

# STUDENT RULES POLICY AND PROCEDURE

PP79

## PURPOSE

This policy sets out the rules and code of conduct by which students are expected to abide by during their educational experience with Southern Cross Education Institute (SCEI).

## SCOPE

These rules apply to the conduct of a person while that person is a student of SCEI and specifically govern the conduct of that person:

- a. while at an SCEI campus
- b. elsewhere when:
  - i. the person is representing SCEI. This includes conduct during industry placements, practicum or other student professional experience, field trips, academic or sporting competitions; or
  - ii. the conduct affects another member of the SCEI community in their capacity as a student or member of staff.

## DEFINITIONS

### Aggressive/Violent Behaviour

Aggressive or violent behaviour includes but is not limited to the following:

- assaulting, threatening, physically or verbally abusing or intimidating (invading personal space; spitting on/at a person or object/image in the class) another member of the SCEI community.
- acting in a way which endangers the health, safety or well-being of others; damage, misuse, or threat to, or the unauthorised removal of, SCEI property or the property of students or SCEI employees.
- self-harming
- actions which are arguably violations of Criminal Law.

	Aggressive and violent behaviour can be viewed on a continuum from behaviour that disrupts learning to physical violence. Behaviour that is threatening but does not include physical assault of a person can be deemed aggressive. State and Federal law govern physical violence – assault/vandalism/criminal damage.
<b>ESOS</b>	Education Services for Overseas Students (ESOS) Act 2000
<b>Disruptive Student Behaviour</b>	Disruptive student behaviour is repeated behaviour that does not conform to acceptable norms in the training environment, has not ceased after warnings and requires further action.
<b>Exclusion</b>	Exclusion restricts a student from class or use of a facility for a temporary period of time.
<b>Expulsion</b>	Expulsion terminates a student's right to enrol in any courses with SCEI.
<b>Harassment</b>	<p>Harassment is any form of unwanted or unwelcome behaviour directed at an individual or group by another individual or group, which may range from mildly unpleasant remarks to physical violence. Harassing behaviour tends to be based on a characteristic or a presumed characteristic relating to such things as a person's race, disability, physical appearance, age, religion, gender etc.</p> <p>Harassment on the basis of sex, sexuality, marital status, pregnancy, race, impairment and age is considered discrimination under Equal Opportunity legislation and SCEI is legally responsible for ensuring that the learning and working environment is free from discrimination.</p> <p>Sexual harassment is also covered within the Equal Opportunity legislation. Sexual harassment is any unwelcome behaviour of a sexual nature in the working or learning environment and can range from suggestive sexual comments or displays of erotic or sexually graphic material to stalking or assault (NB stalking and assault are criminal offences and can be prosecuted by the Police). Sexual harassment is not confined to a particular gender or sexuality.</p>
<b>International Student</b>	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
<b>Misuse</b>	Wrongful, improper, inappropriate, unauthorised, or unlawful use of computing or electronic resources.
<b>National Code</b>	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
<b>SCEI / Institute</b>	Southern Cross Education Institute
<b>Student</b>	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
<b>Suspension</b>	Prevents the continuing of an active student enrolment for a period of time.

## POLICY

### 1. General Behaviour Policy

#### 1.1 Commitment to a Safe and Respectful Community

SCEI is dedicated to fostering and preserving a community where students, staff, employers, and clients collaborate in a safe environment free from violence, harassment, intimidation, and exploitation. SCEI is committed to providing students with a safe, supportive and intellectually challenging study environment. Students enrolled in SCEI will share classes and facilities with staff and other students. It is expected that students will behave in a manner that is acceptable to the wider community.

SCEI values:

- Professional Accountability
- Honesty and Integrity
- Access and Equity
- Difference and Diversity
- Respect and Cooperation
- Freedom of Expression balanced with Social Responsibility

While on any SCEI campus or engaged in any SCEI sponsored activity, all students, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

#### Student Expectation:

Students at SCEI accept a strict responsibility to:

##### 1.1.1 Be Respectful and Fair

Treat all individuals with the utmost respect and fairness, regardless of their age, gender, sexuality, race, ethnicity, cultural background, disability, or socio-economic status as not to compromise their health, safety, privacy and welfare. Discriminatory behaviour will not be tolerated under any circumstance.

