

Student Code of Conduct

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Purpose

This Student Code of Conduct (**the Code**) sets out the principles and responsibilities that students should observe while undertaking their studies at Australia Institute of Future Education (**AIFE**).

Scope

This Code all students at AIFE.

Code of Conduct

Principles

AIFE endeavours to provide an open and mutually supportive learning environment. To this end, students are expected to:

- Treat members of AIFE's community with equity and respect
- Avoid behaviour that could be perceived as harassment, intimidation, discrimination, bullying or threatening, including through the use of social networking, websites and AIFE's website
- Not engage in sexual misconduct of any kind
- Comply with all AIFE policies and procedures
- Make only truthful statements in regard to their student status, representation as a student and entitlements as a student
- Conduct themselves in a safe, orderly and proper manner in any learning environment at AIFE so as not to affect the working environment of others or cause injury or harm to any other person
- Not use any form of physical violence or any act which may cause serious personal injury to another
- Use the facilities, resources and information provided by AIFE in a proper manner
- Not wilfully damage, steal or use without authority resources, information or property of AIFE
- Not conduct themselves in a manner unfavourable to AIFE's reputation or to the reputation and orderly functioning of AIFE's activities.

Specific Areas of Conduct

Academic Integrity

AIFE will offer all training relating to good scholarship and proper methods of citation, which students are expected to attend and to practice in all their academic work.

Breaches of academic integrity will be managed in accordance with the *Academic Integrity Policy and Procedure*.

Discrimination

AIFE endeavours to provide a discrimination-free environment for all staff and students and has outlined a commitment and processes to support students through the *Student Diversity and Equity Policy*.

Sexual Misconduct

Sexual misconduct is used as a generic term encompassing sexual assault and sexual harassment.

Sexual misconduct is not tolerated at AIFE. Expectations of all members of the Institute in relation to sexual misconduct are outlined in *the Sexual Assault and Sexual Harassment Prevention Policy and Procedure*.

Bullying

Bullying is repeated and unreasonable behaviour that can be carried out in a variety of ways (including through email and text messaging or social media channels) and is directed towards a person or a group of people potentially creating a risk to health and safety.

Bullying is not tolerated at AIFE. Allegations of bullying will be investigated and managed under the provisions of the *Student Misconduct Policy and Procedure*.

Online Security & Safety

Students must not pose a risk to their own safety, or those of others, while using AIFE's ICT systems and resources, or those of AIFE's partner institutions. This includes not downloading, uploading, or publishing harmful content, and protecting their own, and others', privacy.

Students must not compromise the security of ICT systems and resources by downloading, uploading, or using unauthorised software. Students must protect their access details from others, including not sharing login details with others, changing their password on a regular basis, and seeking guidance from Student Services if they believe their access details may have been compromised. *For more information refer to the AIFE Information and Communications Technology Policy*.

Responsibilities

AIFE will:

- Inform students of the standards of behaviour expected of them, in letters of offer, during orientation and through active promotion of standards across AIFE operations.
- Require staff to model these standards in their interaction with students and each other, and
- Enforce the standards of behaviour outlined in this code consistently and fairly.

Definitions

There are no definitions in the Code.

Version History

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Board of Directors	14 June 2022

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Additional Information

Policy Status	Approved
Policy Owner	CEO
Next Review Date	3 years from Approval Date
Related Internal Documents	Academic Integrity Policy and Procedure Sexual Assault and Sexual Harassment Prevention Policy and Procedure Student Diversity and Equity Policy Student Misconduct Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standards 2.3.4 and 6.1.4
Other legislative or regulatory instruments	Not applicable

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