

BOX HILL INSTITUTE AND CENTRE FOR ADULT EDUCATION

STUDENT CODE OF CONDUCT

The Student Code of Conduct applies to all students across the Box Hill Institute and Centre for Adult Education community and aims to ensure the safety, comfort and well-being of everyone including children at the Institute.

A Student commits misconduct if they engage in actions which adversely affect the Institute or any member of the Institute or which may be prejudicial to the good order and conduct of the Institute.

Ensure your actions and words support teaching and learning:

- Be punctual and meet all attendance requirements, submit your own words truthfully and on time.
- Follow your teacher's instructions and directions in a prompt and respectful manner.
- Produce identification or your student ID card if requested by an Institute staff member.

Respect yourself and others:

- Harassment, vilification, bullying including cyber bullying, physical, psychological, sexual abuse including child abuse, and verbal assault is not acceptable and will not be tolerated.
- You must not use ICTs or communications, such as social media, 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.
- Respect the right to privacy and the property of others including their intellectual property.
- Be free from the influence of alcohol and/or drugs on campus. Students under the influence will be requested to leave the Institute.
- Illegal activities will be referred to the police.
- Refrain from smoking in all campus buildings and grounds, or littering or damaging, stealing or misusing any Institute property.
- Comply with Box Hill Institute and CAE policies and procedures.

Breaches of the Student Code of Conduct may result in action according to Institute policies and procedures including the Student Conduct Management Policy and Procedure.