##### 1.1.2 Use Appropriate Language and Conduct

All students must demonstrate respect for others by refraining from swearing, using obscenities, making offensive remarks or gestures, or excluding others by speaking a language other than English in the presence of others. SCEI is a highly multicultural institution where English serves as the common language that unites all students. Speaking in other languages may exclude individuals from different backgrounds, creating an environment that is not inclusive.

Additionally, upon completion of courses, SCEI must certify that all training has been conducted in English. Therefore, it is essential that all communication during training, both in the classroom and in professional practice environments, is conducted in English to uphold academic and professional standards. Any breach of this requirement will be considered a failure to comply with SCEI's expectations and may result in disciplinary action.

##### 1.1.3 Not use offensive or threatening behaviour

Students must avoid any behaviour that could offend, embarrass, or pose a threat to others, including comments, actions, or gestures that could be perceived as harmful, disrespectful or inappropriate.

##### 1.1.4 Not harass or disrupt others

All students must not harass or interfere with others in the performance of their studies or duties. Disruptive conduct, including verbal or non-verbal actions, is strictly prohibited and will result in disciplinary action.

##### 1.1.5 Not engage in Bullying and Cyber Misconduct

Engaging in bullying, aggressive, threatening, or abusive behaviour, including the misuse of social networking platforms (e.g., Facebook, Snapchat, Twitter) or Institute websites and forums, to harass, demean, or make

derogatory statements about fellow students or staff is strictly forbidden and will be met with immediate disciplinary measures.

#### **1.1.6 Not engage in Sexual Misconduct**

Under no circumstances will any form of sexual misconduct be tolerated. This includes, but is not limited to:

- Unsolicited acts of physical intimacy,
- Unsolicited sexual demands or requests,
- Remarks of a sexual nature directed toward another person,
- Any other unwelcome conduct of a sexual nature.

Violators will face severe consequences, including possible expulsion.

#### **1.1.7 Always be Truthful**

All students are required to only make accurate and truthful representations about their student status, entitlements, or any representation of their role as a student at SCEI.

#### **1.1.8 Consider Impact Over Intent**

The appropriateness of actions will be judged by the effect on the recipient, not by the intent of the perpetrator. It is every student's responsibility to ensure that their behaviour is respectful and does not constitute inappropriate conduct, regardless of personal assumptions or beliefs.

Failure to adhere to these guidelines will result in disciplinary action, including suspension or expulsion, depending on the severity of the infraction.

## **2. Unlawful Behaviour Policy**

### **2.1 Alcohol on Institute Premises**

Students are strictly prohibited from being on Institute premises or using Institute facilities while in possession of or under the influence of alcohol. Consumption of alcohol on Institute premises, including during excursions, field trips, or live work, is strictly forbidden. The only exception may be at an authorised function on licensed premises, if the student is over the legal drinking age of 18. Violations will result in immediate disciplinary action and possible legal consequences.

SCEI Management reserves the right to require students to submit to alcohol testing while on Institute premises. Employers and placement supervisors may request alcohol testing at the workplace as part of their standard operating procedures. Failure to comply with testing requirements or testing positive for alcohol will result in severe disciplinary measures, including possible suspension or expulsion.

### **2.2 Drugs on Institute Premises**

Students are strictly forbidden from being on Institute premises or using Institute facilities while in possession of or under the influence of illegal drugs or controlled substances. The possession, use, or sale of illegal drugs or controlled substances—including but not limited to stimulants, depressants, narcotics, hallucinogens, or marijuana—is a criminal offense and will be reported immediately to law enforcement authorities. Violators will face severe legal and disciplinary repercussions, including possible expulsion.

