

# **Student Code of Conduct**

This outlines the expected standard of behaviour for ELSIS students. In general it is expected that as a student you will:

- Be responsible for your study program.
- Treat staff and fellow students courteously and with consideration at all times.
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing.
- Take reasonable care of ELSIS' property, equipment, and facilities.
- The conduct expected of an ELSIS student is outlined in more detail below.
- Sanctions, such as revoking computer or lending privileges, withholding results, and suspension or expulsion from ELSIS, may be applied where students fail to conduct themselves in an appropriate manner. If you are unsure about what is the right thing to do in any circumstance, you are encouraged to ask advice from ELSIS staff.

## **Dress standards**

Students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace.

## **Alcohol and drugs on Institute premises**

Students are not allowed on ELSIS premises or to use its facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on ELSIS premises is forbidden.

## **Smoking on ELSIS premises**

Smoking is forbidden throughout ELSIS premises and facilities, including all outdoor areas within four metres of the ELSIS front entrance.

## **Eating and drinking on Institute premises**

Eating is restricted to the canteen and is not permitted in classrooms, computer rooms or the learning resource centre.

## **Occupational Health and Safety**

ELSIS is committed to promoting a safe and healthy work and study environment and recognises its obligation under the Occupational Safety and Health Act 1984 (OS&H Act) to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards. The OS&H Act also requires individuals to take responsibility for contributing to their own safety in all circumstances.

## **Conduct dangerous to others**

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

### **Unacceptable behaviour**

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach. This applies not only in classrooms, but in all parts of ELSIS and during study visits or student activities. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, offensive or which unreasonably disturbs other groups or individuals is prohibited.

### **Misuse of ELSIS property**

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property belonging ELSIS is a violation of the Student Code of Conduct.

### **Academic misconduct**

Academic misconduct includes:

- Regular lateness in attending classes and lateness in submitting assignments and assessable work.
- Failure to attend classes or other contact sessions and failure to submit assessable work according to deadlines.
- Using mobile phones or other electronic devices in classrooms. Mobile phones must be turned off before entering classrooms or Learning Centre. I-phones, or similar devices, and earphones are not allowed to be used in class, other than by students with hearing impairment.

### **Cheating**

Cheating means gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment.

### **Plagiarism**

The term plagiarism refers to taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and is not acceptable.

## **Copyright**

You may only copy ELSIS materials in accordance with the Copyright Act 1968 and you must comply with licences for the use of intellectual property, including software.

## **Sanctions**

You should appreciate that serious offences such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion.

For a serious offence, suspension may be applied immediately, obviously impacting on your ability to continue or complete your studies.

For minor breaches of the code of conduct you will receive a warning asking you to rectify your behaviour. This may be a verbal reminder of the expected behaviour or an official written warning. Sanctions may be applied, including suspension, for consistent minor breaches of the code of conduct.

You should be aware that external authorities, such as the police, may be involved, in addition to any action taken by ELSIS, where a student's conduct breaks the law.

## **Further assistance**

If you have concerns about any aspect of our service, or suggestions about improving services, we want to know about them. You can bring your concerns or your suggestions to the attention of relevant staff by completing a complaint or feedback form at Student Services at any Campus.

If you have any doubts about the matters covered in the Code of Conduct, you should ask your teacher or another staff member for assistance.