Aotearoa Infinite Academy

Staff Code of Conduct

Welcome, Staff!

At Aotearoa Infinite Academy (Infinite), every student deserves to learn in a safe, respectful, and engaging environment. As a fully online school, staff shape the learning culture students experience every day — through your teaching, your online presence, and the way you build relationships.

This Staff Code of Conduct sets out how we work together with students, whānau, and colleagues to uphold Infinite's values, protect wellbeing and safety, and deliver excellent learning. It applies in all Infinite contexts, especially virtual classrooms and online communications.

Our School Values in Action

Aspiration - Igniting a spark!

We believe every learner can grow, achieve, and transform their future. Staff set high expectations, nurture self-belief, and support students to find purpose. We model optimism, perseverance, and the courage to aim high.

Innovation - Embracing the new!

Infinite is a modern online school. We stay curious, flexible, and responsive, using evidence and creativity to design engaging digital learning. We build ethical digital fluency in ourselves and our students, and adapt confidently when tools or needs change.

Accountability - Committing to action!

We take responsibility for student learning and wellbeing. Staff act with integrity, follow through on commitments, reflect on practice, and welcome feedback. We do what we say we will do — for students, whānau, and each other.

Professional Expectations

Creating a safe and inclusive environment

Staff must:

- Maintain a learning environment that is physically and emotionally safe, inclusive, and free from racism, discrimination, bullying, harassment, or other harmful behaviour.
- Ensure learning is culturally responsive.

- Treat students' identities, cultures, abilities, genders, sexualities, religions, and whānau contexts with respect and care.
- Model respectful communication and pro-social digital behaviour.

Safeguarding and student wellbeing

Staff must:

- Follow the Safeguarding and Child Protection Policy and act immediately on any concern about a student's safety or wellbeing.
- Report concerns promptly to the Designated Safeguarding Lead (DSL), even if unsure.
- Maintain professional boundaries with students at all times.
- Communicate with students only through Infinite-approved, recordable channels, and never through personal social media or private messaging.

Online teaching and virtual classroom practice

Staff must:

- Be punctual, prepared, and actively present for all scheduled classes and duties.
- Use Infinite platforms consistently and only approved digital tools for teaching and communication.
- Establish clear norms for participation, respect, and safety in each virtual classroom.
- Use privacy-respecting moderation tools when needed to stop harm or disruption (e.g., muting, removing from a session, restricting chat), and then follow up with support and due process.
- Ensure lessons are engaging, accessible, and aligned to curriculum and Infinite standards.

Respectful communication and partnership with whānau

Staff must:

- Communicate professionally, respectfully, and compassionately with students, whānau, and colleagues.
- Respond to student and whānau communications within school expectations during term time.
- Actively seek student voice in learning and wellbeing decisions.
- Work collaboratively with whānau as partners, recognising diverse contexts and cultures.

Equity, learning support, and accessibility

Staff must:

- Design learning with Universal Design for Learning (UDL) principles and inclusive online practice.
- Implement Individual Education Plans (IEPs) and approved Special Assessment Conditions (SAC) consistently.
- Work with the SENCO and learning support team to identify barriers early and adjust teaching accordingly.
- Use assistive technologies and accommodations confidently so all learners can participate and succeed.

Assessment integrity and ethical practice

Staff must:

- Assess students fairly, consistently, and in line with NCEA/NZQA and Infinite requirements.
- Promote and protect academic integrity, addressing suspected breaches lawfully and proportionately.
- Be transparent about when and how generative AI may be used in learning and assessment.
- Avoid conflicts of interest and disclose any potential conflicts to the Principal.

Privacy, confidentiality, and information security

Staff must:

- Handle personal information in line with the Privacy Policy and the Privacy Act 2020.
- Keep student records, assessment materials, and communications confidential and secure.
- Never share identifying student information or learning materials outside Infinite platforms without authorisation.
- Use strong passwords, protect accounts, and report cybersecurity concerns promptly

Collegiality and staff wellbeing

Staff are expected to:

- Work collaboratively, respectfully, and in good faith with colleagues.
- Seek support early if workload or wellbeing is impacted.
- Engage in professional learning, reflection, and supervision/mentoring where available.
- Contribute to a workplace culture that is safe, supportive, and solutions-focused.

Social media and public conduct

Staff represent Infinite in online and public spaces. Staff must:

- Adhere to any restrictions in their individual employment agreements.
- Avoid posts or conduct that could harm students, colleagues, whānau, or Infinite's reputation.
- Never share identifying student information, images, or private school matters without explicit permission and a lawful basis.

What staff can expect from Infinite

Infinite is committed to supporting staff to succeed. Staff can expect:

- A safe, inclusive, and respectful workplace culture.
- Clear role expectations, induction, and training for online teaching.
- Ongoing professional development and coaching.
- Timely support with safeguarding, behaviour, assessment, or technology issues.
- Fair, lawful processes grounded in natural justice if concerns arise.

When this Code isn't followed

Infinite believes in restorative practice and learning from mistakes. Concerns will be addressed fairly and proportionately, consistent with the Employment Policy and employment agreements. Serious or repeated breaches may be managed through formal performance or disciplinary processes. Breaches that compromise student safety, wellbeing, or trust will be treated as urgent.

Support is always available

Online education is complex. If you're struggling with workload, wellbeing, student issues, or technology, please speak early with your manager or a senior leader. Support is a strength, not a failure.

Concerns and Complaints

Please refer to our *Complaints Policy and Procedures* on our website: https://www.aotearoainfiniteacademy.school/information-policy-hub

Version Control

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