If prescription medication is required to be taken, it is the students responsibility to ensure it does not impair their ability to safely perform tasks, such as operating machinery or equipment, and to store it securely. Sharing prescription medication with others is strictly prohibited and will result in disciplinary action.

SCEI Management reserves the right to require students to submit to drug testing while on Institute premises. Employers and placement supervisors may request drug testing at the workplace as part of their standard operating procedures. Refusal to comply with drug testing or testing positive for illegal or controlled substances will result in immediate disciplinary action, including possible expulsion from the Institute.

Failure to comply with these guidelines will be met with zero tolerance, and any breach will result in swift and decisive disciplinary measures to ensure the safety and integrity of the SCEI community.

## **2.3 Weapons on Institute Premises**

### **2.3.1 Prohibition of Weapons**

Students are strictly prohibited from bringing knives, firearms, or any other weapons onto Institute premises. Possession of a weapon on educational grounds or in any public space is a serious criminal offense under the Control of Weapons Act 1990 (VIC) and the Firearms Act 1977 (SA), and any violation will result in immediate legal action and expulsion.

Any threats, implied or direct, to staff, students, animals, or property involving weapons will be reported to law enforcement immediately, and the individual will face immediate suspension or expulsion. The possession of weapons for self-defence is not considered a valid excuse under any circumstance and will be treated as a criminal offense.

Violations of this policy will be treated with zero tolerance, ensuring the safety and security of the SCEI community.

## **2.4 Smoking and Vaping on Institute Premises**

### **2.4.1 Prohibition of Smoking and Vaping**

Under the Tobacco Act 1987 (Vic) and the Tobacco Products Regulation Act 1997 (SA), smoking and vaping are strictly prohibited in or around any Institute buildings or vehicles. It is an offense to smoke or vape within 10 metres of any building entrance. Violations of these laws can result in significant fines being imposed, and repeated offenses will be met with disciplinary action by the Institute.

Smoking or vaping is only permitted in clearly marked designated smoking areas.

Failure to comply with these guidelines will result in strict disciplinary measures, including potential expulsion for repeat offenders. Ensuring compliance with this policy is critical to maintaining a healthy and safe environment for all.

## **2.5 Discrimination**

### **2.5.1 Definition of Discrimination**

Discrimination occurs when an individual is treated unfairly or less favourably than another person based on perceived characteristics such as age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status. Any form of discrimination undermines the values of equality, respect, and inclusion that SCEI upholds.

### **2.5.2 Zero Tolerance for Discrimination**

Discrimination, whether direct or indirect, is strictly unlawful under the Equal Opportunity Act 2010 (Vic) and the Equal Opportunity Act 1984 (SA). Acts of discrimination, regardless of intent or severity, will be treated as serious behavioural misconduct and will result in immediate disciplinary action, including possible suspension or expulsion.

To create an inclusive environment, every member of the SCEI community has the responsibility to treat everyone with equal dignity and respect, and failure to do so will result in disciplinary action.

SCEI will not hesitate to report acts of discrimination to relevant authorities, including legal bodies, and violators may face additional civil or criminal consequences. Discrimination of any kind will not be tolerated in any part of the Institute, and individuals found engaging in such behaviour will face the full extent of disciplinary measures.

## **2.6 Harassment**

Harassment on the basis of sex, sexuality, marital status, pregnancy, race, impairment and age is considered discrimination under Equal Opportunity legislation and SCEI is legally responsible for ensuring that the learning and working environment is free from discrimination.

## 2.7 Sexual harassment

Sexual harassment is also covered within the Equal Opportunity legislation. Sexual harassment is any unwelcome behaviour of a sexual nature in the working or learning environment and can range from suggestive sexual comments or displays of erotic or sexually graphic material to stalking or assault (NB stalking and assault are criminal offences and can be prosecuted by the Police). Sexual harassment is not confined to a particular gender or sexuality.

Failure to comply with these guidelines will be met with zero tolerance, and any breach will result in swift and decisive disciplinary measures to ensure the safety and integrity of the SCEI community.

