

Student Code of Conduct

COC-QAL-032

Public facing? Y

Welcome to Box Hill Institute's (BHI) Student Code of Conduct, applicable to all BHI students.

Together, we can build a community where diversity is celebrated, and each member feels empowered to thrive academically, socially, and personally.

Thank you for your commitment to these principles, as we work hand in hand to shape a positive and supportive learning environment for everyone at BHI.

1. Purpose

The purpose of the document is to describe the expectations of students in regard to their conduct through their learning journey with BHI.

2. Scope

The scope of The Code applies to all students of BHI irrespective of course enrolled, educational delivery mode or location (on-campus, work placement, online environment, off campus student activity).

3. Expectations of Students

BHI is committed to providing its students with a positive, welcoming environment that respects and values all individuals, regardless of gender or identity, sexuality, age, race or ability and ensures the well-being of everyone, including children present at BHI, to enable successful completion of their chosen educational journey. Any act of racism or discrimination, including towards students with a disability, will not be tolerated.

All students are expected to follow the Student Code of Conduct at all times. All students have the right to:

- expect the best quality education BHI can provide;
- be provided with current and clear guidelines regarding course content, time demands and assessment details
- expect impartial, constructive and prompt assessment of work
- information on assessment criteria and expected standards
- access to required facilities and resources to complete the course
- be treated in a non-discriminatory and respectful manner by both employees and fellow students
- expect that scheduled classes will take place, or to be told of alternative arrangements; and
- have access to employees for help with their studies. On a day-to-day basis you are asked to:
 - Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
 - Adhere to BHI Policies and Procedures as required
 - Follow any reasonable BHI employees and/or Security instructions and directions in a prompt and respectful manner, including producing identification and/or student ID if prompted
 - Take responsibility and be committed to your own learning and wellbeing
 - Report any cases of unlawful behaviour or behaviour in breach of this conduct which they may have observed to a teacher, Customer Relations Officer or senior employees (in confidence)
 - Observe and comply with all rules concerning smoking (including the use of E-Cigarettes and Vaping)

when physically present at BHI campuses

- Respect BHI property and the property of employees, contractors, visitors and other students
- look after BHI property and let your teacher know if any items are not in working order promptly
- abide by the dress code
- respect the environment: reuse and recycle where possible and use litter bins
- reimburse BHI or others for damage to property or facilities
- drive safely on BHI property and park legally and in designated areas for student parking, and
- return any property belonging to BHI when requested by an employee and return or renew library and / or resources by the due date

Attendance and Punctuality

- Meet attendance requirements
- Be on time for your classes, return from breaks at the agreed times and notify the teacher beforehand if you need to leave the class early.
- Let your teacher know if you cannot attend or running late and other teachers with whom you are undertaking group activities and assessments.
- Bring a signed and dated note from your parent or guardian if you need to leave class early for an appointment.
- Follow-up an absence from class by either speaking with the teacher or getting the necessary notes from another student.
- Talk to your teacher if you are concerned you are not meeting the attendance and participation requirements.

Respectful Communication

- Treat all BHI employees, security, contractors, students and visitors with respect regardless of their gender, sexual preference, ethnicity, disability, religious beliefs and social background
- Address other students and the teacher in a courteous and civil manner at all times. This means one person speaking at a time and everyone having the right to speak.
- It's okay to disagree with an idea but disagree with the idea, not the person.
- Be aware that the group is made up of many different cultures, ages, abilities and backgrounds - be sensitive and tolerant to differences.
- Don't swear, tell inappropriate jokes, and use 'put downs'.
- Respect the confidentiality of what people talk about in class and don't repeat it to others outside of class.

Effective Participation

- Make it your business to understand all the course requirements.
- Make the best possible use of the opportunities and facilities that BHI offer.
- Participate actively in learning activities and support and encourage the participation of others.
- Come to class with the necessary materials, including in full PPE or uniform where required.
- Pay attention in class. Not paying attention is not a reason for asking for additional attention from the teacher or other students.
- Follow instructions from the teacher while on BHI campuses or engaged in BHI activities online or off campus.
- Do not disrupt the learning environment of other students.
- Give positive and constructive feedback.
- Submit work, which is genuinely your own work and on time. Plagiarism (passing off someone else's work as your own) will not be tolerated

4. Unacceptable Conduct

In cases of serious misconduct, a student may be suspended or expelled from BHI. When necessary, the matter will be referred to the Police or other appropriate authority. The following conduct will not be tolerated and will be addressed through disciplinary processes:

- Any form of verbal, online, physical, psychological and/or sexual harassment, assault, violence, threats, stalking, bullying, racism, discrimination or abuse of any kind which is not appropriate and may endanger the health, safety and wellbeing of that person
- Any form of sexist language, comments, gestures and images
- Behaving in an inappropriate manner towards a child (a person under the age of 18), which may or may not also be considered in breach of Child Safe Standards. This includes behaviour toward a child who is also an enrolled student, or behaving inappropriately towards a child, or any child whilst undertaking work placement
- Use of Information Communication Technologies (ICT's) such as social media, mobile phones, texts, instant messaging and websites must not be used to engage in behaviour that could reasonably be considered to be cyberbullying to have a negative impact on yourself, BHI and/or another person associated with BHI which has the potential to cause harm and/or makes them feel unsafe
- Any form of action and/or plagiarism that compromises the authenticity of yours or someone else's work or inhibits yours or someone else's learning
- Consuming and/or being under the influence of alcohol or illicit drugs on-campus, work placement, online environment, off campus student activity – or being affected by these when on BHI Campuses or in program activities.
- Inappropriately interfering with, stealing or vandalising (including littering) of BHI property, or the property of any other student, BHI employees or visitor of BHI
- Behaviour that impacts negatively or disrupts the learning of others.
- Behaviour that does not respect the rights, health, safety, privacy and welfare of BHI employees and students. • Behaviour that brings BHI into disrepute.
- Swearing or use of foul language.
- Acting in a way that threatens the safety of others. •
- Behaviour that causes another student or employees to feel threatened or intimidated.
- Unwelcome attention towards another student.
- Assault (physical, verbal or via text).
- Behaviour that causes psychological distress to another person.
- Bullying, harassment and discrimination. •
- Acts of forgery. •
- Wilfully damaging others' property.
- Passing on private information.
- Smoking or vaping anywhere on BHI property, within 5 metres of a BHI campus boundary or during any approved off campus learning activity.
- Failing to wear appropriate clothing and footwear and comply with the workplace health and safety requirements specific to your area of vocational study area – including wearing all necessary Personal Protective Equipment (PPE).
- Wearing headphones or using mobile phones and other electrical devices in classrooms without the approval from your teacher.
- Inappropriately using the internet services provided for educational purposes

5. Breach of The Code

Any suspected breaches of The Code will be managed in accordance with the **Student Misconduct Policy and Procedure**.

For information on what to expect when making a complaint, check out the StudentHub (or follow this link [Student Hub: Feedback and Complaints \(bhtafe.edu.au\)](https://bhtafe.edu.au))

6. Definitions

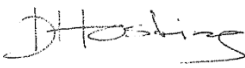
Term	Definition
Bullying	<p>Is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.</p> <p>Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records). (Source Department of Education and Training Victoria).</p>
Child	A person under the age of 18 years of age.
Cyberbullying	<p>Cyberbullying is bullying using digital technologies including mobile phones, email and social media tools. Cyberbullying includes:</p> <p>Pranking: Repeated hang ups, anonymous, mocking or threatening phone calls.</p> <p>Image sharing: Forwarding or sharing unflattering or private images without permission.</p> <p>Sexually explicit images: People of any age, who forward or share images of a sexual nature of a person under 18 need to be aware that this is a criminal offence (child pornography) that may result in prosecution.</p> <p>Text and email: Sending insulting or threatening text messages or emails.</p> <p>Personal online information: Publishing online someone's private, personal or embarrassing information without permission, or spreading rumours online.</p> <p>Identity theft: Assuming someone's identity online and negatively representing them in a way that damages their reputation or relationships.</p> <p>Hate sites: Creating hate sites or implementing social exclusion campaigns on social networking sites.</p> <p>It is also cyberbullying when a student, or students, uses technology to run a multi-step campaign to bully another student. For example, setting another student up to be assaulted, video-recording their humiliation, posting the video-recording online and then sending the website address to others.</p> <p>(Source: Department of Education and Training Victoria).</p>

Term	Definition
Discrimination	<p>Discrimination happens when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics (direct discrimination). It is also discrimination when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share (indirect discrimination).</p> <p>Discrimination can be against the law if it is based on a person's:</p> <ul style="list-style-type: none"> • age • disability • religion • race, including colour, national or ethnic origin or immigrant status • sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding • sexual orientation, gender identity or intersex status. (Source: Australian Human Rights Commission)
Harassment	<p>Harassment is behaviour that is directed at a person or a group of people and which is:</p> <ul style="list-style-type: none"> • offensive, belittling, humiliating, intimidating or threatening; and • unwelcome and unsolicited.
Misconduct	<p>Misconduct refers to behaviour that is not consistent with the expectations outlined in the Student Misconduct policy.</p> <p>Levels of Misconduct are scaled indications of the severity of misconduct as assessed by the relevant employee responsible for investigating an incident of alleged misconduct.</p>
Sexual harassment	<p>Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.</p> <p>Examples of sexually harassing behaviour include:</p> <ul style="list-style-type: none"> • unwelcome touching; • staring or leering; • suggestive comments or jokes; • sexually explicit pictures or posters; • unwanted invitations to go out on dates; • requests for sex; • intrusive questions about a person's private life or body; • unnecessary familiarity, such as deliberately brushing up against a person; • insults or taunts based on sex; • sexually explicit physical contact; and <p>sexually explicit emails or SMS text messages. (Source: Australian Human Rights Commission)</p>


7. Review

This policy must be reviewed no later than 3 years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

8. Originator

Name/Title	Date Endorsed	Signature
Dianne Hoskins, Director Academic Quality	26/08/2025	

9. Approval

Name/Title	Date Approved	Signature
Susan Spozetta, Executive Director Academic Governance	26/08/25	

10. Document control and update history

Version	Date	Amended by	Summary of and reasons for updates
7.0	May 2025	Senior Advisor Compliance and Assurance	Review of policy to update to current legislation and regulatory requirements
7.1	August 2025	Director Academic Quality	Minor amendment. Addition of statement regarding racism and discrimination towards students with a disability not being tolerated.