

Code of Conduct for Students

Purpose

Adelaide Culinary Institute(ACI) has a duty of care to staff and students and is responsible for providing a safe teaching and learning environment for the college. One of the ways ACI does this is by making policies and procedures that regulate behavior.

By accepting terms and conditions of letter of offer for enrolment, students enter into an agreement with ACI to behave responsibly and follow ACI code of conduct.

This Code:

- Summarises the existing obligations and responsibilities of students under ACI's policies and procedures
- Outlines the consequences of inappropriate behavior and refers students and staff to the relevant ACI policies and procedures to address situations described in the Code
- Assists students to understand ACI of which they have chosen to be a student.
- Aims to facilitate a cooperative and productive relationship between staff and students, as well as among students. It explains the obligation to observe standards of equity and respect in dealing with all stakeholders of ACI.

Scope

This Code applies to the behavior of all students, whilst enrolled, irrespective of their location or the mode of delivery of the program in which they are enrolled.

This includes:

- any activity related to, or undertaken through the use of, ACI owned, or privately owned, facilities that affect or could affect another person's ability to pursue studies, or activities in relation to ACI;
- activity on-campus or off-campus, including online activity; and
- any conduct, whether related or unrelated to ACI activity, that has or is likely to have an effect on ACI or on any students and staff of the ACI.

Principles

The three principles that underpin student behavior at ACI are:

- acknowledgement that everyone at ACI have *rights*
- *respect* for the rights of others
- recognition that rights come with *responsibilities*

These principles are explored further in the appendix. The appendix also outlines examples of inappropriate behavior and its consequences.

Inappropriate behavior and its consequences

Students who do not comply with ACI's behavioral expectations may infringe on others' rights to participate in learning journey.

ACI has a duty of care to ensure a safe learning environment for all students and staff and is obliged to take immediate action where a behavior is inappropriate or interferes with the freedom of another students and staff in pursuing their studies, academic or professional duties, or learning journey.

RTO Manager can arrange for the immediate removal of students causing disturbances that hinder or interfere with any lawful activities conducted on ACI grounds, or which disrupt any teaching activity or official meeting of ACI.

Where a breach of ACI's policies and procedures also breaches the law, ACI will report the criminal activity to the police.

ACI reserves the right to administer the relevant policy or procedure and proceed with the investigation/inquiry even if the student withdraws from ACI, is no longer enrolled, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Refer below principles of student behaviors at ACI

Appendix - Principles of student behavior at ACI

Principle	Rights	Responsibilities	Consequences
1. Respect between staff and students, and among students	<p>All students have the right to:</p> <ul style="list-style-type: none"> An equal opportunity to learn Privacy and confidentiality Appropriate complaints procedures that are clearly defined and easily accessible Timely and fair resolution of issues 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> Treat every person with courtesy, and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs <p>This also applies to off-campus activities such as workplace or Work placements, fieldwork or other practicum, and the online environment</p> <ul style="list-style-type: none"> Behave appropriately in the learning environment (including online), use respectful dialogue and debate; consider others by not disrupting the classroom/learning; cooperation and courteous interactions at a level expected of beginning professionals Attempt to resolve issues through informal discussion before taking formal action Familiarise themselves with the college's procedures for complaints and appeal and use these procedures appropriately 	<ul style="list-style-type: none"> Behavior that interferes with class delivery or other students' learning experiences will not be tolerated Students who are disruptive will be asked to leave the classroom, will be removed from the learning environment, Students may also lose privileges such as email or access to <i>eLearning portal</i> Students who display disrespectful conduct towards others may be liable to complaint investigation by ACI authorised officer <p>Penalties range from a caution for minor offences to suspension or cancellation of enrolment from ACI for serious offences and the possibility of legal action</p>

Principle	Rights	Responsibilities	Consequences
<p>2. Respect for ACI's physical environment.</p> <p>ACI takes all reasonable steps to provide a safe and secure physical environment that is appropriate for staff, students and the general public</p>	<p>All students have the right to:</p> <p>A safe and secure physical environment</p>	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Behave responsibly and respectfully while on ACI grounds ▪ Follow safety guidelines in using ACI facilities and equipment ▪ Observe ACI's policies and procedures, which have been established to ensure the safety of the ACI community and its property ▪ Conform to sound occupational health, safety and welfare principles, including: <ul style="list-style-type: none"> ▪ avoiding risk of injury to self and others ▪ reporting hazards to the relevant staff students and staff ▪ reporting every incident and injury, irrespective of its seriousness, to the relevant staff students and staff 	<ul style="list-style-type: none"> ▪ A student in breach of ACI's policies: <ul style="list-style-type: none"> ○ may be required to pay compensation for damages in accordance with ACI reasonable directions. ○ may be prevented from entering on or remaining on the ACI campus

