

# The Student Code of Conduct

Digital Technologies Geelong (DTG) is committed to the provision of high quality and rewarding education and training for all students in an environment which actively encourages and supports learning for all students.

To foster these goals, we have established this Code of Conduct to communicate students' responsibilities. We believe that by establishing and communicating these standards we will provide a supportive and equitable learning environment for all students.

## Take responsibility for your learning

- Attend your scheduled classes, workshops and activities
- Arrive on time for classes and remain in the class for the duration of the session
- Report your reasons for being absent within one week of that absence
- Use equipment supplied or approved by The Gordon in the manner in which it is intended
- Obtain prior written permission for the use of electronic or recording devices during classes
- Do not engage in plagiarism and cheating in assessment
- Take responsibility for your support needs by communicating with teaching or student support staff

## Contribute to a healthy and safe learning environment

- Engage in safe behaviour in all areas of The Gordon and while on Gordon organised activities or work experience
- Abstain from alcohol, drugs and other substances that may adversely affect your co-ordination, response rate or judgement
- Wear appropriate protective clothing, including footwear, and secure hair, jewellery or clothing in kitchens, workshops and laboratories
- Keep food and drink out of classrooms, laboratories and workshops
- Comply with The Gordon's smoke free campus policy

Under DTG's misconduct management procedures students who breach this Code of Conduct may be subject to penalties including suspension or expulsion, in the most serious cases. Behaviour such as verbally or physically threatening others, property damage or drugs are a criminal matter and will be referred to the police for investigation.

## Respect yourself and others

- Ensure that you respect the rights and welfare of other members of The Gordon community
- Refrain from any activities or behaviour that may be construed as harassment, intimidation, discrimination or bullying
- Report any incidents of harassment or bullying you experience or witness whether caused by students or staff
- Use appropriate language when communicating with other students, staff and campus visitors
- Express your points of view in a way that respects the opinions, beliefs and values of other learners and teachers
- Show respect and consideration for other students, staff and visitors

## Show respect for your learning environment

- Only use The Gordon property which you are entitled to access, in a responsible and careful manner
- Comply with the law whilst on The Gordon's property or engaged in sponsored or controlled activities
- Raise concerns about any matter which you believe hinders your learning
- Access the computer network and equipment only for learning purposes and do not allow others access to your passwords

