

## THE RULES OF ORDER FOR THE EDUCATION PROVIDED BY THE CITY OF JÄRVENPÄÄ 1 AUGUST 2025-

### **Purpose and application of the rules of order**

The purpose of the rules of order is to promote order within the school, the unhindered progress of studies as well as the safety and comfort of the school community. The school's operations are based on laws and regulations. All members of the school community shall comply with the laws and regulations and good manners, even if they are not included in the school's rules of order. The school's rules of order shall apply to all school-related activities, including school transport, excursions and camps.

In addition to the common rules of order, each unit has its own operating guidelines, which define in more detail, for example, the school grounds, storage areas for bicycles, mobile devices, scooters and mopeds, rules for the school yard and instructions for safe behaviour at break times that supports the learning environment.

The instructions describe camera surveillance on school premises. The instructions are part the schools' school year plan.

### **Rights and obligations of pupils**

- Pupils have the right to free basic education, the right to equal treatment, the right to personal liberty and integrity as well as the right to respect for private life.
- Every member of the school community has the right to work without interference and the right to equal status. Similarly, every member has an obligation to respect and promote the working opportunities of others.
- Pupils have the right to education on all school working days and the right to a safe learning environment as well as to other benefits and services as defined by law.
- Pupils shall behave in a non-bullying and non-discriminatory manner as well as act in a way that does not endanger the physical or mental safety or health of other pupils, the educational community or the learning environment.

### **Progress of studies, comfort and safety of pupils**

- I shall participate in the lessons, appreciate the work I perform and focus on the teaching.



- I shall commit to following the school's daily routine and schedule. I shall do my part to ensure that both myself and others can learn in a peaceful environment. I shall be considerate and respectful of others. I shall allow everyone to be who they are. I will not bully others.
- I shall report to an adult of the school if I observe any bullying hurtful behaviour.
- I shall dress appropriately and properly for school.
- I shall follow good table manners.
- I shall spend break times in the school premises. I will not leave the school premises during the school day without an educational or other justifiable reason.
- I shall take care of school property, learning materials and my own belongings, and I shall not touch someone else's property without permission.
- I shall respect my environment by putting rubbish in the bin and things back in their place.
- I know I may be held liable for damage to another person or school property. I understand that I shall be responsible for cleaning up any litter I have dropped or tidying up any mess I have made.
- I shall not bring to school objects or substances that are prohibited by law, dangerous or intended to cause damage to property, such as alcohol, tobacco, tobacco products and electronic tobacco referred to in the Tobacco Act, narcotics referred to in the Narcotics Act, knives, firearms, powerful laser pointers or similar objects or substances. The teachers and the head teacher shall have the right to inspect my belongings. If necessary, the head teacher or teacher may take possession of any object or substance that is disruptive or dangerous.

### **Use of mobile devices**

(Mobile devices refer to phones, tablets, watch phones)

- In grades 1–6, the use of mobile devices is prohibited throughout the school day, unless the teacher or other school staff gives permission for educational purposes, for health reasons or as a learning aid in accordance with Article 31 of the Act on Primary and Secondary Education. Mobile devices are kept in a backpack or in a place designated by the school for the entire school day.
- In grades 7–9, the use of mobile devices is prohibited in lessons and at lunch. Mobile devices may be used during lessons only with the permission of the teacher or other staff for educational purposes, for health reasons or as a learning aid in accordance with Section 31 of the Act on Primary and Secondary Education. Mobile devices will be stored in a place designated by the school during lessons. Mobile devices will be kept in a backpack/locker during lunch. The use of a mobile device is not recommended during break times.
- When taking photos or video, I will ask permission to film or video others. I shall only share and publish pictures or videos for which I have received permission.
- If I quote text, I shall always cite the source. I shall not copy other people's text or images without permission. I understand that presenting AI-generated content as my own work is plagiarism.



The teacher and head teacher have the duty to report any harassment, bullying, discrimination or violence in the learning environment or on the way to or from school that comes to their attention to the guardian or other legal representative of the suspected pupil and the pupil subjected to such behaviour.

Failure to comply with the rules of order may result in a disciplinary educational discussion or disciplinary action in accordance with Järvenpää's curriculum.

The rules of order are approved by the Education Committee. The rules of order are reviewed regularly and updated as necessary. At the beginning of the school year, the rules are reviewed with the pupils. They are published on the City of Järvenpää website, and pupils' guardians are informed about them via Wilma.

