Education & Training

623 Student Code of Conduct

Purpose

1. To set out the standards of acceptable behaviour and conduct of all students.

Policy

2. Community College Gippsland (CCG) and ECG Secondary College (ECG) explicitly prohibits corporal punishment.

3. Breaches of the Student Code of Conduct and Student Rights and Responsibilities may result in action according to the respective Student Disciplinary Procedure.

4. All students sign the Student Rights and Responsibilities form at the time of enrolment.

5. Students of CCG in the Registered Training Organisation in accredited, pre-accredited and non-accredited courses that engage in unacceptable behaviour are subject to CCG 231-1 Student Disciplinary Procedures.

6. Students enrolled in ECG that engage in unacceptable behaviour are subject the 685 Student Behaviour Support and Management Policy and Procedures.

Student Rights and Responsibilities

7. CCG and ECG provide education and training in an Adult Education learning environment. CCG and ECG have an expected standard of behaviour that all students are required to know, understand, and abide by.

Student Rights

· To expect the best quality learning experience CCG and ECG can provide.

· To experience a fair, inclusive, and safe learning environment for all students from all cultures.

· To be provided with information of how a program will be delivered and assessed prior to starting a course.

· To receive feedback and assessment results in a timely manner and have access to the teaching and training staff to discuss the outcomes and pathways.

· To have access to the facilities and resources required to achieve successful outcomes in your education and training.

· To be treated equally and respectfully by staff and other students.

· To be informed of class changes/cancellations in a timely manner.

· To be able to talk to teaching and training staff about issues that may impact my learning at CCG and/or ECG.

- To be able to access mechanism for appealing assessment outcomes.

Student Responsibilities

· To comply with the CCG and/or ECG, policies including the Student Code of Conduct and Student Rights and Responsibilities.

· To attend class on time and actively participate in activities and assessment.

· To act safely and not endanger your life or the lives of others.

· To submit your student work and assessments in the required timeframes and not plagiarise, cheat, copy any student work, utilise AI without acknowledgement.

· To behave in a way so as not to disrupt or negatively impact the learning of others.

· To respect the rights and welfare of all CCG and ECG staff, students, volunteers, and visitors.

· Harassment, discrimination, vilification, bullying including cyber bullying through digital or social media, physical, psychological, sexual abuse including child abuse, and verbal assault is not

acceptable to any staff or students and will not be tolerated.

· To not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.

· To follow instructions of teachers and trainers in relation to using appropriate language, use of mobile phones, personal electronic devices and computer technology while in the classroom or when representing CCG and ECG in the community.

· To respect and not damage any CCG and ECG facilities, resources and materials and report any breakages, hazards or risks identified on campus.

· To understand that no drugs, alcohol, firearms, or weapons of any kind are permitted at CCG and ECG. This applies to all on campus and off campus activities.

· To be free from the influence of alcohol and/or drugs on campus. Students under the influence will be requested to leave the campus.

· Refrain from smoking and/or vaping in or around all campus buildings and grounds.

· Littering or damaging, stealing, or misusing any CCG and ECG property.

· Illegal activities will be referred to the police.

Permission to Leave Campus

8. CCG and ECG College has campuses in different locations across the region. All ECG students, and also CCG students under the age of 18 who wish to leave the campus during breaks and for pre-arranged appointments require written Parent or Guardian/Carer consent to leave the campus. Students who do not provide written consent from the Parent or Guardian/Carer may not leave the campus boundaries until the end of the designated class times (CCG) or the end of the school day (ECG) are reached.

9. Parents and Guardians/Carers acknowledge that once the student leaves the campus boundaries on such occasions, CCG and ECG staff are not able to offer supervision or duty of care.

10. Parents and Guardians/Carers of all ECG students and CCG students under the age of 18, must provide consent on each occasion their child/dependent leaves the College grounds during regular

attendance times. In such circumstances, CCG and/or ECG students must sign out at the respective reception.

Relationships

Internal:

. 685 ECG College Student Behaviour Support and Management Policy and Procedures 685 ECG College Student Behaviour Support and Management Policy & Procedures

. 686 ECG College Attendance Policy & Procedure 686 ECG Attendance Policy and Procedures

. 688 - 1 ECG College Student Supervision Policy and Procedure 688-1 Student Supervision Policy and Procedures

. 135 Child Safety and Wellbeing Policy 135 Child Safety and Wellbeing Policy

. 623 -1 Student Disciplinary Procedure 623-1 Student Disciplinary Procedure

. 600 - JA Student Rights and Responsibilities 601-JA Student Rights and Responsibilities

. 135 - 3Child Safe Code of Conduct 135-3 Child Safe Code of Conduct

External: Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Worker Screening Act 2020, Children, Youth and Families Act 2005 (Vic). Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Privacy and Data Protection Act 2014 (Vic), Health Records Act 2001 (Vic), Ministerial Order No. 1359 Implementing the Child Safe Standards, Child Wellbeing and Safety Act 2005 (Vic).

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