



# Student Code of Conduct

The Student Code of Conduct outlines the expected standard of behaviour for students.

In general, it is expected that as a student you will:

- Be responsible for your study program  
Treat staff and fellow students courteously and with consideration at all times including refraining from any activities that may be construed as harassment including bullying and cyber-bullying
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing
- Take reasonable care of South Metropolitan TAFE property, equipment, and facilities

Sanctions, such as revoking computer or library privileges, withholding results, and suspension or expulsion from South Metropolitan TAFE, may be applied where students fail to conduct themselves in an appropriate manner. South Metropolitan TAFE by-laws provide further information on what is expected of students and the penalties that may be applied. A copy of the by-laws can be obtained from the website.

If you are unsure about what is the right thing to do in any circumstance, you are encouraged to ask advice from our staff.

The conduct expected of a student is outlined in more detail below:

## **Dress standards**

Students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace. You are also expected to wear any PPE (Personal Protection Equipment) or other attire as required by your course.

## **Alcohol and drugs on institute premises**

Students are not allowed on South Metropolitan TAFE premises or to use its facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on college premises is forbidden.

## **Smoking on institute premises**

Smoking is forbidden throughout South Metropolitan TAFE premises and facilities, including all outdoor areas, and taking in the areas immediately outside entrances to South Metropolitan TAFE buildings.

## **Eating and drinking on institute premises**

Eating is restricted to the canteen and communal, uncarpeted areas and is not permitted in classrooms or the libraries.

## **Occupational health and safety**

We are committed to promoting a safe and healthy work and study environment and recognises its obligation under the Occupational Safety and Health Act 1984 (OS&H Act) to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards. The OS&H Act also requires individuals to take responsibility for contributing to their own safety in all circumstances.

## **Conduct dangerous to others**

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

## Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach of our Bylaws. This applies not only in classrooms, but in all parts of South Metropolitan TAFE and during field trips or on work placements. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, offensive or which unreasonably disturbs other groups or individuals is prohibited.

## Personal use of websites, social media sites and posts

SM TAFE students can post to, or create, social media sites or websites for personal use so long as such social media sites or websites are not construed as official SM TAFE Facebook groups, social media sites or websites.

When posting to or creating social media sites or websites for personal use, SM TAFE students must ensure that content is not defamatory to SM TAFE, its Governing Council, employees, students or stakeholders. Students are personally liable for their posts and the social media sites they create.

Any posts that contain defamatory or negative comments aimed at damaging SM TAFE's reputation or the reputation of its lecturers that are identified as having been made by a student will be noted on that student's record, and sanctions may be imposed as per the Student Code of Conduct Policy.

## Misuse of college property

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

## Compliance with published policy

Policies have been developed to guide students in the use of some of the facilities within South Metropolitan TAFE. You should make yourselves familiar with these policies, as you are required to comply with them if you use those facilities.

They include:

- Authorised Use of Computing Facilities

- This policy is posted in every room in the institute with computing facilities for students' use. See below.
- Conditions of Use of Libraries
  - Students must abide by the Library Conditions of Membership that are displayed in all Libraries and on the library section of the website.

## Academic misconduct

Academic misconduct includes:

- Regular lateness in attending classes and lateness in submitting assignments and assessable work.
- Failure to attend classes or other contact sessions and failure to submit assessable work according to deadlines.

**Academic misconduct also includes:**

### Cheating

Cheating means gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment.

### Plagiarism

The term plagiarism refers to taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and is not acceptable.

## Copyright

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

### Confidentiality

As an enrolled student, you may be required to attend practical work experience placements as part of your studies. In the course of these placements, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result of a placement.

## Sanctions

Behaviour contrary to the student code of conduct often also constitutes a breach of our by-laws. There are a number of sanctions (penalties) that can be imposed on people

who breach the Institute's By-laws including fines, suspension, expulsion or other exclusions, and withholding results.

You should appreciate that serious offences such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion.

For a serious offence, suspension may be applied immediately, obviously impacting on your ability to continue or complete your studies.

For minor breaches of the code of conduct you will receive a warning asking you to rectify your behaviour. This may be a verbal reminder of the expected behaviour or an official written warning. Sanctions may be applied, including suspension, for consistent minor breaches of the code of conduct.

You should be aware that external authorities, such as the police, may be involved, in addition to any action taken under the by-laws, where a student's conduct breaks the law.

### **Further assistance**

If you have concerns about any aspect of our service, or suggestions about improving services, we want to know about them. You can bring your concerns or your suggestions to the attention of relevant staff by completing a complaint or suggestion form available at our Client Services area at any campus location, or through an online form via our website.

If you have any questions about the matters covered in the Student Code of Conduct, you should ask your lecturer or another staff member for assistance. Security staff are also available at some campuses to protect both property and people. They are available to you for assistance in any matter of access or security. Security staff will contact police and other emergency services if necessary.