



Student Code of Conduct

Policy Details	
Policy Number	QC3.01
Quality Chapter 3	Support and Progression
Relevant Standard(s)	<i>Standards for Registered Training Organisations (RTOs) 2015</i> <ul style="list-style-type: none">Standard 1 - Clause 1.7
Version & Date	Version 2: 10 July 2018

Purpose

The Student Code of Conduct is to ensure that all students at Brighten Institute Australia behave in a mature manner and with respect for all other students, trainers, assessors and staff during both blended learning classes and online webinars.

Definitions

Code of Conduct means the general demeanor in which students should conduct themselves

Rules are the specific instructions for students to follow in face to face and virtual classrooms

Harassment is any form of behaviour which is unwelcome, unreciprocated, and usually (though not entirely) repeated, which makes the situation unpleasant, humiliating or, intimidating for the person who is the target of that behaviour. Harassment can be sexual or may arise from discrimination on the basis of gender, race, disability, sexual preference or other unwelcome behaviour.

Discrimination is the act of treating a person unfairly because of their race, colour, nationality, descent, ethnicity, ethno-religious background, sexual preference, socio- economic background, disability, or other personal characteristics.

Students Rights and Responsibilities

All students have the right to:

- be treated fairly with respect from others and without discrimination or harassment, regardless of religious, cultural, racial and sexual difference, age, disability or socio- economic status
- be free from all forms of intimidation;
- study in a safe, clean, orderly and cooperative face to face environment;
- during blended learning have personal property (including computer files and your work) and Brighten Institute Australia property protected from damage or other misuse;
- have any disputes settled in a fair and rational manner;
- learn in a face to face or virtual class environment that is conducive to success;
- learn in a supportive environment without interference from others
- privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses);
- lodge a complaint and have it investigated effectively without fear of retaliation or victimisation;
- express and share ideas and to ask questions

All Students have a responsibility to:

- Treat staff and fellow students with respect and fairness following reasonable directions from a



member of staff;

- not behaving in any way that may offend, embarrass or threaten others;
- not harassing fellow students or staff;
- taking care of facilities provided for blended learning by not damaging, stealing, modifying or misusing property;
- acting in a safe manner that does not place you or others at risk
- ensure personal details are current and correct
- participate in all assessment tasks as scheduled, honestly and to the best of your ability
- not smoke in non-smoking areas
- not be under the influence of alcohol or illegal drugs; and
- follow normal safety practices

Classroom rules for blended learning

Brighten Institute Australia has adopted a range of requirements to promote an ideal face to face learning environment for blended learning students

- Ensure that the noise level is respectful to consider other classes and businesses when leaving face to face classes
- Ensure that all mobile phones are turned off at the beginning of each face to face class and not turned back on until the class has finished.
- Do not take pictures of the notes, the lecturer or other students in the classroom with mobile phones with cameras/cameras
- Do not use iPods or any other MP3 players or personal sound systems during face to face classes
- Do not eat or drink during face to face classes
- Arrive on time for the start of class and after lecture breaks- students who arrive 10 minutes after a face to face class has started may be prevented from joining it until the next break
- Leave the room quietly and not interrupt the other students if it is essential
- Communicate in English only
- Tidy classrooms before leaving
- Keep student facilities such as common areas, kitchens and bathrooms clean
- Do not smoke on campus - students who smoke must do so outside the building, at least three metres away from the doorway and only in the designated smoking area

Virtual classroom rules for webinars/online learning

Brighten Institute Australia has adopted a range of requirements to promote an ideal virtual learning environment for online learning students

- Positive online communication with trainer and other online participants
- Do not upload culturally insensitive material
- Do not upload offensive material



Alleged illegal activities

If a student is to have engaged in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation by the Managing Director

- Alleged Illegal Activity includes but is not limited to possession of:
 - drugs
 - firearms
 - dangerous weapons such as knives, etc

Discrimination

Any form of discrimination is not acceptable at Brighten Institute Australia and will not be tolerated. Serious cases of discrimination will be viewed as misconduct and dealt with accordingly by the Academic Manager.

Drugs/Alcohol

No drugs, other than those prescribed by a medical practitioner, or available over the counter without prescription, will be tolerated when attending blended learning classes. This includes the possession and/or consumption of alcohol.

Firearms and Dangerous Weapons

Firearms or replicas of firearms (including ammunition or magazines), weapons, flammables, explosives or dangerous instruments are prohibited at Brighten Institute Australia premises

Harassment

Harassment of any kind will not be tolerated and will be subject to disciplinary action

Student Identification

Students must bring students identification at all times when attending face to face classes

Offensive Material

Offensive material will not be displayed or produced in any part of the Brighten Institute Australia systems

Respect for Staff

Students are required to treat all members of staff with respect and courtesy.

Termination

Brighten Institute Australia reserves the right to terminate any student that breaches the Student Code of Conduct

Version Control Details	
Modifications	
Review Date	10 July 2019
Position Responsible for Policy	Managing Director