

## STUDENT CODE OF CONDUCT

### 1. Introduction

At Tauondi Aboriginal College we value

- difference and diversity
- co-operation
- respect
- tolerance
- teamwork
- partnerships

While at the College, all students are expected to behave in a considerate and courteous manner when dealing with other students, staff and members of the wider Tauondi community.

Tauondi aims to provide a high quality education and training service in which all students are encouraged to strive for excellence and fulfil their potential. Unacceptable behaviour can hinder the progress or work performance of others.

### Policy

The purpose of the Student Code of Conduct is to clearly define student and staff rights and responsibilities that relate to appropriate behaviour. The intent is to foster a learning environment in which all students and staff can participate safely and effectively.

### 2. Work Health and Safety

All staff and students in turn accept their responsibility to work safely. This means working intelligently, with common sense and foresight. All staff and students are expected to follow the set safety standards that apply to our organisation, and adhere to all rules and regulations as set out by the Work Health and Safety Act 2012 (SA).

### 3. Rights and responsibilities

All students and staff have a right to work and study in an environment free from harassment, discrimination or threatening behaviour. This right is accompanied by everyone's responsibility to:

- respect the rights of others;
- respect differences and diversity; and
- respect people's rights to privacy and confidentiality.

The right to have your say is balanced with the responsibility to listen to others.

As a student of Tauondi Aboriginal College you can expect staff to:

- treat you in a fair and non-discriminatory way; and
- be professional in performing their duties.

As a student of Tauondi Aboriginal College you have a responsibility to:

- observe any class rules or behaviour guidelines set by your Trainers or course coordinator.
- behave in a manner that does not interfere with the learning of others.
- conduct yourself in a responsible manner while on campus, or on excursions, field trips or industry experience required by Tauondi.
- observe any lawful direction given by any Tauondi staff member who has a duty of care to ensure the safety of individuals and the orderly conduct of students participating in all learning programs of the College and organisations in partnerships with Tauondi Aboriginal College.
- attend classes daily and on time as per the course requirements.
- submit work within the timelines set out by your trainer.
- participate in work observation, experience or placement as required by your course.

**Failure to meet your responsibilities may include but is not limited to the above points may result in disciplinary action such as temporary or permanent removal from the course/college.**

#### **4. Unacceptable behaviour**

Unacceptable behaviour includes but is not limited to:

- disobeying any reasonable direction by a Tauondi staff member;
- acting dishonestly in relation to tests, examinations, reports, assignments etc;
- viewing of disturbing or offensive material via the internet, email or other means;
- discrimination, harassment and victimisation;
- bullying and intimidation (including cyber bullying);
- making racist, sexist or other discriminatory comments;
- behaving in a disruptive manner such as swearing, yelling or using offensive language;
- using mobile phones during classes and in the resource centre;
- illegal use of drugs or alcohol;
- stealing, vandalizing or causing willful damage to Tauondi property;
- endangering the safety of yourself or others;
- assaulting or attempting to assault anyone while on the Tauondi Aboriginal College campus or participating in off campus College activities; and
- possessing weapons.

#### **5. Consequences of unacceptable behaviour**

Disciplinary action may be taken against students for breaches of Tauondi rules, policies or directions regarding acceptable and unacceptable behaviour while they are engaged in course-related activities, either on or off College grounds.

Trainers have the right to ask a student to leave the classroom or refuse entry into a classroom if behaviour is disruptive or dangerous.

A student may be suspended and/or withdrawn by the College Chief Executive Officer (or his/her delegates) for behaviour that threatens the safety of others, interferes with the duties of staff or other students' study, damages or threatens College property, or the good order of Tauondi.

All forms of unacceptable behaviour are inconsistent with a safe and supportive learning environment and therefore will not be tolerated. The police may be contacted at the discretion of College Management.

If a student has been suspended and/or withdrawn and are considering re-enrolling, they must first meet with the Chief Executive Officer prior to submitting an enrolment form.

#### **6. Implementation**

Students can go to the following Tauondi Aboriginal College staff members for assistance and advice in relation to any aspect of this Code of Conduct:

- Trainers, who are responsible for setting the tone within the learning environment and upholding the principles of equal opportunity;
- College Managers, who are responsible for resolving complaints in the learning environment;
- The Student Support Service Team who have information about College policies and procedures and can assist students to resolve issues. The officer provides confidential counseling and may liaise between, or facilitate meetings between students and Trainers, or other students; and
- The relevant Contact Officers who can assist students and staff in resolving complaints of discrimination and harassment by ensuring fair processes are understood and adhered too. They are available to consult with, advocate for, or mediate between parties involved in a complaint.