

Student Code of Conduct HEPP07

PURPOSE

This policy outlines the expected standards of behaviour for students at Southern Cross Education Institute (Higher Education), to ensure a safe, respectful, and inclusive learning environment for all members of the Institute community.

SCOPE

1. These rules apply to the conduct of individuals while they are students of the Institute, and specifically govern the conduct of that person:
 - 1.1 while at an Institute's campus; and
 - 1.2 elsewhere, where:
 - 1.2.1 the person is representing the Institute. This includes conduct during industry placements, practicum or other student professional experience, field trips, academic or sporting competitions; or
 - 1.2.2 the conduct affects another member of the Institute's community in their capacity as a student or member of staff.
2. The basic principles that underpin the Institute's Student Code of Conduct are:
 - 2.1 Fairness**
The Institute will ensure that student discipline procedures are transparent, consistent, equitable and fair, and consistent with the principles of natural justice.
 - 2.2 Accountability**
The Institute will identify and specify responsibilities and accountabilities for decisions and processes in the resolution of any behavioural issue(s).
 - 2.3 Appropriateness**
The Institute will define a framework of penalties which may be imposed for substantiated misconduct that is appropriate, proportionate and consistent.
 - 2.4 Communication**
The Code, Policies and Procedures will be communicated clearly to the students and the manner of resolution of any breach by any person will be consistent throughout.
3. The Code of Conduct is developed as a basis for providing:
 - 3.1 a positive support to promote high standards of achievement and conduct;
 - 3.2 mechanisms for student complaints, grievances and appeals; and
 - 3.3 articulation of responses and consequences for inappropriate conduct.

DEFINITIONS

Misuse	Wrongful, improper, inappropriate, unauthorised, or unlawful use of facilities and resources, including computing or electronic resources.
SCEI-HE	Southern Cross Education Institute (Higher Education)
Student	An individual person who is formally enrolled to study at SCEI-HE. The individual person is that who appears on the enrolment documents, and who is assigned an SCEI-HE student ID.
Misconduct	Behaviour by a student that breaches the Institute's Student Code of Conduct, including but not limited to acts of dishonesty, harassment, discrimination, bullying, academic dishonesty, misuse of facilities, unlawful activity, and any conduct that adversely affects the safety, well-being, or reputation of the Institute community.

POLICY

- 1. Accepted Conduct**
 - 1.1 SCEI-HE is committed to creating and maintaining a community in which students, staff, employers, and clients can work together in an environment that is free of violence, harassment, intimidation, and exploitation. As a SCEI-HE students have a responsibility to:
 - 1.1.1 Treat people with respect and fairness, regardless of their age, gender, sexuality, race, ethnicity, cultural background, disability, or socio-economic status;
 - 1.1.2 Show respect for others by not swearing, using obscenities, making offensive remarks, or offensive

gestures;

- 1.1.3 Avoid behaviour that could offend, embarrass, or threaten others;
 - 1.1.4 Refrain from harassing or disrupting others in the performance of their studies or duties;
 - 1.1.5 Avoid bullying, aggressive, threatening, and abusive behaviour, including using social networking websites (such as Instagram, Facebook or X) and Institute Webpages and forums, to make threatening or derogatory statements about other students or staff;
 - 1.1.6 Desist from behaviour that subjects another person to an unsolicited act of physical intimacy; makes an unsolicited demand or request of a sexual nature to another person; makes a remark with sexual connotations relating to the other person; or engages in any other unwelcome conduct of a sexual nature towards the other person; and
 - 1.1.7 Make only truthful statements in regard to their student status, representation as a student, or entitlement as a student.
- 1.2 A particular action or behaviour may be deemed inappropriate by the effect on the recipient, independent of the intentions of the perpetrator. It is not sufficient for a student to assume that their behaviour is acceptable and will not constitute inappropriate behaviour.

2. Misconduct

2.1 Alcohol on Institute Premises

- 2.1.1 Students are prohibited from being on Institute premises or using Institute facilities while in possession of or under the influence of alcohol. Consumption of alcohol on Institute premises—including sites used for excursions, field trips, and practical work—is strictly forbidden, except at authorised functions held on licensed premises where the legal drinking age is met.
- 2.1.2 Students may be required to undertake alcohol testing by SCEI-HE Management whilst attending SCEI-HE or by an employer at the workplace as part of the normal working environment.

