

## HEPP07 Student Code of Conduct

### PURPOSE

This policy sets out the rules by which students are expected to abide by during their educational experience with Southern Cross Education Institute (Higher Education).

### SCOPE

These rules apply to the conduct of a person while that person is a student of Southern Cross Education Institute (Higher Education), and specifically govern the conduct of that person:

- a. while at an SCEI-HE campus
- b. elsewhere, where:
  - i. the person is representing SCEI-HE. This includes conduct during industry placements, practicum or other student professional experience, field trips, academic or sporting competitions; or
  - ii. the conduct affects another member of the SCEI-HE community in their capacity as a student or member of staff.

The basic principles which underpin SCEI-HE's Student Code of Conduct are:

- **Fairness**  
The Institute will ensure that student discipline procedures are transparent, consistent, equitable and fair, and consistent with the principles of natural justice;
- **Accountability**  
The Institute will identify and specify responsibilities and accountabilities for decisions and processes in the resolution of any behavioural issue(s);
- **Appropriateness**  
The Institute will define a framework of penalties which may be imposed for substantiated misconduct that is appropriate, proportionate and consistent.
- **Communication**  
The Code, Policies and Procedures will be communicated clearly to the students and the manner of resolution of any breach by any person will be consistent throughout.

The Code of Conduct is developed as a basis for providing:

- a. a positive support to promote high standards of achievement and conduct; and
- b. articulation of responses and consequences for inappropriate conduct.

### DEFINITIONS

Misuse	Wrongful, improper, inappropriate, unauthorised, or unlawful use of computing or electronic resources.
SCEI-HE	Southern Cross Education Institute (Higher Education)
Student	An individual person who is formally enrolled to study at the SCEI-HE. The individual person is that who appears on the enrolment documents, and who is assigned an SCEI-HE student ID.

### POLICY

#### 1. General Behaviour

- 1.1. SCEI-HE is committed to creating and maintaining a community in which students, staff, employers, and clients can work together in an environment that is free of violence, harassment, intimidation, and exploitation. As a SCEI-HE student you have a responsibility to:

- 1.1.1. Treat people with respect and fairness, regardless of their age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status;
- 1.1.2. Show respect for others by not swearing, using obscenities, making offensive remarks, or offensive gestures;
- 1.1.3. Avoid behaviour that could offend, embarrass, or threaten others;
- 1.1.4. Refrain from harassing or disrupting others in the performance of their studies or duties;
- 1.1.5. Avoid bullying, aggressive, threatening, and abusive behaviour, including using social networking websites (such as Facebook or Twitter) and Institute Webpages and forums, to make threatening or derogatory statements about other students or staff;
- 1.1.6. Desist from behaviour that subjects another person to an unsolicited act of physical intimacy; makes an unsolicited demand or request of a sexual nature to another person; makes a remark with sexual connotations relating to the other person; or engages in any other unwelcome conduct of a sexual nature towards the other person; and
- 1.1.7. Make only truthful statements in regard to your student status, representation as a student, or entitlement as a student.
- 1.1.8. A particular action or behaviour may be deemed inappropriate by the effect on the recipient, independent of the intentions of the perpetrator. It is not sufficient for you to assume that your behaviour is acceptable and will not constitute inappropriate behaviour.

## 2. Unlawful Behaviour

### 2.1. Alcohol on Institute Premises

- 2.1.1. You are not allowed on Institute premises or to use institute facilities when in possession of or under the influence of alcohol. Consumption of alcohol on institute premises, including sites used for excursions, field trips, and live work, is prohibited, except at an authorised function on licensed premises (providing the student is over 18 years of age).
- 2.1.2. You may be required to undertake alcohol testing by SCEI-HE Management whilst attending SCEI-HE or by an employer at the workplace as part of the normal working environment.

