



# 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 as appropriate in a supportive adult learning environment that celebrates diversity, embraces equal opportunity and is free from discrimination and harassment.

The Code of Conduct outlines student rights and the college's expectations from students.

Students at the college are expected to uphold the college's core values of teamwork, respect, flexibility and integrity in education and training.

Any breach of the Code of Conduct will be investigated and managed through the college Student Disciplinary Action Policy.

## **Pandemic Safety.**

All students must adhere to official advice on health precautions. In the event of a pandemic or health crisis, check official websites for further information.

## **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. A student may be asked to leave campus if it appears they are under the effect of drugs or alcohol.

A student with a medical condition requiring prescription drugs should notify their lecturer before commencing classes. 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 will not be tolerated - whether exhibited in the classroom or elsewhere on college premises, via text messaging or on social media platforms. Bullying behaviour includes (but is not limited to):

- Loud and abusive language
- Bribery and blackmail
- Unjustified criticism and insults
- Yelling and screaming
- Unexplained rages
- 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

### 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

### 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 to:

- Treat others with courtesy, honesty, 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. To protect this right, all students are expected to respect 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, and the college by-laws. 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 that 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
- Suggestive comments or joke
- Sexually explicit pictures, emails or text messages
- Intrusive questions or comments about a person's private life or body
- Staring or leering at someone or parts of their body
- Insults or taunts based on sex

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

### Unacceptable behaviour

Unacceptable behaviour is any conduct that disrupts staff and hinders them from delivering education and training programs and services, or other services, in an orderly manner. This is a breach of the Student Code of Conduct and the *Vocational Education and Training Act 1996 - South Regional TAFE By-Laws 2016-2*. This applies in classrooms, and throughout each college campus, during field trips and on work placements.

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

### Cheating and plagiarism

Students have a responsibility to avoid cheating and plagiarism (ie: *copying, quoting or making reference to an author's work without acknowledging the author*). This includes scanned and electronically copied material. Lecturers can advise how to reference academic or course work correctly so that no unapproved assistance occurs including assignments, tests, reports and examinations.

### Using artificial intelligence (AI) tools to complete assessments

The college advises students that, when using artificial intelligence (AI) tools to complete their research and assessments, they must:

- Reference the AI tool used in submitted work
- Show an understanding of the topic when questioned by the lecturer or assessor

### Commitment to learning

The college is an adult learning environment. It is each student's 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.

Students are expected to:

- Be responsible and attend all scheduled lectures, workshops and laboratory sessions
- Arrive on time and remain in the class for the duration of the session
- Inform their lecturer if unavoidably absent from a lecture, workshop or laboratory session, by email or phone prior to or soon after the scheduled class
- Understand that missing 3 consecutive classes may result in a college representative contacting the student to discuss any absence, and the continuation of the student's enrolment which may include withdrawal from studies
- Discuss any questions about their progress or any learning issues with their 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 applicable)
- Avoid plagiarism and cheating
- Meet all learning and assessment expectations on time; and
- Engage in safe and co-operative behaviour

### Compliance with published policy

Students are required to access and comply with the policies and agreements on the college website, including:

- Copyright
- No Smoking Policy
- Work Health and Safety Policy
- Learning Resource Centre Membership Policy
- Computing Resources Conditions of Use
- Alcohol and Other Drugs/Substances – Staff and Students Policy

### Computers and internet

By accessing and using the computers provided by the college, students agree to abide by the *Conditions of Use* outlined on the college website at:

<https://www.southregionaltafe.wa.edu.au/computing-conditions>

### Confidentiality

Students enrolled at the college may be required to attend practical work placements as part of their training. In the course of work placements, students may obtain information that is confidential to that workplace. Students must not divulge any information that they may become aware of as a result of a work placement.

### Copyright

Students can only copy materials in accordance with the *Copyright Act 1968* and 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
- Theft
- Indecent exposure
- Obscene phone calls, texting, emails and letters
- Physically molesting a person; and
- Sexual assault
- Criminal damage
- Assault

### Duty of care

Staff and students of the college have a legal 'duty of care' to ensure that work is undertaken in a safe manner, without causing detriment to themselves or others. This means that staff and students at the college:

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

This 'duty of care' will also carry through to students' SRTAFE organised work placements.

## Minors

For students under the age of 18, the college has an additional duty of care as outlined in the *Policy: Duty of Care for Minors*. This will be discussed with students and their parent or guardian at the time of enrolment.

Key points to remember are:

- Absences from classes on campus will be reported to the parent or guardian
- Apprentice absences will be reported to their employer
- A lecturer must obtain permission from parents or guardian for student/s to participate in any off-campus excursions; and
- If sickness develops during the day students may ask to leave class early or go home, in which case the college will contact the parent or guardian to collect the student from the campus

## Work Health and Safety

The college recognises its obligation under the *Work Health and Safety 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 lecturers 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 while engaged in approved activity off-campus. Students are to contact their lecturer if they are unsure of the PPE requirements in their area.

## Dress Code

Appropriate clothing in line with workplace expectations of industry in accordance with your course of study must be worn while on campus. Students may be asked to adjust their clothing if it is found unsuitable.

## 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 reduces potential health risks to staff, students and visitors.

Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other restricted substances are not permitted in any area where smoking is restricted. This is regardless of the substance included in the vaporising liquid. This is in line with state government mandate. Disciplinary action may occur if students are smoking/vaping within campus grounds, including car parks, parklands and open spaces.

## Disciplinary action

The *Policy: Student Disciplinary Action* addresses what happens when breaches of the Student Code of Conduct occur.

### Grounds for Disciplinary Action

Conduct that impairs the reasonable freedom of any person (student, staff, or other persons) to pursue his/her/their 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 identification, sexual preference or orientation, 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 verbal and/or formal written warning
- Loss of privilege to use computing resources
- Exclusion from college campuses
- Compensation for damage to property
- Exclusion from exams or assessment events resulting in a 'R' 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 a student is thought to have breached the college Student Code of Conduct, there are procedures in place to investigate the matter. If a student is subsequently found to have breached the college *Policy: Student Disciplinary Action*, a penalty will be imposed.

For more information contact Student Services or refer to the college website.

### 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 People and Culture	11	3 years from date of issue