



Student Code of Conduct



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Hard Words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we will write what the word means.

You can get help with this book



You can get someone to help you

- read this book
- know what this book is about
- find more information.



About this book

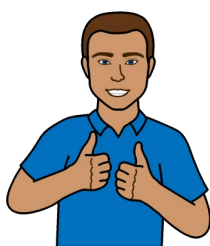


This book is written by South West TAFE Institute.

This book is about our student [code of conduct](#).



A code of conduct is a list of rules that include what is and what is not acceptable behavior.



Students must follow the Code of Conduct to make sure they act in a way that is safe, fair, respectful and [lawful](#).

Lawful means following the law.

Code of Conduct

Do

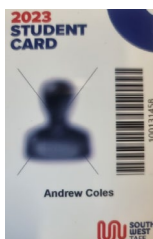


- Follow SWTAFE Policies, Guidelines and Procedures
- Respect **authority** of SWTAFE employees

Authority means that someone has the right or the power to do something or to ask you to follow instructions



- Only go into the classroom if you are enrolled in the class



- Keep your student ID on you to show when you are asked





Student Code of Conduct

- Follow code of conduct when taking part in any SWTAFE activity (even when you are not on campus)



- Treat SWTAFE property and resources with care and respect



- Follow occupational health and safety (OH&S) requirements to make sure everyone stays safe



- Dress safely for your classes
Eg. Covered in shoes and hair tied back when you have a class in the workshop, lab or kitchen



- Follow SWTAFE guidelines for use of computers, internet and email





- Meet the [attendance](#) rate for your classes, arriving prepared and on time

Attendance means how often you go to class



- Acknowledge others work by [referencing](#) when you use non-original material in your work

Referencing is when you note the source that you copied information from to add to your own work

Code of Conduct

Do Not



- Act in any way that threatens your own or someone else's safety, including;

- Yelling at people or being aggressive
- Hurting or upsetting someone
- Make someone else scared that they are in danger

- **Discriminate** against someone

Discriminate means treating someone differently or not allowing them to do something because of who they are



- Disrupt or stop others from completing their classes or work



- Steal or break someone's belongings



- Use a vehicle, bike, skateboard etc. in a dangerous manner on campus



- Use alcohol or other drugs before or during class or time on campus



- Smoke or vape in SWTAFE facilities, vehicles or any designated no smoking areas of campus



Any **criminal** behavior will be reported to
the police.

Criminal means against the law



What happens if I do not follow the Code of Conduct?



- You might not be allowed in the classroom or area of SWTAFE for the rest of the day



- You may not be allowed at SWTAFE for up to 3 days



- Your enrollment might be cancelled (so you cannot complete your course)



- You may not be allowed to come back to SWTAFE in the future



- You will be given a letter if you are asked to leave SWTAFE for longer than 1 day

Breaking the Code



Record Keeping



If you do not follow the student code of conduct, SWTAFE employees will;



- Write down any information from the incident

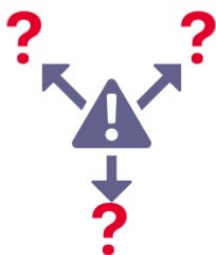


- Complete any documents needed about the incident

Process



- SWTAFE will support student behaviour in a positive and pro active way



- Any consequences will match the seriousness of the incident

Record Keeping



Appeals



You have the right to **appeal** if you do not agree with the consequences that you have been given

Appeal means asking for a review of the decision to see if it will change

To appeal a decision you need to;



- Write to the CEO of SWTAFE



- Send your written letter within 7 days



- Contact SWTAFE for support if you need help to send your appeal



Once you have sent your appeal, the final decision cannot be changed

Appeals

