

Name:	<b>Student Code of Conduct Policy</b>
Approved by:	General Manager, Group Accreditation & Compliance
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Approved by:	Executive Dean
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Implementation Owner	Student Services Manger
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## **Section 1 – Introduction**

### **1) Scope**

This policy refers to the operations of AIT across all of its delivery locations.

### **2) Regulatory Requirements**

This policy is informed by the requirements of TEQSA and aligns with Standard 1.3 Orientation and Progression; 2.2 Diversity and Equity; 2.3 Wellbeing and Safety; and 2.4 Student Grievances and Complaints.

It also conforms with the requirements of the Standards for RTO's 2015 and the National Code 2018.

## **Section 2 – Policy**

### **1) Rules of Conduct**

In order to provide a proper learning environment for students, Academy of Information Technology has established the following rules of conduct. This section outlines the expected behavior of students at AIT. All students must read the following student Code of Conduct and agree to the terms of the code via the student contract.

### **2) Personal Conduct**

- a) Demonstrate respect and courtesy to all staff (academic and non-academic), AIT guests and other students at all times.
- b) Maintain a cooperative and collaborative approach to inter-personal relationships.
- c) Any directions or instructions provided by any staff members must be observed.
- d) No open food or drinks are allowed anywhere except in the student lounge. Open food or drinks outside of this area will be confiscated by staff, exception for campus managed event and celebrations.
- e) Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.
- f) Offensive language is not to be used by students while on campus.
- g) Read all official correspondence including email.
- h) No weapons of any kind are permitted on the campus.
- i) Students may use computers only for relevant lectures or tutorials during lecturers and tutorial sessions. During tutorial periods, students must do the work assigned. You may not use the computers during this time to listen to music, use computer chat programs or play computer games.
- j) Students must not use other students' or staffs' computer equipment, property or computer files. Any students using another student's computer account or password may be expelled from AIT.
- k) No unauthorised software is to be installed on computers by any students
- l) When using the Internet, students are not allowed to retrieve or view any files which may contain pornographic, violent, racist material or material which may be offensive / harmful to other students or staff. The internet is to be used as an aid for your studies only. Any student caught abusing the use of the Internet will have their Internet access suspended without warning.

### **3) Academic Conduct**

- a) Be punctual in attending scheduled classes so as not to disrupt the lecturers.
- b) Students are not permitted to leave during the class unless permission is given by the lecturer/tutor.
- c) Students are encouraged to attend all scheduled classes.
- d) The use of a mobile phone during class is not allowed. Mobile phones must be turned off during class.
- e) No loud or offensive behaviour, shouting, or other actions that may disrupt the learning atmosphere are allowed. Disruptive behaviour in the class is not tolerated and students who do disrupt the class will be removed and disciplined.
- f) Avoid any activity or behaviour that would unfairly advantage or disadvantage another

student academically.

- g) Behave professionally, ethically and respectfully in all dealings with AIT learning partners during all external placements and practicums.
- h) It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines.

A violation of the above code of conduct will result in a warning. A second violation will result in a written warning and a meeting being scheduled with the Dean of Studies to explain your actions. A third violation or any serious violations of this Code will result in expulsion from AIT.

#### **4) Respect for Law and Governance**

Students are required to observe and comply with all relevant Federal and State laws, statutes and prescribed requirements as well as the policies and rules of AIT.

#### **5) Discrimination and Harassment**

Students must not harass or discriminate against their colleagues, students, members of the public or other persons with whom they may interact on the grounds of (including but not limited to) sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference. Such behavior may constitute an offence under several Federal Anti-Discrimination laws as well as the State Anti-Discrimination laws and will be considered a serious breach of policy. In addition, students must not harass or discriminate on the grounds of political or religious convictions.

#### **6) Alcohol and Prohibited Drugs**

No alcohol is to be consumed on premises without the express approval of the General Manager. No prohibited drugs are to be brought into AIT premises, and any student involved will be dismissed without warning. Any student on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to their teacher to allow a proper evaluation to be made. Any student who is suspected of having consumed alcohol or prohibited drugs or who, in the opinion of their teacher is not capable of satisfactorily performing normal duties, will be dismissed.

#### **7) Smoke Free Workplace**

By law all workplaces must be smoke free. All students must observe this requirement. Any rules relating to outdoor smoking areas, or areas near entrances or exits must be adhered to.

#### **8) Publication**

This procedure is published on the web sites of AIT to ensure students have up-to-date and accurate information publicly available to them.

### Section 3 – Reference and Supporting Information

#### 1) Supporting documentation

Document name	Document type	Location
Student Contract	Contract	Internal

### Section 4 – Change History

#### 1) Change History

Version	Approval date	Department	Approved by	Change
V1.0	04 February 2015	Group Accreditation & Compliance	Group Manager	Development of Group Policy replacing existing entity level policies
		Technology & Design Division	General Manager	
V1.1	02 March 2016	Group Accreditation & Compliance	Compliance Manager	
		Technology & Design Division	General Manager	
V1.2	07 September 2016	Group Accreditation & Compliance	Group Manager	
		Technology & Design Division	General Manager	
V1.4	24 May 2018	Group Accreditation & Compliance	Group Manager	

		Technology & Design Division	General Manager	
V1.5	15 March 2019	Group Accreditation & Compliance	Compliance Manager	
		Technology & Design Division	General Manager	
V1.6	10 October 2019	Group Accreditation & Compliance	Group Manager	Update to new template
		Technology & Design Division	General Manager	
V1.7	22 March 2021	Group Accreditation & Compliance	General Manager	Removal of reference to class attendance
		Technology & Design Division	Executive Dean	