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<p>3. Respect for individuality and freedom from bullying.</p> <p>ACI seeks to ensure that the learning environment is free from any form of bullying. Bullying may take many forms including:</p> <ul style="list-style-type: none"> • <i>racial harassment</i>—unfairly disadvantages people based on negative attitudes about cultural backgrounds and physical characteristics • <i>sexual harassment</i>—verbal or physical acts which refer to a person's sexuality or gender in an offensive or degrading manner • <i>verbal harassment</i>—can overlap with any of the other forms of harassment, but also includes disrespectful attitude, raising voice on someone, intimidating arguments, offensive language, slander, offensive notes or graffiti • <i>cyber-bullying</i>—use of e-technology (including e-mail, WhatsApp chat rooms, discussion groups, instant messaging, webpages, text messaging, and social networking sites) with the intention of harming a students and staff of the ACI community 	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ a safe environment free of bullying and harassment 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Refrain from behavior that threatens the wellbeing of another students and staff of the ACI community ▪ Respectfully treat ACI staff 	<ul style="list-style-type: none"> ▪ Bullying and harassment of any sort are not tolerated at ACI. ▪ ACI will act on all instances of bullying ▪ Where a student is found to have behaved in a manner that threatens the wellbeing of another students and staff of the ACI community, ACI can cancel enrolment, suspend or expel the student from ACI, even if the behaviour occurred off-campus or out of class hours ▪ ACI will alert on-line social networking sites of any incidents involving a students and staff of ACI to investigate whether there has been any contravention of the site's code of practice ▪ ACI will report any incident suspected to be an e-crime to the Police and provide the investigating officer with all available evidence

<p>Cyber-bullying can take place at any time.</p> <p>Examples of cyber-bullying which might constitute a crime are:</p> <ul style="list-style-type: none"> ○ taking an indecent photo of oneself or someone and texting it around ○ sending abusive e-mails from someone else's e-mail account ○ threatening a person via email, phone or on a public forum ○ Repetitive emails, text messages, chat requests. ○ creating a website, blog incorrect online review etc about another person and posting information that vilifies them ○ threatening, menacing, harassing or offending someone using the internet or mobile phone ○ any behavior that denigrates, excludes, isolates or humiliates another person 			
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<p>4. Respect for the views of others.</p> <p>ACI's community is diverse in terms of age, gender, language, religious, and cultural backgrounds. This can enrich everyone's experience.</p> <p>Vocational education and training is about robust and constructive debate and people should be able to express and defend their views and beliefs.</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> Feel safe to communicate various perspectives and views in an environment where freedom of expression is respected 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> Respect the rights of others to hold and express a range of viewpoints Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications 	<ul style="list-style-type: none"> Risk that failure to respect the views of others may result into bullying, the consequences of which are described in Principle 3 above Behaviour towards another person that disrupts the classroom/learning space may result in the consequences described in Principle 1 above

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<p>5. Respect for the rights of others to access ACI resources.</p> <p>ACI's resources (including the Information Technology facilities and Library resources) are provided for the benefit of staff and students to support ACI's teaching and learning, research, administrative and business activities.</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> Reasonable access to appropriate facilities such as class rooms, study facilities, IT and library facilities Resources that are maintained and are in good working order 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> Use ACI resources in a lawful and appropriate manner, with consideration for the fair access of others 	<ul style="list-style-type: none"> ACI may suspend user access with or without prior notice in response to suspected misuse of ACI IT resources. In addition, criminal or other penalties imposed by State or Commonwealth legislation may apply. Student disciplinary procedures will address student misconduct Penalties may include: <ul style="list-style-type: none"> payment of damages or ACI action under the disciplinary procedures for students. Penalties range from a caution for minor offences to suspension or cancellation of enrolment from ACI for serious offences and the possibility of legal action