2.2 Drugs on Institute Premises

- 2.2.1 Students are not allowed on Institute premises or to use Institute facilities when in possession of or under the influence of illegal drugs or controlled substances. The possession, use and sale of illegal drugs or controlled substances (including stimulants, depressants, narcotics, hallucinogens, or marijuana) on Institute premises is against the law and will be reported to the police.
- 2.2.2 If students are taking prescription medication it is their responsibility to ensure that it does not affect your safety, or the safety of others, for example in operating machinery or equipment. In addition, prescription medication should be always kept secure and never given to another person to whom it is not prescribed.
- 2.2.3 Students may be required to undertake drug testing by SCEI-HE Management or their employer whilst attending SCEI-HE or the workplace as part of the normal working environment.

2.3 Weapons on Institute Premises

- 2.3.1 Students are not to bring knives or other weapons onto Institute premises. It is an offence under the Control of Weapons Act 1990 (Vic) to be in possession of a weapon in a public place or an educational facility unless the weapon is to be used for educational purposes, for example, possession of a knife for butchery or cookery training.
- 2.3.2 It is not a reasonable excuse to possess a weapon for self-defence purposes. Any threats to staff, students, animals, or property will be reported to police immediately.

2.4 Smoking

- 2.4.1 Tobacco Act 1987 (Vic) prohibits people from smoking in or around buildings or in Victorian motor vehicles. It is an offence to smoke within 4 metres of any part of the entrance to a building. Any breaches to the Act can result in fines being issued. Students are only permitted to smoke in designated smoking areas, and must remain in these areas whilst smoking.

2.5 Discrimination

- 2.5.1 Discrimination occurs when a person is treated less favourably than another person because of perceived attributes such as age, gender, sexuality, race, ethnicity, cultural background, disability status, or socioeconomic status.
- 2.5.2 Discrimination whether direct or indirect is unlawful under the Equal Opportunity Act 2010 (Vic). Acts of discrimination will be considered as acts of behavioural misconduct and will result in disciplinary action, and may be reported to the appropriate authorities.

3. Confidentiality

As a student of SCEI-HE, a student may be required to attend industry placements as part of their studies. During these placements, students may become familiar with information that is confidential to that workplace (for example financial or business affairs, personal affairs and family background of staff and clients, technical information, trade secrets, know-how, formulae, processes, ideas, and inventions). Students must not divulge any confidential information that they become aware of during a placement. Breaches of confidentiality will be considered to be acts of behavioural misconduct and may result in disciplinary action.

4. Dress Code

SCEI-HE is predominantly an adult learning environment that prepares students for employment in business and industry, as well as for further career-related education. As such students are expected to dress in a manner that is neat, clean, and safe at all times, and in a manner that is expected by the placement organisation or would be expected in the workplace. There is no desire on the part of SCEI-HE to make dress standards too rigid. However, whilst attending the Institute or any off-campus learning activities, students must wear appropriate clothing. In particular, students must:

- 4.1 Wear all personal protective equipment and/or clothing necessary to meet the work health and safety requirements of your course. Students are responsible for wearing appropriate clothing which minimises risk to themselves.
- 4.2 Wear clothing appropriate to the program of study.
- 4.3 Wear appropriate footwear at all times. It is not permitted for anyone to enter SCEI-HE grounds or buildings with bare feet. Enclosed footwear is recommended. Students must wear enclosed footwear during industry placement and will not be permitted to undertake any learning activities in open footwear, such as thongs or sandals.
- 4.4 Not wear clothing that is likely to offend others in terms of its lack of decency, modesty, or cleanliness, or because of slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn, or ridicule others.
- 4.5 Not wear motorcycle helmets in SCEI-HE buildings.

5. Student Identification Cards

- 5.1 Whilst on SCEI-HE premises and on professional placements or WIL placements, students are required to carry an Institute Student Identification card and to produce it when requested by a member of staff. Institute staff are entitled to request individuals to leave Institute premises if student identification cannot be provided.
- 5.2 If students lose their Student Identification card they may be required to pay costs associated with a replacement card.
- 5.3 Students are required to return their Student Identification card to Student Administration if they withdraw or complete their program of study.