## 3. Confidentiality

### 3.1 Strict Obligation to Maintain Confidentiality

Students must ensure that information of, or held by, SCEI or other students is not accessed, used or published inappropriately.

SCEI students may be required to participate in industry work placements as part of the academic program. During these placements, students may gain access to highly sensitive and confidential information related to the workplace, including but not limited to financial or business matters, personal and family backgrounds of staff or clients, technical data, trade secrets, proprietary processes, intellectual property, and undisclosed inventions or ideas.

Students are under a strict and binding obligation to protect the confidentiality of all such information. Disclosure, sharing, or unauthorised use of any confidential information is strictly prohibited. Any breach of confidentiality will be treated as a severe act of behavioural misconduct, with immediate and serious consequences, including potential removal from the course, placement, suspension, expulsion, and legal repercussions.

Where necessary, such breaches may also be reported to legal authorities, with potential for civil or criminal prosecution. Students have the responsibility to safeguard confidential information and uphold the highest standards of professionalism.

## 4. Dress Code

### 4.1 Professional and Safe Dress Standards

SCEI is an adult learning environment designed to prepare students for employment and further career-related education. As such, students are expected to adhere to high standards of personal presentation, ensuring attire is neat, clean, safe, and appropriate. While SCEI allows some flexibility in dress standards, strict compliance is required when it comes to safety, professionalism, and respect for others.

#### 4.1.1 Personal Protective Equipment (PPE) and Safety

All necessary personal protective equipment (PPE) and clothing as required by the health and safety guidelines of the course must be worn. This is not optional. Students are responsible for ensuring that attire minimises any risks to themselves and others, particularly in environments where specific safety protocols must be followed.

#### 4.1.2 Course-Appropriate Attire

Clothing must be suited to the demands of the specific program of study. This means wearing clothing that is functional and practical for the activities to be undertaken, ensuring both comfort and compliance with safety regulations.

#### 4.1.3 Footwear Requirements

Appropriate footwear must be always worn. Bare feet are strictly prohibited on SCEI grounds and within buildings. Enclosed footwear is always recommended and is mandatory during industry placements. Open footwear such as thongs or sandals are not permitted during any learning activities where safety risks exist. Students will be denied participation in these activities if their footwear does not meet safety requirements.

#### 4.1.4 Respectful and Non-Offensive Attire

Students are prohibited from wearing clothing that is indecent, immodest, unclean, or offensive. Clothing featuring slogans, cartoons, symbols, or graphics that are designed to provoke, intimidate, condemn, or ridicule others will not be tolerated.

Violations will result in immediate disciplinary action.

#### **4.1.5 Motorcycle Helmets**

For security reasons, motorcycle helmets are not to be worn inside any SCEI buildings.

Non-compliance with these dress code guidelines will result in disciplinary action, ranging from warnings to suspension or expulsion, depending on the severity of the violation.

### **5. Student Identification Cards**

#### **5.1 Mandatory Carrying and Presentation of Student Identification**

While on SCEI premises, it is compulsory to always carry Institute Student Identification Card. Students must produce ID cards immediately when requested by any member of staff. Failure to comply with this requirement may result in you being asked to leave the premises. Refusal or inability to provide valid identification will be treated as a serious breach of Institute policy and may lead to disciplinary action.

Lost Student Identification cards must be replaced immediately to ensure uninterrupted access to facilities and services. The student bears the full cost of replacement of an Identification Card.

#### **5.2 Return of Student Identification**

Upon withdrawal from or completion of the program of study, students are required to return Student Identification cards to Student Administration without delay. Failure to return the ID may result in penalties, including withholding of academic records or certificates.

This policy is enforced rigorously to ensure the safety, security, and integrity of the SCEI community.

