

## Student Code of Conduct Policy Version Details

Version Identifier	Last Updated	Author	Approved By
V3.5	Feb 2019	RTO Manager	CEO

Please refer to the Policy Development and Review policy for details of the process for managing policy version details.

### Statutory and regulatory compliance

- Standards for RTOs 2015
- Clause 1.7
- National Code Standard 10

### Related Policies

- Staff Induction
- Orientation
- Student Handbook
- Information provided to learners prior to enrolment
- Enrolment Offer and Acceptance Agreement
- Monitoring Course Progress
- Attendance
- Plagiarism, Collusion and Cheating

### Related Documents

- Course brochures
- Student handbook

### Policy

IAMA is an educational institution which is built on respect for oneself and others. At IAMA, learners are provided with a mature and professional learning environment. Learners are not expected to behave according to a rigid code of discipline, but it is expected that all learners will behave in a mature and responsible manner.

### Procedures

#### *Informing learners of the code of conduct*

Information about the student code of conduct is provided to learners in the student support Tab in IAMA website. It is also provided in the orientation session prior to the first classes attended by each student and referred to be read in the Student Handbook. Trainers are required to discuss the student code of conduct in class during the first week of classes.

#### *Suspension or cancellation of enrolment for learners in breach of the student code of conduct*

According to IAMA's deferment, suspension or cancellation policy and procedures, IAMA may cancel a student's enrolment for breaching the IAMA student code of conduct.

#### *Informing staff of the student code of conduct*

Staff are informed of the student code of conduct during their induction session and in this policy and procedures manual.

### ***General Guidelines***

It is expected that all learners will:

- attend classes on each day they are scheduled
- be respectful and courteous to student services staff, trainer/assessors and other learners
- dress and behave in an appropriate manner
- contribute to the life of the college in a constructive manner
- respect the property of the college and other learners

### ***Classroom behaviour***

The classroom is a place of learning. It is expected that all learners will:

- attend class on time
- bring the required learning resources, stationery and materials to class each lesson
- show appropriate respect toward the trainer/assessor and fellow learners
- not disrupt the class or other learners
- speak only English in class
- remain in the classroom throughout the class
- not eat or drink in the class
- turn off mobile phones during class time
- submit all class work and assessments
- leave the class room tidy after each lesson

### ***Course Progress***

It is the learners' responsibility to be familiar with their course requirements and prepare a study plan that will assist them in meeting the course requirements. Learners are required to make satisfactory course progress according to the policy for monitoring course progress and attend at least 80% of classes each term according to the attendance policy.

### ***Assault***

Any form of assault in class or outside class is strictly forbidden. This includes assaults of a physical, oral, written, electronic, sexual or racial nature. Assault between learners or between student and trainer/assessor will not be tolerated.

### ***Carrying Weapons***

Carrying knives and other weapons or objects that may be used as weapons on campus is forbidden and may constitute criminal activity.

### ***Bullying***

Bullying is unreasonable behaviour that is intimidating, threatening or humiliating and repeated over time or occurring as part of a pattern of behaviour. Bullying can be physical, verbal or indirect, and creates an unfriendly, threatening or offensive environment.

Examples of behaviour that could be bullying include, but are not limited to:

- excluding someone from workplace/learning activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- abuse using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- humiliating someone through sarcasm or insults
- intimidation

- initiation practices
- sabotaging someone's work
- 'practical jokes'

Any form of bullying in class or outside class is strictly forbidden. Bullying amongst learners or between student and trainer/assessor or between staff will not be tolerated.

### ***Cyber-bullying***

Cyberbullying is the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm others.

Learners at IAMA have a responsibility to ensure that they:

- do not participate in cyber bullying
- do not use mobile phones, cameras or other digital devices to record audio and visual material unless they seek and receive authorisation to do so
- do not breach the privacy of learners, staff and members of the IAMA community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff
- advise learners being victimised by cyber bullying to talk to an adult

### ***Harassment***

Harassment is behaviour (through words or actions) based on the personal characteristics listed above that is unwanted, unasked for, unreturned and likely to make IAMA an unfriendly or uncomfortable place by:

- humiliating (putting someone down)
- seriously embarrassing
- offending (hurting someone's feelings) or
- intimidating (threatening someone so they behave in a certain way). Some examples of harassment are:
  - name calling
  - stereotyping jokes
  - offensive comments.

Sexual harassment is an unwelcome sexual advance, request for sex or any other sexual behaviour that a reasonable person would know or expect would offend, humiliate, seriously embarrass or humiliate another.

Some examples of sexual harassment are:

- unwanted touching
- unwelcome sexual innuendo or jokes
- displaying sexually explicit material (posters, emails, internet sites).

### ***Racial and religious vilification***

Vilification is behaviour (through words or actions) that incites hatred, serious contempt or ridicule of another person or group of people because of their race or religious belief.

Some examples of vilification are:

- public threats of harm
- encouraging others to hate someone because of their religion
- racist statements made in a public meeting
- racist graffiti

### ***Discrimination***

IAMA will act quickly to ensure that unlawful discrimination does not occur or continue to occur in the workplace for trainer/assessors, or in the provision of training and assessment to learners. Discrimination in employment and in the supply of goods and services is unlawful under various Commonwealth laws.

Discrimination is unlawful, and will not be tolerated, on the grounds of:

- age
- breastfeeding
- carer status
- disability/impairment
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status
- physical features
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- sexual orientation
- personal association with someone who has, or is assumed to have, one of these personal characteristics.

### ***Food and Drink***

To ensure a tidy and comfortable learning environment:

- Food and drinks are to be consumed in the common areas only.
- No food may be consumed in the classrooms and computer lab.
- All rubbish is to be placed in bins provided
- Kitchen areas are to be kept clean and tidy.

### ***Alcohol and Drugs***

The consumption of alcohol or illegal drugs is prohibited at IAMA.

### ***Plagiarism, collusion and cheating***

Plagiarism, collusion and cheating are not acceptable practices. Please refer to the section in this document for definitions of plagiarism, collusion and cheating, and of the consequences of engaging in these practices.

*I acknowledge that I have read and fully understand the contents of these IAMA Student Handbook, IAMA student code of conduct policy and IAMA fee and refund policy and procedure. which outlines the conditions and my rights and responsibilities as a participant of Image Australia Modern Academy Pty Ltd.*

Student Name: .....

Signature .....