



Student Code of Conduct

The purpose of the Student Code of Conduct is to ensure all students studying at South Regional TAFE (the college) enjoy an atmosphere of mutual understanding, respect and professionalism in a supportive adult learning environment which celebrates diversity, embraces equal opportunity and is free from discrimination and harassment.

The Code of Conduct outlines your rights as a student and the expectations the college has of you. As a student of the college you are expected to uphold the college's core values of teamwork, respect, flexibility, integrity and education and training.

COVID-19 Safety

The State Government has introduced a range of measures to limit community transmission of the COVID-19 virus.

To protect the health and wellbeing of our students and staff, all students must adhere to all State Government health advice and follow all COVID-19 safety plans. This may include restrictions and mandates which may change during your enrolment.

Further information on COVID-19 advice is available on the www.wa.gov.au website.

Alcohol and drugs

Students who are under the influence of alcohol and/or drugs put both themselves and others at risk. Alcohol and drugs can affect coordination, response rates and/or judgement. Students must not attend classes or use the facilities while intoxicated by alcohol or other drugs. Inappropriate alcohol or drug use by students attending the college may be the subject of disciplinary action.

If you have a medical condition and need to take prescription drugs that could affect your safety, please notify your lecturer before commencing class. This will enable the college to provide appropriate and timely assistance and enable us to fulfil our duty of care responsibilities. All information provided will be treated confidentially.

Bullying and harassment

The college takes a zero-tolerance approach to bullying and harassment. These behaviours - whether exhibited in the classroom or elsewhere on our premises, via text messaging or in social media platforms - will not be tolerated. Bullying behaviour includes (but is not limited to):

- Loud and abusive language
- Yelling and screaming
- Bribery and blackmail
- Unexplained rages
- Unjustified criticism and insults
- Humiliation, belittling or undermining of others

Harassment is any conduct (verbal, written or physical) which is unwanted, unwelcome or which may be offensive.

Verbal harassment may include:

- Repeated suggestive comments
- Jokes or insulting remarks
- Persistent personal invitations or requests

Physical harassment may include:

- Deliberate physical contact
- Persistent staring or rude gestures
- Displaying sexually graphic or offensive materials
- Destruction of personal belongings

Cheating and plagiarism

You have a responsibility to avoid cheating and plagiarism (*this is making reference to an author's work without acknowledging the author*). This includes scanned and electronically copied material. Your lecturer can advise how to reference your work correctly so that no unapproved assistance occurs including assignments, tests, reports and examinations.

Commitment to learning

The college is an adult learning environment. It is your responsibility to act in a way that does not interfere, directly or indirectly, with the learning of other students or obstruct staff from carrying out their duties.

Our students are expected to:

- Be responsible, attend all lectures, workshops and laboratory sessions
- Arrive on time, and remaining in the class for the duration of the session
- Discuss any questions about their progress or any learning issues with your lecturer
- Use only equipment supplied or approved by the college/lecturer
- Obtain permission before using a recording device during classes
- Take responsibility for their support needs (if relevant)
- Avoid plagiarism and cheating
- Meet all learning and assessment expectations on time; and
- Engage in safe and co-operative behaviour

Using artificial intelligence (AI) tools to complete assessments

The college strongly advises all students against using artificial intelligence (AI) tools to complete their assessments. While it may seem like a convenient shortcut, using AI tools to complete assignments is a form of academic dishonesty that can have serious consequences.

Not only does using AI to complete assessments violate academic integrity, but it also deprives students of the opportunity to develop critical thinking, problem-solving, and analytical skills. These are crucial abilities that are necessary for success in both academic and professional settings. Moreover, using AI to complete assessments can result in inaccurate or incomplete work, as well as misunderstandings or misinterpretations of the assignment instructions. This can lead to lower grades, missed learning opportunities, and ultimately, a weaker academic performance.

Therefore, the college strongly advises all students to complete their assessments using their own knowledge, skills, and effort. Remember that academic success is not just about achieving high grades, but also about developing the skills and knowledge that will serve you well throughout your academic and professional life.

Compliance with published policy

Make yourself familiar with these policies and agreements, accessible on our website. You are required to comply with them when studying at the college.