### **6. Facilities and Equipment**

#### **6.1 Obligations for Facility and Equipment Maintenance**

Students are required to actively contribute to the maintenance and proper use of SCEI facilities, resources, and equipment. It is expected that SCEI students will:

##### **6.1.1 Report and Accept Accountability for Breakages**

Immediately report any breakages or faults with equipment to a staff member or Student Administration. If found responsible for any damage, including damage in SCEI's simulated labs, the student will be liable for the full cost of repair or replacement, as determined by the Institute. Any disputes regarding financial responsibility will be resolved by the Institute with no exceptions.

##### **6.1.2 Maintain Cleanliness and Order**

Students are expected to leave all facilities—including classrooms, computer rooms, massage clinics, nursing skill labs, and pathology laboratories—neat and tidy after use. All equipment and tools must be cleaned and stored correctly. This includes ensuring that all simulated lab environments are left in a condition that facilitates their continued use for other students. Non-compliance will result in corrective measures and potential disciplinary action.

##### **6.1.3 Maintain Kitchen Facilities Hygiene**

Ensure that kitchen facilities are always kept clean and orderly. Students are responsible for cleaning microwaves and other appliances immediately after use. Failure to maintain kitchen hygiene standards will result in disciplinary consequences.

##### **6.1.4 Use Electrical and Gas Appliances Properly**



All electrical and gas appliances must only be used for their intended purposes and must be turned off after use. Negligence in this area poses significant safety risks and will result in disciplinary action.

#### **6.1.5 Use Toilet Facilities Respectfully**

Toilet facilities must be used respectfully. This includes proper disposal of toilet tissue and sanitary waste, and refraining from standing on toilet seats. Any misuse of these facilities will be considered a violation of Institute policies and will be addressed with appropriate disciplinary measures.

#### **6.1.6 Use Simulated Lab Equipment Responsibly**

Equipment and materials within simulated labs must be handled with the utmost care at all times. Any damage to SCEI facilities and equipment within these labs due to negligence or misconduct will be treated as a severe breach of policy. A student found to be in breach will be held financially responsible for repairs or replacements, and may face additional disciplinary action.

These policies are enforced rigorously to ensure the safety, functionality, and cleanliness of SCEI's facilities. Failure to comply will result in financial liability and disciplinary actions.

### **7. Appropriate Use of IT and Electronic Equipment**

#### **7.1 Computing and Electronic Resources**

##### **7.1.1 Authorised Use of Resources**

SCEI's computing and electronic resources, including videoconferencing, Internet, and Intranet services (such as email, email lists, web browsing, website publication, chat, and forums), are provided to support educational activities and coursework. These resources are to be used exclusively for academic purposes related to programs of study at SCEI. Any use beyond these educational objectives is strictly prohibited.

##### **7.1.2 Institute Rights and Monitoring**

SCEI reserves the right to:

###### **7.1.2.1 Moderate Access**

Implement controls on Internet and Intranet access, including filtering websites and blocking non-educational content, to enhance the speed and quality of educational delivery.

###### **7.1.2.2 Monitor Usage**

Monitor and record all activity on its computer networks, including Internet and Intranet services, to ensure compliance with these policies.

###### **7.1.2.3 Access Email Accounts**

Access student email accounts if there is reasonable suspicion of misuse, ensuring the integrity and proper use of the email system.

The following activities are considered misuse and will result in disciplinary action:

- Excessive personal use of computing and electronic resources.
- Unauthorised use of paid documentation or services.
- Accessing, downloading, or transmitting defamatory material, including defamatory statements online.
- Accessing, displaying, disseminating, or storing obscene or offensive material, including abusive, pornographic, or sexually explicit content.
- Using resources to access or distribute illegal drugs or dangerous materials.
- Distributing material that promotes hatred or discrimination based on age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status.
- Stalking, harassing, threatening, bullying, or intimidating others using computing and electronic resources.



- Downloading, uploading, copying, storing, or distributing illegal software or content.
- Breaching copyright, including unauthorised copying of software.
- Hacking, intercepting, or altering data, or unlawfully accessing or falsifying electronic documents or programs.
- Deliberately vandalising computing or electronic resources.

SCEI will take immediate disciplinary action for any breaches of this policy. This may include the withdrawal of access to resources, suspension, or expulsion.

