or the BIS High School Diploma courses.

The DP is very rigorous and BIS aims to place each student on a pathway where they have a realistic chance of success. All students will be monitored throughout the entire DP to ensure they are on target to meet all programme requirements. Should a student be unable or unwilling to meet the demands of the IB DP they will have the opportunity to change their pathway by taking the BIS High School Diploma. These opportunities generally occur after each semester, when summative grades are reported, as they provide a strong indicator of the student's progress and likelihood of success.