

Student Code of Conduct

Purpose	Outlines AITC's Code of Conduct for students.
Location	The policy is maintained on owncloud
Responsible executive	CEO
Responsible office	CEO's Office
Contact officer	TBA
Effective date	29 June 2020
Review date	TBA
Modification history	Version 1.0
Related documents	AITC Non-Academic Misconduct Policy and Procedure AITC Aboriginal and Torres Strait Islander Peoples Policy AITC Bullying, Harassment and Discrimination Policy AITC Access and Usage of Resources Policy AITC Academic Integrity Policy
Authority	Approved by Council

1. Purpose

The purpose of this Code of Conduct is to inform students of the Code of Practice and Rules of Behaviour and to ensure that all students of AITC behave in an appropriate manner and with respect for other students, staff and other stakeholders. In general, it is expected that a student will:

- Be responsible for their study programs.
- Always treat staff and fellow students courteously and with appropriate consideration.
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing.
- Take reasonable care of AITC's property, equipment, and facilities.

2. Scope

This Code applies to all students of the Australian Institute of Technology and Commerce (AITC).

3. Principles

3.1 Dress standards

Students are expected to dress in a manner that is neat, clean and safe always, as would be expected in a professional workplace.

3.2 Alcohol and drugs on AITC's premises

Students are not allowed into AITC's premises or to use its facilities whilst adversely affected by alcohol or illicit drugs. The possession, use or sale of illicit substances on AITC's premises is forbidden.

3.1 Smoking on AITC premises

Smoking is forbidden throughout AITC's premises and facilities, including all outdoor areas immediately outside entrances to AITC's facilities.

3.2 Eating and drinking on AITC's premises

Eating is not permitted in classrooms, laboratories, or libraries.

3.3 Workplace Health and Safety (WHS)

AITC is committed to promoting a safe and healthy work and study environment and recognises its obligation under the WHS legislation to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards. The WHS Act also requires individuals to take responsibility for their own safety in all circumstances.

3.4 Conduct dangerous to others

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. This includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of conditions that endanger or threaten the health, safety or well-being of themselves as well as others.

3.5 Unacceptable behaviour

Conduct that disrupts staff and hinders them from delivering education programs and services or other services in an orderly manner is a breach of the Code of Conduct. This applies not only in classrooms, but in all parts of AITC. Any individual or group behaviour, that is abusive, indecent, violent, excessively noisy, disorderly, dangerous, offensive or which unreasonably disturbs other groups or individuals is prohibited.

3.6 Misuse of AITC's property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property belonging or leased to AITC is a violation of the Student Code of Conduct.

3.7 Academic Integrity

AITC Academic integrity principles include, honesty, and a respect for knowledge, truth and ethical practices. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise and devalue the quality of learning and the credibility of the award. In accordance with the AITC **Student Academic Integrity Policy**, AITC does not tolerate any behaviour or activities that would be considered breaching AITC's Academic Integrity requirements and policies.

3.8 Bullying, Harassment (including Sexual Misconduct) and Discrimination

In accordance with AITC's ***Bullying, Harassment and Discrimination Policy***, any form of bullying, discrimination or harassment, particularly towards NESB students, is not acceptable at AITC and will not be tolerated. Serious cases of discrimination will be viewed as misconduct and dealt with accordingly by the CEO.

3.9 Alleged Illegal Activity

If a student is alleged by a member of staff to have engaged in illegal activity under the laws of the State or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

3.10 Firearms and Dangerous Weapons

Firearms or replicas of firearms (including ammunition), weapons, flammables, explosives or dangerous instruments are prohibited at AITC.

3.11 Classroom Rules

AITC adopts a set of classroom rules which are in place to promote an ideal learning environment for all. These rules will be displayed on all classrooms. The rules are as follows:

- Punctuality – students must ensure that they are on time for the start of class and after lecture breaks.
- Students should always bring their textbook and where necessary, writing paper, pencils, pens and calculators.
- Mobile Phones should be turned off at the beginning of each class and not turned back on until after the class has finished.
- Mobile Phones with Cameras – Students are advised not to record notes from overheads, the lecturer or other students in the classroom or laboratory.
- Students are advised not to use iPods or any other MP3 players or personal sound systems during the class.
- Students need to respect academic staff and classmates and not disrupt teaching and learning environment.
- Students should not sleep in class.
- Students should keep premises clean.