



## Student Code of Conduct in Online Learning Environments

### Objective

POCH&LCI places a high priority on providing a safe, secure, and welcoming environment that delivers high-quality education and training. We are committed to supporting and encouraging students and ensuring a positive, respectful, and safe learning experience for all participants and are committed to protecting the privacy of all students in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs).

### Code of Conduct

#### General Conduct

- Attend all scheduled Zoom sessions on time and meet participation requirements.
- For self-paced courses, maintain regular progress and respond to trainer communications in a timely manner.
- Submit your own work, in your own words, truthfully and by the required due dates.
- Communicate respectfully with trainers and other students via email, forums, and online platforms.
- Check your email regularly for course updates and important communication from your trainer or the Centre.

#### Student Behaviour

- Disruptive or inappropriate behaviour in Zoom sessions, emails, or online platforms will not be tolerated.
- Harassment, bullying (including cyberbullying), discrimination, or any form of abuse is strictly prohibited.
- Follow trainer instructions and participate appropriately in all learning activities.
- Students must not engage in plagiarism, collusion, or cheating, including sharing their work with others or copying from online sources.
- Do not log in on behalf of another student or allow another person to participate in your place.
- Only enrolled students are permitted to attend Zoom sessions and access course materials.
- Use appropriate language and do not send, share, or submit any offensive, explicit, sexually explicit, graphically violent, or otherwise inappropriate material in any communication or in any work submitted to trainers for review, feedback, or assessment. While some writing courses may explore complex or mature themes, submissions to trainers must remain appropriate, respectful, and suitable for educational review and feedback.

#### Respect

- Treat all students and trainers with fairness and respect in all online interactions.
- Respect the opinions and contributions of others during discussions and activities.
- Respect the privacy and confidentiality of others in online classes and communications.
- Respect intellectual property and copyright—do not use or share others' work without permission or proper acknowledgement.
- Communicate in an inclusive manner and be mindful of cultural differences at all times.

#### Health and Safety (Online Environment)

- Smoking or vaping is not permitted while on camera during Zoom classes.
- Children must not be visible or present on camera during Zoom sessions to comply with child safe regulations and minimise disruption.
- Do not attend Zoom classes under the influence of illicit drugs and/or alcohol.
- Ensure your learning environment is safe, appropriate, and free from hazards.
- Be mindful of your surroundings—backgrounds must be appropriate and not display offensive or inappropriate material.
- Behave in a manner that supports your own wellbeing and the wellbeing of others during all online interactions.

- Ensure your camera is on and you are clearly visible when required to support participation and attendance verification.

### **Online Etiquette (Zoom & Communication)**

- Ensure your microphone and camera are working before joining Zoom classes and follow trainer instructions regarding their use.
- Keep your microphone muted when not speaking and minimise background noise.
- Use the chat function appropriately and only for learning-related communication.
- Join sessions using your full name so you can be clearly identified.
- Emails to trainers should be clear, respectful, and related to course content.
- Do not record, screenshot, or share Zoom sessions or course materials without permission.
- Be prepared for each session with required materials and completed pre-work, where applicable.
- Avoid multitasking or engaging in unrelated activities during online sessions.

### **Technology & Access**

- Ensure you have reliable access to a computer, internet, webcam, and microphone for participation in Zoom classes.
- Students are responsible for ensuring any required software is installed, up to date, and appropriately licensed before commencing and during the course.
- Technical issues should be communicated to the trainer as soon as possible.
- Repeated technical issues that impact participation may affect course progress.

### **Privacy and Confidentiality**

- All discussions in Zoom sessions, forums, emails, and learning platforms may include personal, sensitive, or assessment-related information and must remain confidential.
- Students must not disclose, distribute, or discuss any personal information about other students or trainers outside the learning environment.
- Personal information shared during the course must only be used for learning purposes and handled respectfully.
- Students must not record, screenshot, photograph, or otherwise capture any part of online classes, including video, audio, chat content, or shared materials, without prior written permission from the training organisation.
- Any training materials, recordings, or resources provided by the RTO remain the intellectual property of the organisation and must not be copied, distributed, uploaded, or shared with third parties without authorisation.
- Students are expected to respect privacy laws and organisational policies regarding the handling of personal information.
- Breaches of privacy or confidentiality may result in disciplinary action, up to and including withdrawal from the course and/or reporting to relevant authorities where required.
- 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](http://www.parkorchards.org.au) You can also contact the POCH&LCI office for assistance.

Date reviewed	Version	Details of changes (if any)	Date of next review
23/04/2026	1	Original document	

**Master document is the Electronic File.**

**This document is uncontrolled when printed.**