6. Facilities and Equipment

Students are required to assist in maintaining serviceable facilities, resources, and equipment by:

- 6.1 Reporting breakages and/or faults with equipment to an academic staff member or Student administration. Should students be found responsible for breakages they may be required to pay the costs of repair, with any final decision made by the Institute.
- 6.2 Leaving classrooms, workshops, and laboratories neat and tidy after classes and tutorials, and ensuring equipment and tools are cleaned and correctly stored.
- 6.3 Ensuring all electrical and gas appliances are switched off.
- 6.4 Respectful use of toilet facilities; including disposal of toilet tissue and sanitary waste.

7. Appropriate use of IT and Electronic Equipment

- 7.1 Computing and Electronic Resources
 - 7.1.1 SCEI-HE recognises that computing and electronic resources are a valuable source of learning and information relevant to programs of study. These resources include video conferencing, Internet, and Intranet services provided by SCEI-HE such as email, email lists, web browsing, website publication, chat, and newsgroups (forums). Students are encouraged to make use of these resources for purposes relating to study being undertaken through SCEI-HE. However, SCEI-HE computing and electronic resources are not to be used for purposes other than course requirements.

7.1.2 SCEI-HE reserves the right to:

1. Moderate access to Internet and Intranet services, including filtering of websites, and blocking selected non-educational and training websites, in order to improve the speed and quality of vocational training or higher education and delivery.
2. Monitor and record all usage of its computer networks, including its Internet and Intranet services.
3. Access a student email account where it is considered that there may have been misuse of the email system.
4. Examples of misuse of computing and electronic resources include:
 - a. Excessive personal use.
 - b. Unauthorised use of documentation that would normally require payment of a fee for use.
 - c. Accessing or downloading website materials or files or transmitting material that is defamatory (including posting defamatory statements on the Internet).
 - d. Accessing, displaying, disseminating, or storing obscene or offensive material including abusive, pornographic, profane, or sexually oriented material.
 - e. Using computing and/or electronic resources to access or to assist in concocting or distributing illegal drugs or dangerous materials.
 - f. Use of computing and/or electronic resources to access or distribute material that promotes hatred or discrimination based on age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status.
 - g. Using computing and/or electronic resources to stalk, harass, threaten, bully, or intimidate anyone.
 - h. Downloading, uploading, copying, storing, or distributing software applications or other material with content that is illegal.
 - i. Breaching copyright, such as unlicensed copying of a computer program.
 - j. Intercepting, attempting to steal or alter data (hacking), unlawfully accessing, altering, or falsifying electronic documents or programs.
 - k. Deliberately vandalising computing and/or electronic resources.
5. Take disciplinary action when breaches of this clause occur.
6. Any unlawful use of computing or electronic resources may lead to legal action being taken.
7. Any misuse of computing or electronic resources is considered to be an act of behavioural misconduct and will be addressed as such. This may mean the withdrawal of access to the resources, suspension, or expulsion.

7.2 Mobile Phones, Sound and Photographic Equipment, and Other Electronic Devices

- 7.2.1 Students should ensure that they maintain a respectful and appropriate use of mobile phones, sound, and photographic equipment (including Smartphones, mp3 players, tablet computers, and cameras), and other electronic devices in Institute classrooms, and comply with the instructions of lecturers in their use.
- 7.2.2 Mobile phones, sound and photographic equipment, and other electronic devices must not be used in a manner that contravenes the appropriate use of computing and electronic resources (Clause 7.1 of the *ICT Use Policy and Procedure HEPP44*).