- College By-Laws
- No Smoking Policy
- Occupational Safety and Health Statement of Intent and Commitment
- Copyright
- Computing Resources Conditions of Use
- Learning Resource Centre Membership Policy
- Alcohol and Other Drugs/Substances – Staff and Students

Computers and internet

By accessing and using the computers provided by the college, you are agreeing to abide by the Conditions of Use outlined on our website at <https://www.southregionaltafe.wa.edu.au/computing-conditions>

Confidentiality

As a student enrolled at the college you may be required to attend practical work placements as part of your training. In the course of work placements, you may obtain information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result of a work placement.

Copyright

You can only copy materials in accordance with the *Copyright Act 1968* and you must comply with licences for the use of intellectual property, including software.

Criminal behaviour

Students engaging in criminal behaviour will be referred to the appropriate law enforcement agency. The following behaviours are illegal and are regarded as criminal offences:

- Graffiti
- Indecent exposure
- Obscene phone calls, texting, emails and letters
- Physically molesting a person; and
- Sexual assault.

Discrimination

Staff and students have an obligation under WA legislation not to discriminate, treat unfairly or harass people on the grounds of:

- Age
- Gender
- Marital status, pregnancy, race, colour, ethnic background, religion, descent or nationality
- Sexual preference or orientation (actual or presumed); and
- Disability, including sensory, intellectual, physical, learning or psychiatric

Duty of care

It's our legal 'duty of care' to make sure that we undertake our work in a safe manner, without causing detriment to ourselves or others. This means that staff and students at the college:

- Share the responsibility for safety and health in the workplace
- Have to be familiar with safety and health policies, procedures and instructions and comply with them
- Should take reasonable care of themselves and others in the workplace by being aware of the effects of their actions
- Have to cooperate with college staff; and
- Are obliged to report all potential hazards, incidents and injuries

This 'duty of care' will also carry through to students' current and future workplaces as a part of everyday work practices.

Minors

For students under the age of 18, the college has an extra duty of care as outlined in the *Policy: Duty of Care for Minors*. This will be discussed with you and your parent or guardian at the time of enrolment. Key points to remember are:

- Your absence will be reported to your parent or guardian
- If you are an apprentice, your absence will be reported to your employer
- A lecturer must obtain permission from your parents or guardian for you to participate in any off-campus excursions; and
- If sickness develops during the day you may ask to leave class early or go home in which case the college will contact your parent or guardian to collect you from the campus. If your parent or guardian cannot be contacted, you will be sent to the first aid room until the normal finish time of the class.

Work Health and Safety

The college recognises its obligation under the *Work Safety and Health Act 2020* and is committed to promoting a safe and healthy work and training environment. Under the Act, the college, staff and individuals have a duty of care to take responsibility for contributing to their own safety and the safety of others at all times.

All accidents, incidents and hazards must be reported using the college accident hazard report form, which is available from your lecturer or any staff member.

Personal Protective Clothing (PPE)

Students must wear personal protective equipment and clothing, when required to do so in designated work areas such as laboratories, studios or workshops. These areas have mandatory safety policies and dress standards. *Any student failing to comply will be refused entry to the laboratory, studio or workshop.*

As a minimum, students must, at all times, wear footwear appropriate and suitable to the area of training or work or industry standard while on campus, or whilst engaged in activity off-campus.

If you are unsure of the PPE requirements in your area contact your lecturer.

Respect for others

All students have a right to expect a safe and enjoyable learning environment while attending the college, so that they can perform to the best of their ability. This means:

- Be honest
- Treat others with courtesy, consideration and sensitivity
- Respect lawful beliefs and customs of others
- Communicate with appropriate language; and
- Follow the reasonable instruction of college staff

Respect for college property

All students have a right to enjoy the facilities at the college. In order to protect this right, all students are expected to have respect for college property. Any act of misuse, vandalism, theft, malicious or unwarranted damage, defacing (including graffiti), disfiguring or unsafe or unauthorised use of property is in violation of the Student Code of Conduct, the college by-laws, and may be against the law. This includes but is not limited to:

- Buildings
- Library materials
- Fire alarms and equipment
- Safety and security devices
- Telephones
- Learning materials
- Computers
- Plant and equipment
- Software and their technologies
- Vehicles

Sexual harassment

All students have the right to learn in an environment that is free from sexual harassment. Harassment of a sexual nature is unlawful under the *Equal Opportunity Act* and is not tolerated at the college.