### 2.2. Drugs on Institute Premises

- 2.2.1. You are not allowed on Institute premises or to use Institute facilities when in possession of or under the influence of illegal drugs or controlled substances. The possession, use and sale of illegal drugs or controlled substances (including stimulants, depressants, narcotics, hallucinogens, or marijuana) on Institute premises is against the law and will be reported to the police.
  - 2.2.1.1. If you are taking prescription medication it is your responsibility to ensure that it does not affect your safety, or the safety of others, for example in operating machinery or equipment. In addition, prescription medication should be always kept secure and never given to another person to whom it is not prescribed.
  - 2.2.1.2. You may be required to undertake drug testing by SCEI-HE Management or your employer whilst attending SCEI-HE or the workplace as part of the normal working environment.

### 2.3. Weapons on Institute Premises

- 2.3.1. You are not to bring knives or other weapons onto Institute premises. It is an offence under the Control of Weapons Act 1990 (VIC) to be in possession of a weapon in a public place or an educational facility unless the weapon is to be used for educational purposes, for example, possession of a knife for butchery or cookery training.
  - 2.3.1.1. It is not a reasonable excuse to possess a weapon for self-defence purposes. Any threats to staff, students, animals, or property will be reported to police immediately.

### 2.4. Smoking

- 2.4.1. Tobacco Act 1987 (Vic) prohibits you from smoking in or around buildings or in Victorian motor vehicles. It is an offence to smoke within 4 metres of any part of the entrance to a building.

Any breaches to the Act can result in fines being issued. You are only permitted to smoke in designated smoking areas, and must remain in these areas whilst smoking.

#### 2.5. Discrimination

2.5.1. Discrimination occurs when a person is treated less favourably than another person because of perceived attributes such as age, gender, sexuality, race, ethnicity, cultural background, disability status, or socioeconomic status.

2.5.2. Discrimination whether direct or indirect is unlawful under the Equal Opportunity Act 2010 (Vic). Acts of discrimination will be considered as acts of behavioural misconduct and will result in disciplinary action, and may be reported to the appropriate authorities.

### 3. Confidentiality

3.1. As a student of SCEI-HE, you may be required to attend industry placements as part of your studies. During these placements, you may become familiar with information that is confidential to that workplace (for example financial or business affairs, personal affairs and family background of staff and clients, technical information, trade secrets, know-how, formulae, processes, ideas, and inventions). You must not divulge any confidential information that you become aware of during a placement. Breaches of confidentiality will be considered to be acts of behavioural misconduct and may result in disciplinary action.

### 4. Dress Code

4.1. SCEI-HE is predominantly an adult learning environment that prepares you for employment in business and industry, as well as for further career-related education. As such you are expected to dress in a manner that is neat, clean, and safe at all times, and in a manner that would be expected in the workplace. There is no desire on the part of SCEI-HE to make dress standards too rigid. However, whilst attending the Institute or any off-campus learning activities, you must wear appropriate clothing. In particular you must:

4.1.1. Wear all personal protective equipment and/or clothing necessary to meet the work health and safety requirements of your course. You are responsible for wearing appropriate clothing which minimises risk to yourself.

4.1.2. Wear clothing appropriate to the program of study.

4.1.3. Wear appropriate footwear at all times. It is not permitted for anyone to enter SCEI-HE grounds or buildings with bare feet. Enclosed footwear is recommended. Students must wear enclosed footwear during industry placement and will not be permitted to undertake any learning activities in open footwear, such as thongs or sandals.

4.1.4. Not wear clothing that is likely to offend others in terms of its lack of decency, modesty, or cleanliness, or because of slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn, or ridicule others.

4.1.5. Not wear motorcycle helmets in SCEI-HE buildings.

### 5. Student Identification Cards

5.1. Whilst on SCEI-HE premises, you are required to carry an Institute Student Identification card and to produce it when requested by a member of staff. Institute staff are entitled to request individuals to leave Institute premises if student identification cannot be provided. If you lose your Student Identification card you may be required to pay costs associated with a replacement card. You are required to return your Student Identification card to Student Administration if you withdraw or complete your program of study.

