

Student Code of Conduct Procedure

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Responsible Officer:	Director Student Success	Current Version:	4/11/2021
Authorised Officer:	Executive Director Attraction and Engagement	Due for review:	Tri-annual – 3/11/2024

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Purpose

GOTAFE is committed to the provision of high quality and rewarding education and training for all students, in an environment which actively encourages and supports learning. To foster these goals GOTAFE has established this Code of Conduct to communicate student responsibilities. By establishing and communicating these standards we seek to provide a supportive and equitable learning environment for all.

Relevant Policy/Policies

- Student Code of Conduct Policy (E6)
- Health, Safety and Wellbeing Policy (POIB13)
- Child Safety Policy (POHR15)

Roles and Responsibilities

This procedure applies to GOTAFE students and has actions for GOTAFE employees.

Procedure

Commitment to Learning

Students attend GOTAFE to learn, therefore students must not act in a way that interferes directly or indirectly with the learning of others, or that obstructs staff from carrying out their duties.

- Students are expected to develop and use adult learning skills and take responsibility for their own learning. This includes attendance and punctuality, acting honestly and fairly when preparing assessment content and ensure that any concerns are raised with a trainer, or a GOTAFE Representative.
- Students are to ensure that any commitment made to pay any fee, charge or fine payable under GOTAFE policy, procedure or process, is fulfilled within the timeframes defined.
- Students who have been accepted into courses that require a police check before commencement, will be given the GOTAFE student discount code upon acceptance.
- Students are required to carry their GOTAFE Student Identity Card at all times, and present this to a GOTAFE Representative upon request. Students are to leave any part of the premises when directed by any GOTAFE Representative.
- Student will ensure dress standards are neat, clean, safe and non-offensive. Some course may have specific dress requirements which should be adhered to.

Respect

GOTAFE aims to ensure that all students feel safe and form part of an enjoyable learning environment that enables them to perform to the best of their ability. For GOTAFE to achieve this, both employees and students of GOTAFE are required to act respectfully, including:

- Being honest and respectful of others.
- Treating people with courtesy, consideration, and sensitivity.
- Respecting the lawful beliefs and customs of others.
- Communicating openly and using appropriate language.
- Following the reasonable instructions of any GOTAFE representative.
- Not making false or misleading representations, whether oral or written.
- Not engaging in disorderly conduct including fighting with any person, disrupting a lawful assembly of persons or doing anything which disturbs the peace.
- Not do anything which may bring GOTAFE into disrepute, including making or publishing false or misleading statements relating to GOTAFE.
- Respect for GOTAFE property, including but not limited to:
 - Vandalism, theft, malicious or unwarranted damage, defacing, disfiguring, unsafe or unauthorised use

Social media principles also apply, including penalties for those who may offend, humiliate, intimidate or discriminate against any person. This includes where the use of social media may have an impact on or affect GOTAFE or members of the GOTAFE community (including other staff and Students).

Safety

- GOTAFE actively promotes the safety, health and welfare of Students and those members of the public who lawfully use GOTAFE facilities.
- All members of GOTAFE have an obligation under the Occupational Health and Safety Policy to ensure that all activities undertaken relating to GOTAFE, are done so in a safe manner.
- Students must take reasonable care for their own health and safety on GOTAFE premises, and avoid harming the health or risking the safety of others.
- GOTAFE safety procedures must be adhered to all times, including participation in all Fire and Emergency Evacuation drills, or any other lawful activity as directed by a GOTAFE Representative.
- Students should immediately advise a GOTAFE representative if they have concerns for their personal safety whilst on GOTAFE premises.
- All GOTAFE premises are smoke, alcohol and drug free.
- GOTAFE has a duty of care for your safety and wellbeing while you are engaging in the activities of GOTAFE, including participating in off campus activities organised by GOTAFE.
- Students who bring children onto a GOTAFE campus should ensure they are adequately supervised and discuss suitability with your trainer.

Use of Technology

- As a courtesy to staff and other students, students are asked to switch their mobile phones or similar devices to silent or turn them off during all classes, lectures and

practical sessions. If classes use mobile phones as part of online and flexible delivery, your trainer will indicate if mobile phones are to be used during class.

- Computer Software is subject to copyright and therefore protected by the Copyright Act and it is not to be copied by students unless permission (in writing) from the copyright owner has been obtained.
- Students are to adhere to the requirements of the ICT Security Procedure when engaging with GOTAFE at all times, including any GOTAFE controlled website or domain external of GOTAFE.
- The following guidelines have been developed to protect the interests of students and GOTAFE.
 - Students who want to record class lectures or presentations must seek approval from their trainer.
 - Class lectures are intellectual property of GOTAFE and any recording must not be used for commercial gain.
 - Recording other students' conversations during class or during class breaks without all participants permission is prohibited.
 - If a lecture involves class discussion, expressed permission must be obtained prior to recording the presentation. If permission is not obtained from all students in the class, the lecture/presentation cannot be recorded.
 - The trainer must advise all students in the class that the lecture is being recorded prior to the commencement of the class.

Misconduct

Under GOTAFE's Student Misconduct Management Procedure, students who breach this procedure may be subject to penalties including, but not limited to suspension or expulsion. Behaviours that are deemed to be a criminal matter will be referred to police for investigation.

Documentation and regulation

- Student Code of Conduct Policy (E6)
- Health, Safety and Wellbeing Policy (POIB13)
- Child Safety Policy (POHR15)
- Student Misconduct Management Procedure (E6-P29)