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<p>6. Respect for the academic requirements of programs.</p> <p>ACI delivers academic programs whose objectives and requirements are clearly stated and communicated to help students achieve their academic goals.</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ Accurate and up-to-date information on assessment and other aspects of courses or programs ▪ Assessment that provides an opportunity to demonstrate their learning outcomes associated with their programs ▪ Fair, constructive and impartial feedback on assessment within a reasonable timeframe ▪ Communicate freely and provide legitimate comment and feedback about course content, teaching staff or their student experiences without fear of reprisal. Feedback may be provided through students and staff of ACI committees, individual school or division forums and student surveys 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Become familiar with information provided about courses, programs and assessment ▪ Attend information sessions, class lectures, workshops and practical sessions as required, and access all relevant electronic information ▪ Prepare for classes by completing required readings and preparatory tasks ▪ Attend 20 hours face to face study as listed in timetable ▪ Submit assessment tasks within required timeframes ▪ Regularly use the ACI student app portal and personal email account (students should check their email at least weekly) ▪ Constructively use feedback that is provided ▪ Raise issues through a course trainer or RTO Manager ▪ Provide respectful and constructive feedback about teaching and the quality of courses and programs through 	<ul style="list-style-type: none"> ▪ Where a student does not take responsibility for ensuring they are aware of and understand the assessment requirements for the course(s) in which they are enrolled, they risk failing that course/program ▪ Critical commentary is part of the life of any effective organisation. However, feedback from students that is abusive, derogatory or that denigrates or discriminates against ACI students and staff is inappropriate and could result in a intervention meeting by authorised officer to caution and warning for student. ▪ Disciplinary action against students can be undertaken in accordance with ACI Penalties range from a caution to suspension or Cancellation from ACI courses and the possibility of further legal action

		ACI's evaluation processes <ul style="list-style-type: none"> ▪ Familiarise themselves with the college's procedures for complaints and appeal and use these procedures appropriately ▪ Express respectful and constructive informal opinions about courses and staff 	
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<p>7. Respect for the roles and responsibilities of academic staff.</p> <p>Trainers and assessors have multiple roles, including teaching, research, Course development and administration</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> Reasonable access to staff for individual consultation outside of class times (either in person, via phone or email) Information about when staff will be available for individual consultation outside of class times. 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> Respect the rights of academic staff to manage their time, and balance competing responsibilities Observe reasonable norms of behavior for contacting academic or administration staff out of class Request and Book a time in business hours (Mon- Fri 9:00AM-5:00PM) with the staff member by sending an email to info@culinaryadelaide.sa.edu.au or in person at reception by completing a student request form at least 24 hours in advance with outside classroom hours. 	<ul style="list-style-type: none"> Excessive contact by a student with staff may result in a letter from the administration advising the student that their behavior is inappropriate. Excessive contact may be viewed as harassment and may be dealt with Intervention meeting with authorised officer.

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<p>8. Respect for students with individual needs.</p> <p>ACI recognises its social and legal obligations to provide an accessible and inclusive environment for all students, including students with individual needs, whether they arise from cultural differences, religious beliefs, disability, personal circumstances or otherwise</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ A learning environment in which they are equally valued and treated fairly ▪ Equitable access to courses, programs, services, activities and facilities through ACI ▪ Reasonable and appropriate adjustments and/or additional services ▪ Confidentiality of information pertaining to a disability ▪ Accessible information ▪ Be treated with dignity and respect. 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Familiarise themselves with services that are available ▪ Communicate with the Student support officer/or academic staff, in a timely manner, about any special circumstances that may affect academic performance, including disability and English language needs ▪ Understand that it will be reasonable to accommodate requests for differential treatment based on individual needs ▪ Some services will need to be referred to a third party and may incur a cost, this cost is paid by the student. 	<ul style="list-style-type: none"> ▪ If a student feels they have been discriminated against on the basis of their disability they should make contact with a student support officer or the Student Ombud ▪ If a student feels they have been discriminated against on the basis of specific individual needs they should make contact with the RTO Manager.

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<p>9. Respect for intellectual property and academic integrity.</p> <p>ACI values honesty, trust, fairness, respect and responsibility in relation to academic work and expects this from staff and students</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> Information about principles of academic integrity and the consequences of non-compliance Information about the moral and proprietary rights in the works they create Have intellectual property rights recognised and respected 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> Conduct their work without cheating, plagiarism and fabrication or falsification of data Appropriately acknowledge the contribution of others in all academic work Comply with the course progress policy and procedures Ensure the proper use of copyright material 	<ul style="list-style-type: none"> Breaches of academic integrity will be dealt with Intervention meeting with authorised officer. Unauthorised reproduction or communication of copyright content is dealt with under the <i>Copyright Act</i> which contains a number of civil and criminal offence provisions. Penalties can be high The owner of the copyright may obtain an injunction to restrain an infringement of copyright occurring or continuing and is entitled to damages as compensation for infringement Disputes resulting from intellectual property issues can have severe penalties.