### 6. Facilities and Equipment

6.1. You are required to assist in maintaining serviceable facilities, resources, and equipment by:

6.1.1. Reporting breakages and/or faults with equipment to an academic staff member or Student administration. Should you be found responsible for breakages you may be required to pay the costs of repair, with any final decision made by the institute

6.1.2. Leaving classrooms, workshops, and laboratories neat and tidy after classes and tutorials, and ensuring equipment and tools are cleaned and correctly stored.

- 6.1.3. Ensuring all electrical and gas appliances are switched off.
- 6.1.4. Respectful use of toilet facilities; including disposal of toilet tissue and sanitary waste.

## **7. Appropriate use of IT and Electronic Equipment**

### **7.1. Computing and Electronic Resources**

7.1.1. SCEI-HE recognises that computing and electronic resources are a valuable source of learning and information relevant to programs of study. These resources include videoconferencing, Internet, and Intranet services provided by SCEI-HE such as email, email lists, web browsing, website publication, chat, and newsgroups (forums). You are encouraged to make use of these resources for purposes relating to study being undertaken through SCEI-HE. However, SCEI-HE computing and electronic resources are not to be used for purposes other than course requirements.

7.1.2. SCEI-HE reserves the right to:

- 7.1.2.1. Moderate access to Internet and Intranet services, including filtering of websites, and blocking selected non-educational and training websites, in order to improve the speed and quality of vocational education and training delivery.
- 7.1.2.2. Monitor and record all usage of its computer networks, including its Internet and Intranet services.
- 7.1.2.3. Access a student email account where it is considered that there may have been misuse of the email system.
- 7.1.2.4. Examples of misuse of computing and electronic resources include:
  - 7.1.2.4.1. Excessive personal use.
  - 7.1.2.4.2. Unauthorised use of documentation that would normally require payment of a fee for use.
  - 7.1.2.4.3. Accessing or downloading website materials or files or transmitting material that is defamatory (including posting defamatory statements on the Internet).
  - 7.1.2.4.4. Accessing, displaying, disseminating, or storing obscene or offensive material including abusive, pornographic, profane, or sexually oriented material.
  - 7.1.2.4.5. Using computing and/or electronic resources to access or to assist in concocting or distributing illegal drugs or dangerous materials.
  - 7.1.2.4.6. Use of computing and/or electronic resources to access or distribute material that promotes hatred or discrimination based on age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status.
  - 7.1.2.4.7. Using computing and/or electronic resources to stalk, harass, threaten, bully, or intimidate anyone.
  - 7.1.2.4.8. Downloading, uploading, copying, storing, or distributing software applications or other material with content that is illegal.
  - 7.1.2.4.9. Breaching copyright, such as unlicensed copying of a computer program.
  - 7.1.2.4.10. Intercepting, attempting to steal or alter data (hacking), unlawfully accessing, altering, or falsifying electronic documents or programs.
  - 7.1.2.4.11. Deliberately vandalising computing and/or electronic resources.
- 7.1.2.5. Take disciplinary action when breaches of this clause occur.
- 7.1.2.6. Any unlawful use of computing or electronic resources may lead to legal action being taken.
- 7.1.2.7. Any misuse of computing or electronic resources is considered to be an act of behavioural misconduct and will be addressed as such. This may mean the withdrawal of access to the resources, suspension, or expulsion.

### **7.2. Mobile Phones, Sound and Photographic Equipment, and Other Electronic Devices**

- 7.2.1. You should ensure that you maintain a respectful and appropriate use of mobile phones, sound, and photographic equipment (including Smartphone's, mp3 players, tablet computers, and cameras), and other electronic devices in Institute classrooms, and comply with the instructions of your lecturer in their use.
- 7.2.2. Mobile phones, sound and photographic equipment, and other electronic devices must not be used in a manner that contravenes the appropriate use of computing and electronic resources (Clause 7.1) of the HEPP44 ICT Use Policy and Procedure.