Sexual harassment is any unwelcome behaviour which is sexual in nature and involves improper assumptions by one person in respect to another. Sexual harassment includes but is not limited to:

- Unwelcome hugging, kissing or physical touching
- Sexually explicit pictures, emails or text messages
- Staring or leering at someone or parts of their body
- Suggestive comments or jokes
- Intrusive questions or comments about a person's private life or body
- Insults or taunts based on sex

You are actively encouraged to report to your lecturer, manager or Student Services any incidence of sexual harassment on campus premises.

Smoking

Smoking/vaping is not permitted anywhere on any college campus, including all outdoor areas, buildings, carparks and vehicles. Providing a smoke-free working and learning environment will reduce potential health risks to staff, students and visitors.

Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances are not permitted to be used in any area where smoking is restricted. This is regardless of the substance included in the vaporising liquid.

Disciplinary action

The *Policy: Student Disciplinary Action* addresses what happens when breaches of the Student Code of Conduct occur. An explanation of the policy and its procedures is in the *Student Handbook* located on our website.

Grounds for Disciplinary Action means:

Conduct that impairs the reasonable freedom of any person (student, staff, or other persons) to pursue his or her training at the college or to participate in the activities of, or associated with, the college, including and not limited to disruptive behaviour and failure to follow reasonable direction. Any student breaching the Student Code of Conduct may be subject to disciplinary action.

Examples of behaviour defined as a breach of the Code of Conduct under the college *Policy: Student Disciplinary Action* include (but are not limited to):

- Assault or threat to assault another person
- Any offensive conduct
- Any unlawful activity
- Any unsafe act that endangers the health and safety of the student themselves or others around them
- Removal, damage or use of any property of the college without the authority of the college or member of staff
- Committing or engaging in any dishonest or unfair act in relation to an examination or other Form of academic assessment
- Discriminating against a person on the grounds of the person's age, race, gender, homosexuality, transgender, marital status, physical or intellectual disability, or religion
- Inciting hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the age, race, sex, sexual preference or orientation, gender identification, marital status, physical or intellectual disability, or religion of the person or members of the group; and
- Failure to pay any fee or charge owing to the college

Penalties which may apply as part of the disciplinary process if a student is found to have committed a breach of the Student Code of Conduct include but are not limited to:

- Fines
- A formal written warning
- Loss of privilege to use computing resources
- Exclusion from South Regional TAFE campuses
- Compensation for damage to property
- Exclusion from exams or assessment events resulting in a 'fail' result recorded for specified examinations or other forms of assessment
- Referral to authorities for legal processing for criminal offences; and
- A formal disciplinary process which could result in being expelled from the college

If you are thought to have breached the college's Student Code of Conduct, there are procedures in place to investigate the matter. If you are subsequently found to have breached the college's *Policy: Student Disciplinary Action*, a penalty will be imposed.

For more information contact Student Services or refer to our website.

Unacceptable behaviour

Unacceptable behaviour is any conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner. This is not only a breach of the Student Code of Conduct but is also a breach of the Vocational Education and Training Act 1996 - South Regional TAFE By-Laws 2016-2. This applies not only in classrooms, but in all parts of the college and during field trips or on work placements.

Any individual or group behaviour which is abusive, indecent, violent, unruly, disorderly, dangerous, offensive, or which unreasonably disturbs others may be considered unacceptable and result in disciplinary action.

Related Documents

Policy: Student Disciplinary Action

Policy: Alcohol and Other Drugs and Substances – Staff and Students

Policy: Student Bullying

Policy: Duty of Care for Minors

South Regional TAFE By-laws 2016-2

Relevant Legislation and References

Vocational Education and Training Act 1996

Copyright Act 1968

Equal Opportunity Act 1984

Work Safety and Health Act 2020

Version control

Custodian of document	Version	Date of next review
Director Organisational Services	11	3 years from date of issue