Park Orchards
Community House & Learning Centre

Student Code of Conduct in the Classroom

Objective

POCH&LCI is committed to providing a safe, secure, and welcoming learning environment that delivers high-quality education and training and supports and encourages all students to achieve positive learning outcomes.

Code of Conduct

General Conduct

- Attend all scheduled classes punctually and meet attendance requirements.
- Participate actively and follow all reasonable directions from the Trainer.
- Submit your own work, in your own words, truthfully and by required due dates.
- Treat the Centre and its facilities with respect; do not litter, steal, or cause damage.

Health and Safety

- Smoking and vaping are not permitted within 10 metres of the building.
- Children are not permitted to accompany students to classes.
- Students must not attend class under the influence of alcohol or illicit drugs.
- Act in a manner that does not place your own or others' health, safety, or wellbeing at risk.
- Follow all safety instructions and use provided Personal Protective Equipment (PPE) correctly.
- Use all provided equipment and controls (e.g. cable covers, safety mats, designated walkways) to minimise trip hazards and maintain a safe environment.
- Keep personal belongings (e.g. bags, cords, materials) clear of walkways and work areas at all times.

Student Behaviour

- Communicate in a way that keeps everyone safe. Intimidating, threatening or aggressive language, tone of voice or body language towards students, Trainers, staff or visitors is not acceptable, regardless of intent.
- These expectations apply in class, on breaks, on placements and excursions, and in all class-related online platforms, chats and emails.
- Disruptive or inappropriate behaviour will not be tolerated. Students may be asked to leave a session or be withdrawn from the course, in line with the Student Discipline Policy. Serious breaches may result in immediate removal.
- Harassment, bullying (including cyberbullying), discrimination, and any form of physical, psychological, or verbal abuse are strictly prohibited.
- Comply with the rules and expectations of external organisations during excursions or placements.
- Academic misconduct, including plagiarism, collusion, cheating, or sharing assessment work, is not permitted.

Respect and Learning Environment

- Treat all students, Trainers, staff, and visitors with fairness, courtesy, and respect.
- Support a positive learning environment where all participants have the right to be heard and to learn.
- Listen respectfully to others' views, even when they differ from your own.
- Respect the privacy, property, and intellectual property of others.
- Respect copyrighted material and do not present another person's work or ideas as your own.
- Ensure your behaviour does not disrupt teaching or prevent others from learning.

Mobile Phone and Device Use

- Mobile phones must be set to silent before class begins.
- Personal calls must not be made or received during class time unless in an emergency. In such cases, students must leave the room quietly.
- Texting, messaging, social media use, scrolling, or browsing for non-class purposes is not permitted during class.
- Phones and devices may only be used when directed by the Trainer for learning activities.
- Recording is covered under the Confidentiality section. Using a device to record without consent is a breach of this Code.
- Repeated or inappropriate phone use may be treated as disruptive behaviour and managed in accordance with the Student Discipline Policy.

Confidentiality

- Recording of other students, Trainers, or any classroom activity (including audio, video, or images) on any device is not permitted without prior consent from the Trainer and from the people being recorded
- Personal experiences, opinions, or sensitive information shared by other students during class must be kept confidential and must not be discussed or shared outside the classroom without that person's consent. The exception is where there is a risk to someone's safety or wellbeing. In that case, tell your Trainer or POCH&LCI staff.

A breach of this Code of Conduct may result in disciplinary action, including removal from the course. Refer to the Student Discipline Policy for further details. For additional student information and policies, please visit our website at www.parkorchards.org.au You can also contact the POCH&LCI office for assistance.