

STUDENT CODE OF CONDUCT POLICY AND PROCEDURE

Approving Authority	Board of Directors Oct 2015
Responsible Officer	Dean of Students
Version	1.2 Reformatting. Principal approved 12 th November 2020
Next Scheduled Review	Nov 2023
Related Legislation and Regulations	Anti-Discrimination Act 1991 Crime and Corruption Act 2001 Copyright Act 1968 Education Services for Overseas Students Act 2000 Human Rights Act 2019 Information Privacy Act 2009 Work Health and Safety Act
Associated Documents	SASH Policy Exclusion Policy Academic Integrity Policy Student Grievance Policy and Procedures IT Policy Privacy Policy Diversity and Equity Policy Media Engagement Policy

1 SCOPE

This policy applies to all students across all sectors

2 PURPOSE

ACCS is a Christian learning community and as such, the College seeks to attain the highest standards of ethical conduct, academically, professionally and personally amongst staff and students.

The college community is diverse, representing students and staff from various cultures and denominational backgrounds. Such diversity provides a rich environment in which to develop relational skills founded on the Christian principles of respect for and value of all. The ACCS Code of Conduct for students, is intended to enhance the community experience of students within the context of a Christian ethos.

It is expected that students will, whilst involved in any college activity or communication online or on site, will conduct themselves according to the following standards and in keeping with college policies and guidelines.

3 DEFINITIONS

Harassment: Unwelcome behaviour that makes a person feel belittled, intimidated, offended or apprehensive, and that a reasonable person, taking into account all the circumstances, would expect to cause offence, intimidation or apprehension.

Sexual Assault: Sexual assault occurs when a person is forced, coerced or tricked into sexual acts against their will or without their consent, or if a child or young person under 18 is exposed to sexual activities. Some forms of sexual assault, such as rape, assault of a sexual nature, acts of gross indecency and sexual intercourse without consent, indecent exposure, stalking or unlawful observations and recordings in breach of privacy or obscene communications are also criminal offences and may be reported to the Police as guided by law.

Sexual Harassment: Sexual harassment means any unwanted, unwelcome or uninvited behaviour or conduct of a sexual nature, which makes a person feel offended, humiliated and/or intimidated. Sexual harassment includes behaviour that makes the personal environment uncomfortable or threatening in a sexually hostile way. If sexual harassment includes behaviour that causes humiliation, pain, fear or intimidation, it can also amount to sexual assault.

Mediation: A process that facilitates dispute resolution in which someone who has mediation skills (usually called a mediator) helps the aggrieved parties reach a joint agreement that suits everyone concerned. He/she is neutral, does not influence the outcome, and helps parties to consider all possible solutions.

Staff member: Means all College employees casual, full time and adjunct.

Student: Means a person enrolled in the College.

Code of Conduct: Is the documented expectations as outlined in the Code of Conduct policy.

College activity: Is that which involves staff or students in general operations or representation.

Counsellor: Is a trained counsellor who works with students facing personal challenges to empathise, encourage and guide them.

4 POLICY/PROCEDURE STATEMENT

The College recognises the right of all students and staff to work and study in an environment free from harassment, bullying and indirect or unlawful discrimination.

All students are responsible to conduct themselves with self respect and respect for others mindful that not doing so may result in an investigation of alleged misconduct will be addressed in accordance with this and related College policies.

Underlying Principles

1. Equity, Respect and Fairness

Courtesy, tolerance and respect is to be extended to all members of the ACCS community, including students and staff, whether on-campus or online as well as supervisors and those involved in workplace placements, fieldwork or other practicums.

Respect for the rights of others means that they are to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment. Any behaviour that could be perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being is not acceptable and liable to disciplinary action by the College.

Students behaviour which is in any way unlawful or impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the College will not be tolerated.

2. Academic integrity

Students are required to act with honesty and integrity in their studies, in the preparation and submission of their academic work and during all forms of assessment, including formal examinations and practical assignments. The College will not tolerate academic dishonesty of any kind. Academic discipline for instances of plagiarism, contract cheating and cheating in exams is detailed in the ACCS Assessment Policy and Plagiarism Policy.

All students are required to comply with the conventions of academic scholarship and ensure the proper use of copyright material.

It is expected that students will actively participate in the learning process. This requires that they attend relevant scheduled teaching sessions, either on campus or online.

3. Appropriate Use and Care of College Resources

Students are expected to:

Be respectful to others and mindful of the rights and wellbeing of others.

Use and care for all College resources, such as buildings, equipment and grounds, library, information and communication technology resources, in a lawful and ethical manner.

Not misuse library, computing or communications facilities in a manner which is unlawful, or which will be detrimental to the rights and properties of others.

4. Possible Sanctions and Discipline

Behaviour contrary to the Student Code of Conduct may result in sanctions and disciplinary action being applied to a student including (but not limited to) suspension, expulsion or other exclusions, and the withholding of results.

Serious offences such as assault, theft, wilful damage and or other unlawful activity will result in suspension or expulsion. Where a student's conduct breaks the law, the matter will be reported to the police, in addition to any action taken by the College.

Suspension of study may be applied immediately and may curtail a student's ability to continue or complete their studies at ACCS. Minor breaches of the code of conduct may result in a warning and rectification of behaviour. The warning may be a verbal or official written reminder of the expected behaviour. Sanctions may be applied, including suspension, for consistent minor breaches of the code of conduct.

5. Investigation and reporting

Non academic general misconduct:

The Principal will receive and review all reports of misconduct, determine the nature of the misconduct and the appropriate response as per College policies.

General Academic Misconduct:

The Dean of Academics will receive and initiate the procedural policy requirements for academic misconduct.

The Registrar will maintain records of all related documents.

Should an investigation be deemed appropriate the relevant person will conduct a fair investigation in order to better understand the alleged general misconduct, ensuring the practices of natural justice. Specific misconduct will be investigated as per the associated policy.

Student Appeal:

Students may at any time throughout the process register an appeal as per the guidelines in the Student Grievance Policy and Procedures.

5 ACKNOWLEDGEMENTS

This Code of Conduct was initially developed with reference to the following institutions' policies:
CQUniversity, Student Misconduct Procedures,
<https://ozford.edu.au/wp-content/uploads/Student-Code-of-Conduct-Policy-AB-Final.pdf>