

Student Code of Conduct

Context

Macedon Ranges Education expects that all students will behave towards one another, as well as with staff and other stakeholders of the organisation with integrity, fairness, impartiality, and compassion. Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. This Code of Conduct ensures that there are clearly defined standards of behaviour and conduct for all enrolled students. By adhering to this Code students will ensure that both they and their peers will be afforded a safe and productive environment in which to study.

Purpose

This Code of Conduct Policy establishes the standards of behaviour expected by all students of the organisation and is a guide to assisting students in resolving ethical issues that may present themselves during their time at Macedon Ranges Education. This *Student Code of Conduct* exists to provide a framework upon which behaviour, standards and ethical decision-making can be based.

Scope

The *Student Code of Conduct* applies to all students of Macedon Ranges Education regardless of course, status, timetable, or any other factor.

Responsibilities

The enforcement of the *Student Code of Conduct* is the responsibility of the CEO (Chief Executive Officer) of Macedon Ranges Education.

Definitions

No special definitions apply to this *Student Code of Conduct*.

Statement Expectations

Macedon Ranges Education expects that all members of the broader Institution community will behave professionally and with respect for others. Therefore, students must not behave in a manner that may be considered disruptive and/or inappropriate by any reasonable standard.

Students are expected to refrain from behaviour that:

- creates significant disruption to the learning environment.
- creates an atmosphere of hostility, intimidation, ridicule, anxiety, or disrespect for others.
- contradicts published rules, regulations, procedures, or common standards of safety.
- endangers or threatens to endanger the health or safety of others.

- contradicts standards of conduct for practicum placements and/or rules and regulations of the practicum workplace.
- damages, defaces or destroys the Institution's property.

Furthermore, students are expected to:

- attend their scheduled classes regularly and punctually.
- refrain from the use of devices which may disrupt classes. e.g., mobile phones, and portable entertainment equipment such as iPads, etc.
- comply with reasonable direction from the Institution's authorised representatives.
- conduct themselves in a safe and healthy manner.
- identify and report any possible hazards from equipment, facilities, and the environment.
- refrain from smoking anywhere on the Institution's premises.
- refrain from drinking and/or eating in any study area.
- refrain from the use of bad language, alcohol, and drugs.
- refrain from utilising social media or product review sites to make any comment or notice that is defamatory, untrue or in any way contributes to hostility, intimidation, ridicule, anxiety or disrespect for others or the institution.
- ensure that no students, staff, or visitors to the Institution experience discriminatory, harassing, or bullying behaviour.
- report any discriminatory behaviour, harassment or bullying to a member of staff.
- follow the Institution's policies.

Consequently, students are entitled to:

- be treated fairly and with respect.
- learn in an environment free of discrimination and harassment.
- pursue their educational goals in a safe and supportive environment.
- expect that their privacy is respected, and their personal information will be kept confidential.

It is expected that in order to perform their studies in accordance with this *Student Code of Conduct*, students must:

- Comply with all relevant rules and regulations as outlined in the *Student Information Guide*.
- Treat members of the public, employees, clients, other students and all stakeholders with courtesy and respect.
- Uphold the rights of all employees, clients, other students, and other stakeholders at all times.
- Ensure that they do not engage in discriminatory practices and are sensitive to the needs of others at all times. Discriminatory practices that must never be engaged in whilst a student of the organisation include (but are not limited to):
 - Gender.
 - Marital Status.
 - Pregnancy.
 - Age.
 - Colour.
 - Nationality.

- Ethnic or Cultural Origin.
 - Physical Impairment or Intellectual Impairment.
 - Sexual Preference.
 - Religious Preferences.
 - Political Preferences.
- Ensure that they act responsibly when they become aware of, or suspect unethical behaviour, wrongdoing or any act that contravenes this *Student Code of Conduct* by another student or employee. This may include making a formal complaint to the CEO.

Public Comment

For the purposes of this *Student Code of Conduct*, 'Public Comment' includes public speaking engagements, comments on radio, television, expressing views in correspondence to newspapers, books, journals, websites, social media, or notices where it can be expected that the publication or circulation of correspondence will or is likely to be distributed to the community at large.

While it is accepted that employees and students of the organisation have a human right to make public comment and enter into public debate on political and social issues, there may be circumstances whereby the comments are being made in a private capacity and at no time should be attributed to, or recognised as, the official public comment of the organisation. Students are not to utilise social media or product review sites to make any comment or notice that is defamatory, untrue or in any way contributes to hostility, intimidation, ridicule, anxiety or disrespect for others or the institution.

Use of Facilities, Equipment & Resources

Employees and students are expected to use all facilities, equipment, and resources of the organisation carefully, efficiently, and honestly. The private use of organisational facilities, equipment and resources is not permitted without the prior consent of the CEO.

This *Student Code of Conduct* is a guide to the expected standards of behaviour for all students of the organisation. Any breaches of the *Student Code of Conduct* will result in the cancellation of the student's enrolment.

Related Documents

- Student Information Guide

Version Control

This document is under version control.

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