Unlawful use of computing or electronic resources may result in legal action, including prosecution.

## **7.2 Mobile Phones, Sound and Photographic Equipment, and Other Electronic Devices**

### **7.2.1 Respectful Use**

Maintain respectful and appropriate use of mobile phones, sound and photographic equipment (including smartphones, mp3 players, tablet computers, and cameras), and any other electronic devices within Institute classrooms. Adhere to instructions provided by trainers and staff regarding their use.

### **7.2.2 Compliance with IT Policies**

Ensure that the use of mobile phones, sound and photographic equipment, and other electronic devices complies with the appropriate use guidelines as outlined in the PP70 ICT Use Policy and Procedure. Non-compliance will result in disciplinary action.

This comprehensive policy is designed to uphold the integrity, security, and educational focus of SCEI's technological resources. Violations will be met with strict consequences to maintain a professional and conducive learning environment.

## **8. Copyright**

### **8.1 Strict Adherence to Copyright Laws**

Students must comply with the Australian Copyright Act 1968 when copying materials. Unauthorised copying or use of copyrighted material is a serious infringement and will be treated as a breach of Institute policy. For study and research purposes, the following limits apply:

#### **8.1.1 Books**

Students may copy only one chapter or up to 10% of a book, whichever is greater.

#### **8.1.2 Electronic Text Materials**

Students may copy only one chapter or up to 10% of the total number of words in electronic text materials.

#### **8.1.3 Journals, Magazines, and Newspapers**

Students may copy only one article per issue of a journal, magazine, or newspaper. If multiple articles pertain to the same subject matter, additional copies may be permitted, but only within reasonable limits.

### **8.2 Additional Copyrighted Works**

Internet materials, artistic works, dramatic works, films, and musical compositions are also protected by copyright. Permission must be obtained from the rightful owner before using these types of materials.

### **8.3 Proper Referencing and Avoidance of Plagiarism**

Always provide accurate references for any copyrighted works used to avoid plagiarism, which is considered academic misconduct. Proper citation is essential to uphold academic integrity. For more information, please refer to PP96 Academic Misconduct Policy and Procedure.

### **8.4 Compliance with Software Licenses**

Adhere strictly to licensing agreements for all intellectual property, including software. All software on Institute computers or provided by the Institute is licensed, and copying software without explicit permission is prohibited. Unauthorized duplication or distribution of software will result in disciplinary action.

### **8.5 Further Information**

For more details on copyright compliance and licensing requirements, students are advised to consult with trainers, Institute's administration staff. Ignorance of copyright laws is not an acceptable excuse for non-compliance.

Violation of copyright laws or licensing agreements will result in severe consequences, including potential legal action and disciplinary measures. It is the responsibility of students to ensure all use of copyrighted materials is lawful and properly authorised.

## **9. Food and Beverages in Learning Environments**

### **9.1 Strict Prohibition on Food in Learning Areas**

The consumption or presence of any food in classrooms, computer rooms, massage clinics, and nursing or pathology skills laboratories is strictly prohibited. Students are responsible for ensuring that no food is brought into these areas. Violations of this policy will be met with disciplinary action.

### **9.2 Regulations on Beverages**

**Hot Beverages:** Hot beverages, including coffee and tea, are not allowed in classrooms under any circumstances.

**Other Beverages:** Beverages must be carried in a secure, spill-proof container or bottle to prevent leaks and spills. Students are responsible for sensible storage and consumption of beverages in classrooms. Any drink containers must be removed and disposed of properly. **No** beverages are allowed in computer rooms, massage clinics, or nursing and pathology skills laboratories.

### **9.3 Food and Beverage Storage**

Food and beverages may be carried securely in bags into classrooms but must remain stored within the bags during class sessions. Consumption of these items within the classroom or other restricted areas is not allowed.

Failure to comply with these regulations will result in immediate corrective measures and possible disciplinary actions. The integrity and cleanliness of our learning environments must be maintained at all times.

