

Student Code of Conduct

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Document Owner	EL SIS Principal Executive Officer		
Responsible Officer	Director of Studies		
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References and Legislation	Education Services for Overseas Students Act 2000 (Cth); The National Code of Practice for Privdres of Education and Training to Overseas Students 2018 (The National Code) The Privacy Act 1988 (Cth)		
Related Documents	ECA Staff Code of Conduct; ELSIS Assessment Policy and Procedures; Plagiarism and Academic Misconduct Policy and Procedures; Sexual Harassment and Sexual Assault Policy; ELSIS Complaints and Appeal Policy and Procedures Sexual Harassment and Sexual Assault Policy; ELSIS Complaints and Appeal Policy and Procedures		
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2.0	23/11/2020	Principle Executive Officer 25/11/2020	25/11/2020

EL SIS English Language Schools (EL SIS) are based on the principles of equity, mutual respect and shared responsibility, and prides itself on the diversity of its students and staff. EL SIS expects students to understand and meet these basic principles" of behaviour.

To assist in meeting these objectives EL SIS has established clear standards for students' interpersonal and academic conduct.

Anti-Discrimination and Equal Opportunity

EL SIS is committed to ensuring that all students have equal opportunities and are free from discrimination on any of the following grounds: race, colour, nationality, ethnic or ethno-religious background, gender, religious beliefs, age, marital status, pregnancy, sexual orientation and/or disability.

In ensuring that these objectives are met EL SIS is guided by the Commonwealth (Australian) anti-discrimination legislation, the Australian Human Rights and Equal Opportunity Commission, New South Wales anti-discrimination and the Anti-Discrimination Board of NSW.

These commitments apply equally to all EL SIS staff and students, and we all have a responsibility to treat everyone else fairly and without discrimination.

The EL SIS General Manager and Director of Studies are responsible for ensuring these commitments are met, and investigating any examples of unfair and discriminatory behaviour, and any complaints about unfair or discriminatory behaviour.

If you believe that you have been discriminated against and treated unfairly you should first try to resolve the problem informally, but if this fails you are encouraged to make a formal complaint by filling in the EL SIS Student Complaint Form.

Privacy and Use of personal information

During your application and enrolment ELSIS collected personal and health information, such as academic history, financial and other personal details, in order to meet our obligations under the ESOS Act and the National Code 2007; and to ensure that students comply with the conditions of their visas and their obligations under Australian immigration laws generally.

EL SIS has to ensure compliance with relevant Commonwealth (Australian) and New South Wales Privacy legislation, especially the *Privacy and Personal Information Protection Act 1998 (PPIP Act)*.

The privacy laws and regulations laws of Australia and New South Wales require and authorise ECA and ELSIS to provide certain information to the Australian Government, designated authorities and the TPS. In certain identified instances, the laws require and/or authorise the disclosure of information collected on your Application Form or during your enrolment without your consent.

EL SIS and ECA may engage other companies to provide services, such as an offshore cloud-based electronic storage service, and those companies may require access to personal information to perform the service. It should be noted that when such disclosures are made to entities located outside Australia, they are not required to comply with Australian privacy laws.

EL SIS staff at times may require access to students' personal information. Such access will be restricted to those staff who need the information in order to carry out their responsibilities in the personal and/or academic interests of students.

If a student is alleged to have committed an offence, ELSIS and/or ECA may be requested to assist the police or other authorized persons by providing personal information about that student for enforcement of the law.

In a situation where disclosure of your personal information is necessary to prevent or lessen a serious and or imminent threat to your life or health or the life or health of another person, the disclosure of information will be approved by the Director of Studies.

EL SIS will not release any information it holds about students aged 18 years and over to other parties, even to parents or close relatives, without securing prior permission from the student.

You are required to contact us if your personal and contact details change, or if you believe the information we have about you is not accurate.

You may seek access to personal and health information held by ELSIS by contacting the Student Services office. Formal access applications under the Freedom of Information (FOI) Act can be made to the DoS – ELSIS.

EL SIS takes all reasonable steps to destroy hard copies of personal information that are no longer required, and destruction of personal information is undertaken by secured means.

Interpersonal Conduct

- Maintain the self-confidence and esteem of others.

- Preserve your own dignity, self-respect and confidence.
- Act with honesty and integrity.
- Be considerate, polite and courteous.
- Take responsibility for your actions.
- Treat others with dignity and respect at all times, and especially when there is disagreement.