8. Copyright

- 8.1 Students may only copy material in accordance with the Australian Copyright Act 1968. For study and research purposes, students are permitted to copy:
 - 8.1.1 1 chapter or 10% of a book; or
 - 8.1.2 1 chapter, or 10% of the number of words of text materials in electronic form; or
 - 8.1.3 1 article per issue of a journal, magazine, or newspaper – or more than 1 article if each article relates to the same subject matter.
- 8.2 Internet material, artist, dramatic, film, and musical works are also covered by copyright legislation. Please check with your lecturer.
- 8.3 Students must reference carefully the copyright works they use in order to avoid plagiarism, which is considered academic misconduct.
- 8.4 Students must comply with licences for the use of intellectual property, including software. All software

loaded on Institute computers or provided by the Institute is licensed and there is no permission to copy software unless permitted by licence.

- 8.5 If students need further information about copyright obligations, they should refer to the Australian Copyright Council website (<http://www.copyright.org.au>).

9. Food and Beverages in Learning Environments

- 9.1 The presence and/or consumption of any variety of food in classrooms is **strictly prohibited**. Students are responsible for ensuring that food is not taken into classrooms.
- 9.2 Hot beverages are not permitted in classrooms. Other beverages must be carried in a secure container/bottle to minimise spills and leakages. Students are responsible for ensuring the sensible storage and consumption of beverages in classrooms and for the removal and correct disposal of drink containers from classrooms. No beverages are permitted in computer laboratories.
- 9.3 It is acceptable to carry food and beverages (securely) inside bags carried into classrooms.

10. Safety

- 10.1 The Occupational Health and Safety 2004 (Vic) applies to all students of the Institute. Students have a responsibility to ensure that they work safely, without risk of injury to themselves or others, and follow all safety practices required.

10.2 Students have an obligation:

- 10.2.1 To comply with the instructions given for workplace health and safety at the Institute or workplace;
- 10.2.2 To use personal protective equipment and wear any clothing necessary to meet the work health and safety requirements of your course when you are working with machinery and equipment;
- 10.2.3 To ensure they are properly instructed in the use of machinery and other equipment;
- 10.2.4 To use machinery in accordance with safety procedures and follow lawful directions, both written and spoken, given by Institute staff or their supervisor or employer during industry placement;
- 10.2.5 To not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the Institute or workplace;
- 10.2.6 To not wilfully place at risk the workplace health and safety of any person at the Institute or workplace; and
- 10.2.7 To not wilfully injure yourself.

- 10.3 Students are entitled to challenge, in a respectful manner, directions or decisions of Institute staff or the employer, if they consider them to be unlawful, unreasonable, or to potentially endanger a person's health or safety.

11. Grievances, Complaints and Appeals

- 11.1 Students have a right to seek redress for genuine grievances and complaints about any aspect of their student experience with SCEI-HE, its agents or related parties, and should follow the Student Complaint and Grievance Policy and Procedure HEPP03.
- 11.2 Students have the right to appeal decisions affecting their academic progress or standing. Appeals must be lodged in accordance with the Academic Appeals Policy and Procedure (HEPP05) within the specified timeframes and supported by relevant evidence. The appeals process will be conducted fairly, transparently, and impartially, ensuring students have the opportunity to present their case and receive a timely decision. This clause partially addresses the requirements of the Higher Education Standards Framework (HESF) 2021 Standard 2.4.2, which are comprehensively covered in the related policies HEPP03 (Student Complaint and Grievance) and HEPP05 (Academic Appeals).

RELATED DOCUMENTS

Academic Appeals Policy and Procedure HEPP05
Academic Misconduct Policy and Procedure HEPP02
ICT Use Policy and Procedure HEPP44
Student Complaint and Grievance Policy and Procedure HEPP03
Student Misconduct Policy and Procedure HEPP47

LEGISLATIVE CONTEXT

Age Discrimination Act 2004

Charter of Human Rights and Responsibilities Act 2006 (Vic)
Control of Weapons Act 1990 (Vic)
Disability Discrimination Act 1992
Equal Opportunity Act 2010 (Vic)
Occupational Health and Safety Act 2004 (Vic)
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Tobacco Act 1987 (Vic)

RESPONSIBILITIES

Management: Promote the student rules and student charter.

Students: Always abide by the Student Charter and Student Rules.

ACKNOWLEDGEMENTS

This Code of Conduct was initially developed with reference to the following institutions' policies:

- Oxford College, Student Code of Conduct Policy, December 2013.

DOCUMENT AND RECORD CONTROL

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