## **10. Safety**

### **10.1 Compliance with Health and Safety Legislation**

All students at the Institute are required to adhere to the Occupational Health and Safety Act 2004 (VIC) or the Work Health and Safety Act 2011 (Cwlth). It is the fundamental responsibility of students to ensure that their actions do not pose any risk of injury to themselves or others and to strictly follow all mandated safety practices.

### **10.2 Mandatory Safety Obligations**

Students are obligated to:

#### **10.2.1 Adhere to Safety Instructions**

Strictly follow all instructions related to workplace health and safety provided by the Institute or workplace. Non-compliance will result in immediate corrective action.

#### **10.2.2 Utilise Personal Protective Equipment (PPE)**

Wear all required personal protective equipment and appropriate clothing necessary to meet the health and safety requirements of the course, particularly when operating machinery and equipment.

#### **10.2.3 Ensure Proper Training**

Confirm that proper instruction and training in the use of machinery and other equipment has been gained before operating them. Failure to do so will be considered a breach of safety protocol.

#### **10.2.4 Follow Safety Procedures**

Operate machinery and use equipment in strict accordance with safety procedures and comply with both written and verbal directives from Institute staff or workplace supervisor during industry placements.

#### **10.2.5 Prohibit Safety Equipment Misuse**

Students are not to intentionally or recklessly interfere with or misuse any safety equipment or protocols provided at the Institute or your workplace. Misuse will result in disciplinary action.

#### **10.2.6 Avoid Creating Safety Risks**

Students are not to intentionally or recklessly create any risk to the health and safety of themselves or others in the Institute or workplace. This includes avoiding actions that could lead to unsafe conditions.

#### **10.2.7 Prevent Self-Harm**

Students are not to engage in actions that could intentionally or recklessly cause harm to themselves. All safety procedures are to be followed to prevent any risk of injury.

### **10.3 Challenging Unsafe Practices**

Students have the right to respectfully challenge any directives or decisions from Institute staff or employers that are perceived as unlawful, unreasonable, or pose a potential risk to health and safety. However, such challenges must be made in a professional manner and through appropriate channels.

Failure to adhere to these safety obligations will result in immediate disciplinary action and potential legal consequences. The Institute is committed to maintaining a safe and secure environment for all, and non-compliance with these policies is unacceptable.

### **11. Attendance**

Non-attendance and lateness may interfere with an individual's learning and the learning of others. It is the responsibility of students to notify the program area of occasional absences and to notify other students with whom they are undertaking group activities and assessments. For extended periods of absence, it is in the student's best interests to contact their program area to discuss what effect it may have on their participation, assessment and continuation in the program. Class participation as well as submission of assessment may be a requirement.

### **12. Online and Social Networking Guidelines**

SCEI students can be held accountable for their online behaviour in the same manner as they are accountable for their on-campus or SCEI-related activity behaviour. In particular, it is an offence to harass, bully, defame or slander any member of the SCEI community. Students are also reminded that social networking sites and SCEI online learning environments have in place terms and conditions of use that discourage activity that could lead to defamation or incitement to hatred. As referenced in these services' terms and conditions, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing on copyright. If activity on a social networking site or a SCEI's online learning environment is reported as violating the SCEI Student Rules and Disciplinary Policy, it will be investigated and addressed according to the SCEI disciplinary procedures. The record of such misconduct can be used to provide evidence in any subsequent disciplinary action.

### **13. Class Expectations / Norms**

SCEI trainers and assessors are encouraged to discuss group or class norms with their students that reflect the expectations stated in the SCEI Student Rules Policy and associated Student Code of Behaviour and Student Responsibilities.

Class norms are likely to be most effective when established 'democratically' with the class. Addressing expectations and norms early in the course enables all students to voice their interests and concerns before more dominant class voices emerge. An open discussion amongst class members may be sufficient to generate acceptable norms and reinforce consequences.

Class norms should be recorded and distributed to all class members or posted in the classroom for future reference and review.

