

Code of Student Behaviour Policy

1.0 Purpose

Bendigo Kangan Institute has a duty of care to provide a safe learning and teaching environment for its community of students and staff. This policy:

- assists students to understand the community of which they have chosen to be a member,
- facilitates a cooperative and productive relationship between staff and students, as well as between students, and
- explains the obligation to observe standards of equity and respect with all members of the BKI community.

2.0 Scope

This policy applies to all students at BKI, regardless of mode of study delivery, physical presence or geographic location, and at all BKI sites, campuses and auspice and other collaborative relationships. It also applies to all student conduct, whether or not it is related to BKI activity, which is considered to affect adversely the safety, interests or reputation of BKI, its students, employees or on any member of the BKI community.

3.0 References

Children, Youth and Families Act 2005 (Vic)

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations 2007 (Vic)

Children's Services Act 1996 (Vic)

Children's Services Regulations 2009 (Vic)

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Information Privacy Act 2000 (Vic)

Health Records Act 2001 (Vic)

4.0 Policy Statement

The learning environment at Bendigo Kangan Institute encourages and supports the participation of students from diverse backgrounds. The environment is one of mutual trust and confidence between students and staff, and between students, where freedom of thought and expression operate in a framework of respect for the rights of others.

At BKI, we respect, honour and value the following:

- Understanding of others' needs;
- Ethical, courteous and responsible behaviour;
- A clean and safe environment;
- Equal rights for all students, regardless of gender, race, religion, culture, abilities and age;
- Care for the property of others and its return when borrowed;
- Submission of work honestly and attribution of ownership of that work appropriately;
- Positive response to any reasonable instruction from a member of staff;

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- Attendance, punctuality, and consistent engagement and participation in the learning environment;
- Compliance with all occupational health and safety requirements; and
- Enhancing the opportunities for all students.

Inappropriate behaviour that **does not meet** the Code of Student Behaviour includes, but is not limited to; the following:

- Cheating, including plagiarism or other assessment misconduct;
- Bullying, assault or intimidation, or threats thereof
- Inappropriately interfering with, causing willful or negligent damage to, or theft of BKI property, or the property of any student, member of staff, person, firm or company while within the precincts of BKI
- Smoking on BKI premises;
- Attending BKI under the adverse influence or in possession of drugs, alcohol and/or any prohibited substance;
- Attending BKI with weapons or items likely to cause intimidation or harm to others;
- Allowing mobile phones to left on in class;
- Inappropriate use of the Internet;
- Bringing animals onto BKI premises and property (excluding appropriately trained, recognised and registered Assistance Animals).
- Criminal activity of any sort;
- Harassment (including sexual harassment);
- Offensive language;
- Sexual activity on BKI premises.

Should inappropriate behaviour be identified, BKI will work with the student, where appropriate, to provide an opportunity to address, redress and/or change the behaviour. In the event that the student threatens or impacts the safety of students or teachers, the student may be immediately suspended from study pending investigation of the behaviour. Possible outcomes of an investigation include

- Return to learning with or without a behavioural contract being in place;
- Continued suspension from learning for an agreed time; or
- Expulsion.

Expulsion is reserved for the most serious of incidents and is implemented only where the behaviour is assessed by BKI as serious and having a high impact on staff or students. .

Where students have a concern for their own or another student's welfare, please report it to a teacher, or to the Student Wellbeing team by calling 13 8233.

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5.0 Roles and Responsibilities

Roles	Responsibilities
All BKI Staff	Provide clear and concise information to students regarding Code of Student Behaviour Policy and expectations
Executive Team	The overarching responsibility of ensuring governance and compliance of this policy.
Marketing	Dissemination of Code of Student Behaviour Policy information via Student Handbooks, Prospective Student Guide, Website(s) and other communications platforms as applicable.
Student Engagement & Retention	Providing a range of services to support the student to understand the Policies and Procedures of BKI and liaise with internal and external stakeholders to engage the student into BKI student life.
Teaching Departments During Application, Selection, Training and Assessment:	Providing information about expectations and policies. Providing assistance and referral to Engagement and Retention Services as applicable. Making the Student Behaviour Policy available to applicants and answering any questions that follow.

6.0 Definitions

Nil

7.0 Supporting Procedures

Nil

8.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	Board	27/10/2014	04/12/2014	The content of this policy originated from Kangan Institute Code of Student Behaviour POL 1.3 version 6	31/12/2015	Executive Director Learner Experience

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Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
2.0	N/A		22/01/15	Editorial change: Removal of requirement to only communicate via BKI student email	31/12/2015	Executive Director Learner Experience
3.0	N/A		02/03/2015	Editorial change: Removal of logos from template	31/12/2015	Executive Director Learner Experience
4.0	CEO	12/09/2016	13/09/2016	Major re-write	13/09/2018	Executive Director Learner Experience

9.0 KI Policy and Procedure Portal / BT BMS Requirements

Category	Key Words
Teaching and Learning	