

# Student Code of Conduct Policy

The Student Code of Conduct outlines a student's responsibilities, and rights.

Every student has the right to participate in our programs, free of inappropriate behaviour that may impair the learning process or the emotional, physical and mental wellbeing of individual students, safety and security, staff and visitors to Melbourne Trades College.

As a student, you have an obligation to help create an atmosphere of understanding, respect and professionalism where all learners enjoy a supportive adult learning environment. This

Student Code of Conduct outlines your rights and responsibilities.

**Melbourne Trades College** are committed to the following:

- Promoting mutual respect for people, property and different points of view
- Providing support, learning and avenues of assistance to inspire confidence, ability and an enjoyment of learning
- Providing a learning environment, free from discrimination, bullying and harassment in any form whether online or face to face.
- Creating an environment in which students are encouraged to undertake independent thought
- Celebrating diversity and welcoming people from diverse backgrounds, by committing to social justice practices such as equity of access and individual support for equal learning opportunities
- Flexibility of teaching and assessment practices, to ensure an inclusive learning environment
- Providing relevant, up to date information to facilitate students in making informed decisions around their studies
- Addressing any complaints about students or staff.

## **Student Responsibilities**

Students are expected to:

- Respect the rights, privacy and safety of other students and staff
- Treat other students with honesty and integrity
- Conduct their studies with honesty and integrity
- Respect all Melbourne Trades College facilities, resources and property
- Be responsible for their own decisions
- Provide accurate, current student information as needed, to facilitate the process of administration, enrolment and assessment
- Actively participate in the learning process
- Respect the rights of other students and staff to have their own opinion
- Be open to, and welcoming of, the diversity of students on campus
- Observe restricted smoking areas
- Show consideration to others by not riding bikes or skateboards on Campus

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## Student Rights

Students have the right to:

- Be treated by others with dignity and respect
- Privacy – as per the Privacy Act, Melbourne Trades College will not share student information without the student's prior consent in writing.
- Be free from bullying, (including cyber-bullying) or harassment, including sexual harassment on campus
- Receive fair and equitable assessment
- Make their own decisions about their lives
- Receive services without discrimination
- Ask to see information kept by Melbourne Trades College about themselves
- Be provided with information on Melbourne Trades College policies and student rights
- Complain, without fear of recrimination
- Feel safe and welcome at Melbourne Trades College

Please see the Student Handbook on Melbourne Trades College Institute Websites for more information on student responsibilities and rights.

## Unacceptable and Inappropriate Behaviours

### Bullying

Melbourne Trades College are committed to providing a learning environment free from unlawful discrimination and harassment and bullying, including cyber bullying.

Bullying is described as repeated, unreasonable behaviour, directed at a staff member, student or group of students that creates a risk to health and safety.

Bullying can be defined as follows;

- Physical harm, emotional distress
- Intimidation
- Threats to personal standing, such as name calling or derogatory references to age, gender, race, religion or sexual orientation
- Deliberate isolation from groups or from information and opportunities
- Undue pressure and impossible deadlines
- Failure to acknowledge good work
- Intimidation, cyberbullying or making inappropriate posts on Facebook, Twitter, Snapchat, Instagram, messaging, online forums or blog pages
- Setting someone up to fail

### Harassment

Is any form of behaviour that:

- Is not wanted
- Not asked for

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- Is not returned
- and likely to create a hostile or uncomfortable place to be, that is: humiliating, intimidating or offending

## Sexual Harassment

Sexual harassment is illegal and will not be tolerated by Melbourne Trades College

If you feel someone has acted inappropriately towards you please contact the Student Support staff.

Student Support staff are available to provide confidential information and advice to anyone with an inquiry or complaint about harassment, discrimination, sexual harassment, bullying or victimisation by whatever method including electronic communication applications, for example Facebook.

## Other

Other behaviours that impede the safe and ethical conduct of learning by students, which include:

- Damage, destruction or theft of institute equipment or property
- Damage, destruction or theft of another student's work or property
- Violence, aggression and physical or verbal abuse or threats thereof
- Cheating and plagiarism or other academic misconduct
- Smoking on College premises
- Attending Melbourne Trades College campuses or events under the influence of drugs, alcohol or prohibited substance,
- Attending Melbourne Trades College with weapons or items likely to cause harm to others
- Criminal activity of any sort;
- Offensive language;
- Sexual activity on Melbourne Trades College premises.
- Ignoring or refusing to obey the reasonable request of a Melbourne Trades College staff member
- Inappropriate use of the internet.
- Breaching course progression or attendance requirements in keeping with student visa requirements.
- Discriminating against anyone on the grounds of sex, gender identity, sexual orientation, marital status, parental or carer status, pregnancy, breastfeeding, age, physical features, disability, impairment, race, political or religious belief or activity, industrial activity.

## Work Health and Safety

All students must protect their own health and safety and to avoid adversely affecting the health and safety of any other person. They must not wilfully or recklessly interfere or misuse anything provided by Melbourne Trades College in the interests of health, safety or welfare. All students must ensure that they are not, by the consumption of drugs or alcohol, in such a state as to endanger your own health and safety or the health and safety of another person. Melbourne Trades College recognises the importance of providing a safe and healthy environment for participants, contractors and visitors during their participation in work and training activities with the organisation. We strive for excellence in workplace health and safety and is committed to

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providing an environment which is free from risks and conducive to the productivity and efficiency needs of its participants and others.

***Students must also follow manufacturer's instructions prior to all practical work in the workshop***

## **Dress and hygiene**

Neat, comfortable clothing is generally considered appropriate for class. For practical classes, protective clothing must be worn prior to entering workshop facilities. Since you will be working in close proximity with others, care with your personal hygiene (clothing, hair, deodorant etc) is required.