

## 1 Purpose

Students have rights and responsibilities as members of the Institute community. To ensure that all students are treated with respect and fairness and are provided with a supportive and stimulating learning environment to pursue their goals, the Institute has outlined the following student expectations and responsibilities.

## 2 Scope

This policy applies to all enrolled students of the Institute and all staff of the Institute.

## 3 Policy

**3.1** In accordance with legislation, students must:

- Respect the rights of all students and staff regardless of sexual orientation, gender identity, race, religion, culture, ability or age;
- Adhere to Occupational Health and Safety requirements;
- Follow reasonable directions from any member of SuniTAFE staff; and
- Report illegal activity of any sort and not engage in criminal behaviour.

**3.1.1** In accordance with legislation, staff should:

- Not tolerate offensive behaviour, bullying, harassment, physical or verbal assault;
- Report any unsafe behaviour;
- Exclude anyone under the adverse influence of alcohol and/or drugs; and
- Report criminal activity of any sort to the relevant authorities.

**3.1.2** The Institute expects the following conduct of its students:

- Treat other students and SuniTAFE staff with respect and fairness;
- Refrain from swearing, drinking and eating in classrooms and other learning areas (water only allowed);
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing TAFE or other student's property;
- Behave responsibly by not being under the influence of drugs and alcohol;
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes;

**Warning – Uncontrolled when printed.**

- Complete all assessment tasks and examinations honestly within set timeframes, and not engage in plagiarism, collusion or cheating;
- Follow normal safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by staff;
- Not behave in a way that would offend, embarrass or threaten others; This also applies to the use of Institute social media outlets.
- Adhere to the Institute's Social Media Guidelines where relevant;
- Comply with all lawful regulations, rules or procedures of the Institute that pertain to them;
- Drive a motor vehicle in a responsible manner in the Institute precinct;
- Make payment of all fees, charges and fines levied by the Institute within the required timeframe; and
- Comply with course attendance requirements and timely notification of any absences from scheduled classes.

**3.2** Breaches of this policy will be dealt with in accordance with the Student Code of Conduct Procedure and Student Conduct Breach Procedure. The following principles of Natural Justice will apply:

- 3.2.1 all parties to a grievance should have the opportunity to put their case forward and have it considered;
- 3.2.2 any allegation made against a student of the Institute community should be made known to the individual concerned;
- 3.2.3 all investigations and decisions should be made impartially;
- 3.2.4 confidentiality is to be strictly maintained;
- 3.2.5 a student or friend/advocate of that student who is involved in disciplinary procedures is not to be victimised or discriminated against because of that involvement.

**3.3** Wherever possible, resolution of behavioural problems will be attempted through discussion and mediation (with the assistance of the Student Support Services Staff, if required).

**3.4** This policy will be communicated to students via the Institute's website and referenced in student orientation materials and Course Information Handbooks.

**3.5** The Institute has obligations to keep children at the Institute safe, and to report suspected and/or alleged child abuse in accordance with the Institute's Child Safe Procedure, this includes incidents, which may or may not have taken place at the Institute, and those that may or may not involve Institute students.

3.5.1 Under the Failure to disclose offence, all adults in Victoria have a responsibility for reporting child abuse to the police where there is a reasonable belief that an offence

**Warning – Uncontrolled when printed.**

has been committed by an adult against a child – the Institute’s Child Safety Officers may be approached to support students in reporting an offence.

#### 4 Definitions

Acronym/Term	Definition
<b>Academic misconduct</b>	Misconduct which results in unfair advantage or disadvantage to a student(s) in their training and/or assessment
<b>Breach</b>	Failure to adhere to or comply with the Student Code of Conduct Policy
<b>Child</b>	Anyone aged under 18
<b>Child Safety Officer</b>	Staff members from the Institute’s Student Support Services Units at Mildura and Swan Hill Campuses
<b>Gender Identity</b>	One's personal experience of one's own gender. Gender identity can correlate with assigned sex at birth, or can differ from it completely. All societies have a set of gender categories that can serve as the basis of the formation of a person's social identity in relation to other members of society.
<b>Institute</b>	Sunraysia Institute of TAFE
<b>Non-academic misconduct</b>	Behavioural misconduct or breaching the privacy or confidentiality of person or Institute information.
<b>Reasonable direction</b>	Instructions given in accordance with common sense, fairness, rational decisions that do not expect more than what is possible or achievable
<b>Sexual orientation</b>	A person's sexual identity in relation to the gender to which they are attracted; the fact of being heterosexual, homosexual, or bisexual.
<b>Staff</b>	Staff of Sunraysia Institute of TAFE

#### 5 Legislative Context

- Child Safe Standards – Commission for Children and Young People
- Crimes Act 1958 (Vic)
- Crimes Amendment (Protection of Children) Act 2014
- Disability Discrimination Act 1992
- Drugs Poisons and Controlled Substances Act 1981
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students Regulations 2001 (ESOS Regulations)
- Equal Opportunity Act 2010
- Privacy and Data Protection Act 2014 (Vic)
- Occupational Health & Safety Act 2004
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001
- Sex Discrimination Act 1984

**Warning – Uncontrolled when printed.**

- Copyright Act 1968

## 6 Associated documents

### 6.1.1 Associated Policies

- Bookshop Usage Policy
- Child Safe Policy
- Complaints Policy
- Copyright Policy
- Information Privacy Policy
- International Student Deferment Suspension or Cancellation of Enrolment Policy
- Library Usage Policy
- Occupational Health and Safety Policy

### 6.1.2 Associated Procedures

- Child Safe Procedure
- Student Code of Conduct Procedure
- Student Complaints Procedure
- Student Conduct Breach Procedure
- Student Lifecycle Procedure
- Student Reviews and Appeals Procedure

### 6.1.3 Associated Forms

- Critical Incident Report
- Incident Report Form
- Reviews and Appeals Request Form

### 6.1.4 Other associated documents

- Social Media Guidelines

## 7 Responsibility

The General Manager Corporate Services is responsible for ensuring compliance with this policy, and its associated procedures and systems.

## 8 Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

**Warning – Uncontrolled when printed.**

---

**Authorised by:** the Leadership Team

**Original issue:** 30/07/2002

**Endorsed by:** the Leadership Team

**Maintained by:** General Manager, Corporate Services **Last review date:** 21/05/2018

**Next review date:** 21/05/2021

**Policy number:** Current

Page 4 of 4