Academic Conduct

- Respect the need of others to work in an environment of learning and teaching.
 - It is polite to speak English in areas where you are around people of different nationalities, especially during classes.
 - Come to school prepared, on time and ready to learn.
 - Turn off mobile phones during classes and assessments.
 - Attend and Leave classes at the scheduled times or with the permission of your teacher.
 - Give all class members the opportunity to listen in a quiet, non-disruptive environment.
 - Do not come to class under the influence of drugs (prohibited substances) or alcohol.
 - Bring all resources and equipment required to complete learning and assessment.
 - Treat others fairly and without discrimination, regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, sexual orientation, age or disability.
 - Respect the rights of others and protect your own rights.
 - Respect differences in people, their ideas and opinions.
 - Respect the privacy and confidentiality of staff and students.
 - Take appropriate measures to help those in need.
 - Refrain from harassment (sexual, racial, religious, etc.).
 - Refrain from bullying.
 - Refrain from abusive, threatening language.
 - Show proper care and regard for the property of others, ECA and ELSIS.
 - Refrain from bringing anything to school that may compromise the safety of others.
 - Adhere to required dress and safety standards.
 - Have your student ID card with you at all times in the college.
 - Show your student ID card when asked by ELSIS staff members.
 - Respect the restrictions on consuming food and drinks in classrooms.
 - The laws of New South Wales do not permit smoking indoors, and there are severe limits on smoking outside the building foyer and forecourt. These public health restrictions must be observed.
 - Follow teacher instructions at all times.
 - Complete assessment activities within the time frame given.
 - Refrain from Academic misconduct (no Academic Progress, plagiarism).
 - Provide factual and honest information in connection with course progress and enrolment.
 - Refrain from copying or plagiarizing in assessment activities.
 - Refrain from talking to other students during assessment events where it is not permitted by the teacher.
 - Do not submit someone else's work as your own.
 - Do not allow others to copy from your work where this is not allowed.
 - Refrain from using your mobile phone during an assessment event.
- Attend all the scheduled assessment activities unless you have legitimate medical or compassionate and compelling reasons.

Authorities, Procedures and Penalties

EL SIS and Staff, Teachers and Coordinators may ask students(s) to leave a class and or building where it is deemed necessary in relation to with any breaches outlined above. Students may be taken to the Director of Studies.

The Director of Studies (DoS) will investigate alleged breaches of the ELSIS Student Code of Conduct. If sufficiently proved, and depending on the nature and seriousness of the breach, the DoS will at his/her discretion decide the consequences of or punishment for the breach. The consequences may include, but not be limited to:

- Being placed on probation;
- Immediate expulsion from their course and/ or school;
- Suspension of enrolment;
- Cancellation of enrolment;
- Reporting to the relevant educational and/or immigration authorities;
- Referral to the Principal Executive Officer; and/or
- Referral to the police for further action.

Grounds for suspension, or cancellation of student enrolment: Severe Breach of Student Code of Conduct

Severe breaches of the Student Code of Conduct may result in the suspension or cancellation of your student enrolment and notification of the appropriate authorities by entry on PRISMS. Severe breaches of the code of conduct include, but are not limited to:

- Physical assault and/or threatening to inflict serious bodily harm.
- Bullying.
- Any form of abuse and/or harassment (sexual, racial, etc.).
- Threatening or intimidating staff or students.
- Directing inappropriate or disrespectful language at any ELSIS staff member.
- Obstructing any staff in performing their duties.
- Acts of vandalism.
- Being in the possession of, or under the influence of illegal drugs, or under the influence of alcohol.
- Contravening federal, state or local law.
- Not following the teacher's instructions in the conduct of the assessment activities.
- Becoming very disruptive during class or in an assessment activity.
- Copying or plagiarizing in assessment activities or submitting someone else's work as your own.
- Talking to other students during assessment events where it is not permitted.
- Allowing others to copy from your own work where this is not permitted.
- Using your mobile phone during an assessment event.
- Knowingly not attending the scheduled assessment activities without good reason.
- Soliciting students or staff for the purpose of personal gain.
- Accompanying unauthorized person(s) onto the college premises.
- Giving false or misleading information in connection with course progress and enrolment.
- Compromising the privacy and confidentiality of others.

- Refusing to leave the class when asked to do so by a teacher.
- Failing to comply with student visa requirements (including poor attendance, lack of academic progress) and failing to respond positively to academic counselling and intervention strategies.

Police will be involved in the following cases:

- Possession of a weapon, including, but not limited to firearms.
- Use of a weapon to cause bodily harm, or to threaten serious harm.
- Trafficking in drugs or weapons.
- Robbery.
- Acts of vandalism causing extensive damage to school property or property located on school premises.
- Physical assault causing bodily harm requiring professional medical treatment.
- Sexual assault.
- Racial, ethnic and/or religious assault