

Student Code of Conduct

1.0 Purpose

Bendigo TAFE and Kangan Institute (the TAFE) are committed to ensuring a respectful adult learning environment that is safe, engaging and supportive for all students enabling successful completion of their chosen educational journey.

At the TAFE, we will provide clear guidelines to all students regarding the conduct expected whilst studying on-campus and online, engaging in TAFE-related activities or representing the TAFE at external forums. Students are expected to uphold the TAFE's core values at all times.

2.0 Scope

This Code of Conduct (the Code) applies to all Bendigo TAFE and Kangan Institute students (**herein after referred to as students**). The application of this Code is not limited to the physical presence on-campus. It extends to all face-to-face and online activities that are TAFE-related, including representing the Institute. The Code requires that student actions do not bring disrepute to the Institute regardless of whether the action occurs within or outside of TAFE activities.

3.0 Definition of a 'Student'

For the purposes of this policy, a 'Student' of Bendigo TAFE or Kangan Institute shall be considered a current student of Bendigo TAFE or Kangan Institute until they formally withdraw from the TAFE, are no longer enrolled or the day after receipt of their final completion certificate.

4.0 Expectations of Students

It is expected that every student will:

- Uphold and be respectful of the TAFE's core values at all times;
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- abide by all health and safety rules, including the Child Safe, and procedures operating within the TAFE and at other locations related to their studies, which the student may visit;
- ensure their actions do not bring the TAFE into disrepute;
- uphold the reputation of the TAFE by observing an appropriate standard of behaviour in transit to and from the TAFE;
- respect the authority of members of staff and follow TAFE rules as required;
- strictly adhere to the TAFE's policies and procedures as required;
- behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying, including cyber bullying and harassment;

Student Code of Conduct

- refrain from behaviour that would interrupt the work of any class or hinder the learning opportunities of other students;
- refrain from activities, conduct or communication that would reasonably undermine the reputation of the TAFE, employees or students of the TAFE (including activities on social media and other online forums);
- respect TAFE property and the property of staff, contractors, visitors and other students;
- be punctual and attend classes as required;
- complete work set by educators promptly and to the best of their ability and to take full advantage of the educational and other opportunities offered by the TAFE;
- dress appropriately and with due regard for health, hygiene and safety;
- observe all rules concerning smoking when physically present at Bendigo TAFE or Kangan Institute campuses;
- not possess, use or be under the influence of alcohol or illicit drugs or other substances harmful to health, at TAFE, on TAFE excursions, in transit between TAFE and your primary place of residence.

5.0 Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- behave in a manner that is not safe towards, or in the presence of, children
- any form of physical or verbal violence including fighting, assault or threats of violence;
- any form of cyberbullying or cyber-abuse;
- disruption to classes (online or in-person) including unauthorised recording or photography;
- sharing, displaying or sending inappropriate, offensive or explicit text messages, photos or videos;
- gambling of any form (both online gambling and in-person) during class time, whilst undertaking TAFE activities;
- language or conduct which is likely to offend, unfairly discriminate against any student, volunteer, staff, contractor or visitor;
- harassment, bullying or vilification in any form against any student, volunteer, staff, contractor or visitor;
- theft, fraud or misuse of TAFE resources;
- the use of inappropriate or profane words or gestures and images;
- unacceptable class attendance levels;

Student Code of Conduct

- consuming alcohol or illicit drugs at TAFE or during TAFE excursions, in transit between TAFE and your primary place of residence;
- attending TAFE, social or recreational events as a representative of the TAFE whilst under the influence of alcohol, illicit drugs or other substances harmful to health.

6.0 Reporting

It is expected that all students will report any cases to a teacher, student support staff member or senior staff member (in confidence) of unlawful behaviour or behaviour in breach of this conduct which they may have observed.

7.0 Breach

All allegations of any breach of the Student Code of Conduct will be managed as per the Student Code of Conduct Procedure.

8.0 Related Policies and Procedures

- Student Code of Conduct Policy
- Student Code of Conduct Procedure
- Child Safety Policy
- Child Safety Procedure
- VCAL Policy
- VCAL Procedure
- Student Welfare and Accessibility Policy
- Health and Wellbeing Policy
- Drug and Alcohol Procedure