## 8. Copyright

- 8.1. You may only copy material in accordance with the Australian Copyright Act 1968. For study and research purposes, you are allowed to copy:
  - 8.1.1. One chapter or 10% of a book; or
  - 8.1.2. One chapter, or 10% of the number of words of text materials in electronic form; or
  - 8.1.3. One article per issue of a journal, magazine, or newspaper – or more than one article if each article relates to the same subject matter.
- 8.2. Internet material, artist, dramatic, film, and musical works are also covered by copyright legislation. Please check with your lecturer.
- 8.3. Remember to reference carefully the copyright works you use in order to avoid plagiarism, which is considered academic misconduct.
- 8.4. You must comply with licences for the use of intellectual property, including software. All software loaded on Institute computers or provided by the institute is licensed and there is no permission to copy software unless permitted by licence.
- 8.5. If you need further information about your copyright obligations, refer to Australian Copyright Council website (<http://www.copyright.org.au>).

## 9. Food and Beverages in Learning Environments

- 9.1. The presence and/or consumption of any variety of food in classrooms is strictly prohibited. You are responsible for ensuring that food is not taken into classrooms.
- 9.2. Hot beverages are not permitted in classrooms. Other beverages must be carried in a secure container/bottle to minimise spills and leakages. You are responsible for ensuring the sensible storage and consumption of beverages in classrooms and for the removal and correct disposal of drink containers from classrooms. No beverages are permitted in computer laboratories.
- 9.3. It is acceptable to carry food and beverages (securely) inside bags carried into classrooms.

## 10. Safety

- 10.1. The Occupational Health and Safety 2004 (VIC) applies to all students of the Institute. You have a responsibility to ensure that you work safely, without risk of injury to yourself or others, and follow all safety practices required.
- 10.2. You have an obligation:
  - 10.2.1. To comply with the instructions given for workplace health and safety at the Institute or workplace.
  - 10.2.2. To use personal protective equipment and wear any clothing necessary to meet the work health and safety requirements of your course when you are working with machinery and equipment.
  - 10.2.3. To ensure you are properly instructed in the use of machinery and other equipment.
  - 10.2.4. To use machinery in accordance with safety procedures and follow lawful directions, both written and spoken, given by Institute staff or your employer during industry placement.
  - 10.2.5. To not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the Institute or workplace.

- 10.2.6. To not wilfully place at risk the workplace health and safety of any person at the Institute or workplace.
- 10.2.7. To not wilfully injure yourself.
- 10.3. You are entitled to challenge, in a respectful manner, directions or decisions of Institute staff or the employer, if you consider them to be unlawful, unreasonable, or to potentially endanger a person's health or safety.

**RELATED DOCUMENTS**

- HEPP02 Academic Misconduct Policy and Procedure
- HEPP44 ICT Use Policy and Procedure
- HEPP47 Student Misconduct Policy and Procedure
- HEMIS14 Student Charter

**LEGISLATIVE CONTEXT**

- Age Discrimination Act 2004 (Cwth)
- Disability Discrimination Act 1992 (Cwth)
- Racial Discrimination Act 1975 (Cwth)
- Sex Discrimination Act 1984 (Cwth)
- Charter of Human Rights and Responsibilities Act 2006 (VIC)
- Equal Opportunity Act 2010 (VIC)
- Occupational Health and Safety Act 2004 (VIC)
- Control of Weapons Act 1990 (VIC)
- Tobacco Act 1987 (VIC)

**RESPONSIBILITIES**

- Management
  - Promote the student rules and student charter
- Students
  - Always abide by the Student Charter and Student Rules

**ACKNOWLEDGEMENTS**

This Code of Conduct was initially developed with reference to the following institutions' policies: Ozford College, Student Code of Conduct Policy, December 2013.

Author	Academic Director
Created	18 February 2016
Amended	May 2020 (Compliance Coordinator)
Approved	Approved by the Academic Board, 10 February 2021
Effective Date	February 2021
Version	1.1;1.2
Review Date	February 2023