Below are '**Standard' Class Norms** expected of students at all times when engaged in SCEI related activities (either on or off-Campus). Programs may include program specific information related to their teaching and learning environment.

The creation and use of class norms seeks to provide students with a clear understanding of what constitutes appropriate conduct and the consequences of inappropriate conduct. Establishing class norms at the outset of a course is an opportunity to provide explicit guidelines for students that meet the specific needs of a diverse range of teaching and learning environments. Agreed and 'published' class norms also provide for greater consistency in responses to classroom management issues by different staff working with the same student group. Where multiple trainers and assessors are involved in the delivery of a class, it is the responsibility of each member of the teaching team to ensure they communicate with other staff to ensure class norms are established, understood and implemented. It may be useful for individual staff to establish specific class norms (in addition to the base norms) that reflect their specific teaching and learning environment. It is suggested that a copy of the class norms be published in the class announcements in student learning portal "**mySCEI**" for quick reference.

### **Standard Class Norms:**

#### **Attendance and Punctuality**

- BE HERE!
- Students should be on time for their classes, return from breaks at the agreed times and notify the lecturer beforehand if they need to leave the class early.
- If students cannot attend the class, they should contact the trainer and assessor directly via email or the student services office.
- Students should follow-up an absence from class by either speaking with the trainer and assessor or obtaining the necessary notes from another student.
- People who are regularly late or absent and cannot fulfil the requirements for participation should discuss their options with the class trainer and assessor.

#### **Respectful Communication**

- MUTUAL RESPECT
- Students should address each other and the trainer and assessor in a courteous and civil manner at all times. This means one person speaking at a time and everyone having the right to speak.
- It's OK to disagree with an idea but disagree with the idea, not the person. Be aware that the group is made up of diverse cultures, ages and backgrounds - be sensitive and tolerant to differences.
- Inappropriate swearing, jokes, and 'put downs' should be avoided.
- The safety and well-being of all students in the class is paramount. No student should feel threatened by another or tolerate unwelcome attention.
- What people talk about in class may be personal and confidential and must be respected and not repeated to others outside of class.

#### **Effective Participation**

- CONTRIBUTE
- Students should try to participate effectively and support and encourage the participation of others.
- Wearing headphones or using a mobile phone in class is not appropriate.
- Students should come to class with the necessary materials, prepared for class by completing their nominated self-study activities and be aware of their responsibilities towards others.
- Inattention in class is not grounds for seeking additional attention from the trainer and assessor or other students. • Students with personal problems should refrain from raising them inappropriately but may wish to seek support from student services.
- Negativity can affect the participation and enjoyment of others; feedback should be constructive.

- Genuine complaints should be dealt with through the trainer and assessor, Course Coordinator, student services staff.

## PROCEDURE

Procedures for addressing breaches of any of the above policy guidelines are detailed in the **PP99 Student Misconduct Procedure**.

## RELATED DOCUMENTS

PP96 Academic Misconduct Policy and Procedure  
PP70 ICT Use Policy and Procedure  
PP99 Student Misconduct Procedure  
PP40 Work Based Training and Assessment Policy and Procedure

## LEGISLATIVE CONTEXT

- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Work Health and Safety Act 2011 (Cth)
- Equal Opportunity Act 2020 (SA)
- Firearms Act 1977 (SA)
- Tobacco Products Regulation Act 1997 (SA)
- Charter of Human Rights and Responsibilities Act 2006 (VIC)
- Equal Opportunity Act 2010 (VIC)
- Occupational Health and Safety Act 2004 (VIC)
- Control of Weapons Act 1990 (VIC)
- Tobacco Act 1987 (VIC)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018), Standard 2
- Standards for NVR Registered Training Organisations 2025; Standard 2.1, 2.5, 2.6

## RESPONSIBILITIES

All SCEI Staff

- Promote and enforce the Student Rules

Students

- Always Abide by the Student Rules

<b>Author</b>	Compliance Manager
<b>Approved by</b>	Chief Executive Officer
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