

# Student Conduct Policy

## 1. Purpose

The purpose of this Conduct Policy is to outline the expectations for student behavior at Oxygen College during their training. This policy defines students' rights and responsibilities concerning their participation in Oxygen College's training and education programs.

## 2. Scope

The Student Code of Conduct applies to:

- All enrolled students
- All activities conducted on-campus.
- All activities conducted off-campus associated with Oxygen College or student studies, such as performances, exhibitions, and excursions.
- The use of Oxygen College resources, networks, facilities, and equipment, regardless of the location of access, whether on-campus or off-campus.
- The use of social media where it relates to Oxygen College, its students, and its staff members, both on-campus and off-campus.

## 3. Definitions

The following terms and abbreviations are specific to this policy:

- **Misconduct:** Any behaviour that stops others from studying or being part of Oxygen College life, or that could give Oxygen College a bad reputation. This includes actions that start at the college and continue to affect someone's health, safety, or happiness outside the college, as well as actions that happen outside the college but affect the college community. Misconduct includes, but is not limited to, a breach of the guiding examples within this document, Oxygen College policies and procedures, local, state, and federal legislation, applicable industry codes of conduct, and the Oxygen College Student Code of Conduct.
- **Bullying:** Repeated verbal, physical, social, or psychological aggressive behavior by a person or group directed towards a person or group that is intended to cause harm, distress, or fear.

- **Harassment:** Any behavior based on sex, race, age, or other protected attributes that is unwanted, not asked for, and not returned, causing a person to feel intimidated, offended, or humiliated. Harassment can be a single incident or a series of incidents.
- **Intimidation:** Intentional behavior, words, or conduct towards another person that would cause a person of ordinary sensibilities to fear injury or harm. Intimidation includes acts or threats that are intended to harass, threaten, coerce, or cause fear of harm, whether directly or indirectly, and may be communicated through oral or written words, gestures, or symbols.
- **Violence:** Physical assault, threatening behavior, or verbal abuse occurring in a work setting. Violence includes attacks, unwanted contact such as hitting, fighting, pushing, or throwing objects.
- **Natural Justice:** The rules or principles that ensure fairness in the investigation process. This includes informing people of the case against them, giving them a right to be heard (the “hearing” rule), ensuring no personal interest in the outcome (the rule against “bias”), and acting only on the basis of evidence (the “no evidence” rule).

#### 4. Code of Conduct

**Students’ Rights** - All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment free from harassment, discrimination, and victimization, where risks to personal health and safety are managed and minimized
- Have their personal details and records kept private and secure in accordance with our Privacy and Personal Information Policy.
- Access the information Oxygen College holds about them.
- Have their complaints dealt with fairly, promptly, confidentially, and without retribution.
- Make appeals regarding procedural and assessment decisions.
- Receive clear and accurate information about their course, training, assessment arrangements, and progress.
- Access the support needed to effectively participate in their training program.
- Provide feedback to Oxygen College on the training, assessment, and support services they receive.

**Students' Responsibilities-** All students are expected to:

- Refrain from engaging in actions or conduct that could be interpreted as harassment, intimidation, discrimination, or bullying, both in person and online.
- Responsibly exercise their rights to freedom of speech while acknowledging and honoring the rights of others to hold their own opinions and beliefs.
- Engage in respectful and considerate communication, both in person and online.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known and raise concerns about any matter which they believe hinders their learning.
- Not bring into any premises being used for training purposes any articles or items that may threaten the safety of self or others.
- Promptly read and respond to Oxygen College communications (this may be in the form of phone calls, SMS, email, or Microsoft Teams messages).
- Make regular contact with their Trainer/Assessor via Microsoft Teams or email, not through personal social media accounts or personal contact details.
- Approach their course with due personal commitment and complete all assessment tasks, learning activities, and assignments honestly and without plagiarism.
- Notify Oxygen College if any difficulties arise as part of their involvement in the program.
- Notify Oxygen College if they are unable to attend a visit or training session for any reason at least twenty-four (24) hours prior to the commencement of the activity.
- Use Oxygen College equipment with due care and only for the stated purpose, and do not install software on the college's computers without prior permission.
- Refrain from smoking, consumption of alcohol, and drug use at training venues and on the premises of Oxygen College.

**Consequences of a Breach in Code of Conduct**

- Investigations into breaches will be conducted in accordance with the principles of natural justice, ensuring fairness, impartiality, and evidence-based decision-making.
- Depending on the severity of the incident, the impact on the health and safety of others, the volatile nature of the event, or if students and/or staff are at risk of further harm, Oxygen College may immediately remove one or both parties involved in the incident from class. Removal may be for the day of the incident or until an investigation has concluded.

- Students found in violation of this Code of Conduct may receive a code of conduct warning or be withdrawn from their studies depending on the severity of the breach.
- Behaviors such as verbally or physically threatening others, causing damage to property, or involvement with drugs may be considered criminal offenses and will be referred to the police for investigation.

## 5. Key aligned documents

[COMP211 Investigation and resolution of reported conduct breaches procedure](#)

[COMP163 Complaints and appeals procedure](#)

[COMP150 Student Safeguarding Manual](#)