



CODE OF CONDUCT POLICY specific to students

BACKGROUND

This is a sub-section of the Camden Haven Community College Code of Conduct Policy which includes those areas specific to students. It is recommended that students sign and agree to this prior to commencing class.

GENERAL

All those involved in activity with Camden Haven Community College are to observe the highest ethical and professional standards at all times and be fair and ethical in all their dealings on the organisation's behalf. They should refrain from any conduct which may damage the organisation or its reputation and seek to advance its interests within the community. Their conduct should be always in accordance with our Code of Practice, Code of Conduct, Policies, and Policy Guidelines, and with all legislative, regulatory, industrial award, funding and NSW government subsidised training requirements relating to the areas and activities for which they are responsible.

INFORMATION TECHNOLOGY

Anyone using information technology belonging to the organisation, or used by the organisation for its programs and courses, must conform to our Policy Guidelines on Information Technology. Information technology equipment, and information may not be exposed to damage, loss, abuse, or improper or illegal use. No equipment or other materials other than those provided by the organisation may be used without first being approved by an authorised staff member.

CONFIDENTIAL INFORMATION

Committee members, members of staff, trainers, volunteers, students and any participants in activities will respect students' and others' rights to privacy and maintain the confidentiality, integrity and security of all personal information entrusted to them in the normal course of their work. They shall not communicate it to others without the written permission of the person concerned, unless it would normally be available to the public, or is required by law to be released. We are obliged to provide certain statistical information regarding our students to the government.

COPYRIGHT

Staff and trainers are to ensure that Copyright laws, and particularly those applying to photocopying and the use of computer software, are observed at all times, and that staff, trainers and students comply with the conditions of the copyright licence. Refer to Copyright Procedure.

HARASSMENT AND MISCONDUCT

The organisation will not permit any staff or students to be harassed or subjected to uninvited and unwelcome behaviour, including victimisation and bullying that might interfere with their right to work, to access our services, and to participate in our programs and courses in a non-threatening environment. Our Policy Guidelines and Procedures for Complaints and Grievance detail the action to be taken by staff, tutors and students with concerns about harassment, breaches of discipline, or misconduct.

PUBLIC COMMENT

No Committee member, staff member, trainer or participant in any activity of Camden Haven Community College is to comment publicly on the organisation and its activities unless they are authorised to do so by the Manager for a specific occasion or purpose.

USE OF OFFICIAL PROPERTY

The organisation's property, equipment, stationery and resources are to be used with due care and appropriate skill and knowledge at all times. They are not to be used by any individual or group without the prior authority of the Manager, who may refer the matter to the Committee for decision and impose particular conditions and restrictions on their use.

PREPARED/ REVIEWED BY	J Troup	J Troup			
DATE	Extract from Code of Conduct Policy prepared 2006 and most recently reviewed Feb 2019	Feb 2021 Student specific version			
VERSION	1	2			



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STUDENTS' RESPONSIBILITIES

Students are responsible for:

- Understanding and accepting the Enrolment Conditions for the courses, training or activities they undertake.
- Providing accurate information about themselves at enrolment, and advising of any contact changes.
- Paying all fees and charges associated with their course, training or activity and providing their own resource requirements where notified.
- Recognising the rights of staff, trainers, assessors, tutors, facilitators, third party engaged people and other students or participants to be treated with dignity and fairness, and behaving in an appropriate, respectful and acceptable manner towards them.
- Respecting other students' right to learn and not impacting negatively on any person's learning. This includes appropriate behaviour in the classroom and workplace, or anywhere associated with the learning or course. Consideration of others and a respectful attitude, appearance, personal hygiene, vocabulary, noise level is expected.
- Regular and punctual attendance.
- Ensuring they attend classes/activities sober and drug free, and smoke only in open areas away from other people.
- The security of their personal possessions while attending a course.
- Promptly reporting all incidents of harassment or injury to Camden Haven Community College Manager or, in the first instance, to their trainer/facilitator or a college staff member.
- Respecting the organisation's property and equipment.
- Submitting their own work for assessment and not copying or plagiarising from any other person or source without appropriate reference, acknowledgements and permissions.

BREACHES OF THE CODE

A student may be removed from a class instantly should any breach of the Code of Conduct occurs. The trainer, facilitator, tutor, administration staff or person engaged by the college in a position of responsibility may remove a person breaching this code. The incident is to be reported to the Coordinator/Program Manager who may in turn report this to the Manager.

Breaches of the Code of Conduct are to be reported to the Coordinator or Program Manager then to the Manager for consideration and action. The Manager may refer to consideration to the Committee. Any significant breach could lead to permanent dismissal and further action, dependent on the nature and consequence of the breach.

AGREEMENT

I have read and agree to the Code of Conduct for Camden Haven Community College.

Signed: _____

Name: _____

Date: _____

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