

Student Code of Conduct



Student Code of Conduct

Canberra Institute of Technology (CIT), including CIT Solutions, is committed to providing students with a safe and supportive place to learn.

All students are protected by CIT Student Policies and students are expected to follow the responsibilities as outlined in the CIT Student information guide (cit.edu.au).

Every student has the right to take part in CIT courses, free of inappropriate behaviour that may disrupt the learning processes, or social wellbeing of others.

This Student Code of Conduct applies to all students enrolled at CIT, including CIT Solutions (CITSOL). All students are expected to follow the Student Code of Conduct at all times. Inappropriate behaviour will not be tolerated.

All students have the right to:

- expect the best quality education CIT can provide
- be treated in a non-discriminatory and respectful manner by both staff and fellow students
- expect impartial, constructive, and prompt assessment of work
- access required facilities and resources to complete the course
- an email and network account
- Wi-Fi internet access at all CIT locations
- be provided with current and clear guidelines regarding course content, time demands and assessment details
- expect that scheduled classes will take place, or to be told of alternative arrangements in a timely manner
- have access to staff for help with their studies.

On a day-to-day basis all enrolled students will:

- contribute to a safe and inclusive environment and behave in a safe manner and not place themselves or others at risk
- treat other students and staff with respect and fairness in a culturally sensitive, tolerant, non-discriminatory and non-bullying/harassing manner
- comply with Work Health and Safety policies, and CIT policies, procedures and guidelines (published on the website)
- comply with any legal requirements arising from personal circumstances (e.g., court orders)
- dress appropriately to meet health and safety requirements and reflect dress codes in the industry aligned to the training (e.g., wear uniforms, appropriate footwear and Personal Protective Equipment (PPE) where required and/or directed)

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Category: Teaching and Learning	TRIM CIT2024/673	Next Review Due Date: Feb 2028
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Key Words: attendance, absence, confidentiality, behaviour, communication, participation, phones, devices, ICT, abusive, illegal, threat, complaints, bullying, harassment, cheating, feedback, privacy.

- disclose to your educator any medical management plans or medication you are taking which may affect your performance
- advise your educator of your condition when you have any infectious diseases and remove yourself from CIT until a medical clearance certificate is provided
- look after CIT property and promptly let your educator know if any items are not in working order
- return any property to CIT when requested by a staff member
- return or renew library resources by the due date or pay the replacement cost of lost resources
- respect the environment: reuse and recycle where possible and use litter bins
- drive safely on CIT property and park legally and in designated areas for student parking.

Student Expectations

Attendance and Punctuality

As a CIT student it is expected that you will:

- be on time for your classes, return from breaks at the agreed times and notify the educator beforehand if you need to leave the class early
- let your educator and other students with whom you are undertaking group activities and assessments know if you cannot attend
- follow-up an absence from class by either speaking with the educator or getting the necessary notes from another student
- talk to your educator if you are concerned about your progress.

Confidentiality

As a CIT student it is expected that you will:

- maintain confidentiality for all sensitive information obtained while studying at CIT – this includes information about other students and information accessed as part of your work placements
- respect the confidentiality of what people talk about in class and not repeat it to others outside of class.

Respectful Communication

As a CIT student it is expected that you will:

- show sensitivity and tolerance towards others' cultures, ages and backgrounds
- use individuals' preferred pronouns where known
- address other students and the educator in a courteous and civil manner – this means one person speaking at a time and everyone having the right to speak
- not communicate or access any material which may discriminate against, harass, bully or vilify colleagues

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or fellow students or any member of the public

- not create, transmit, distribute, or store any offensive information, data or material that violates Australian or State regulations or laws
- not tell inappropriate jokes, use derogatory or abusive language, or make insulting comments
- ensure personal digital records are up-to-date.

Digital communications

As a CIT student it is expected that you will:

- not use digital communications that breach privacy and legislative standards
- check and respond to emails and messaging/forums in the Learner Management System (eLearn) and student email account where your educator requires
- use information technology and other equipment safely, appropriately and legitimately, including, but not limited to:
 - respectful behaviour towards CIT students and staff when online including social media sites
 - communications that are not misleading or deceptive, offensive, obscene, threatening, abusive or defamatory.
- not use CIT equipment or services for intentionally transmitting, communicating, or accessing pornographic or sexually explicit material, images, text or other offensive material.

Effective Participation

As a CIT student it is expected that you will:

- attend course induction sessions and familiarise yourself with the subject information
- take responsibility for your learning - this includes being aware of requirements set out in the subject guides and other information provided by the educator
- manage your own learning and maintain steady academic progress - unsatisfactory academic progress may result in you not being able to complete or re-enrol in the course
- make the best use of the opportunities and facilities that CIT offers
- seek support from CITSOL support services, CIT Student Support or CITSA if you have any concerns about your ability to participate effectively
- participate actively in learning activities, as well as support and encourage the participation of others
- come to class on time with the necessary materials, including in full PPE or uniform where required
- follow instructions from the educator while on CIT campuses or engaged in CIT activities online or off campus
- pay attention in class

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- not wear headphones or use other devices in class, except when these are prescribed and use is approved by the educator
- complete all learning and assessment tasks on time
- only use generative artificial intelligence with the approval of the educator - cheating, plagiarism and copyright violations (passing off someone else's work as your own) will not be tolerated
- give positive and constructive feedback. Negativity can affect the participation and enjoyment of others
- adhere to any learning contracts (behaviour contracts or academic intervention plans for international students).

Use of mobile phones/smart devices

As a CIT student it is expected that you will:

- use your mobile phones/smart devices on campus only before and after class, and during scheduled breaks – these devices may only be used in classrooms or for learning activities with the educator's approval
- accept that the use of mobile technologies may present a workplace health and safety risk – you should switch off all mobile technologies when required for workplace health and safety reasons, including but not limited to:
 - workplace environments
 - simulated workplace environments
 - practical classes
 - when using heavy or dangerous equipment
 - when advised to by the educator in charge.
- agree that mobile phones and other electronic devices brought to CIT are your responsibility, CIT will not accept any responsibility for property loss, damage, or theft of personal property
- not use your mobile phones or smart devices to make private calls or send text messages and/or access social media during class time
- switch mobile phones and other devices to silent or vibrate, unless otherwise negotiated with the educator in exceptional circumstances
- not use mobile phones or smart devices to take photographs or video images on campus or off-campus that may breach the rights of other students or staff - consent permission must be sought in line with CIT's policy on confidentiality and privacy.

Use and Provision of ICT Services and Facilities

As a CIT student, it is expected that you will:

- use CIT computing and communications systems in accordance with their appropriate authorised purposes

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- keep passwords confidential and change them frequently
- log out of the network whenever not using it or leaving the workstation
- provide identification (for example by student card) when requested by a staff member to use CIT's computing facilities
- not install unauthorised software on CIT computers, including but not limited to games, instant messaging and chat programs, file transfer and peer-to-peer file sharing programs
- not infringe copyright
- not use the CIT network for personal or private gain, or to store or collect personal information about others without permission
- not change the configuration of CIT computers without permission from your educator - this includes, but is not limited to, screensavers, bitmaps, backgrounds, images and screen resolutions
- not engage in any form of computer hacking, such as illegally accessing other computers or accounts, or knowingly attempting to bypass internal controls or security
- not use CIT services to libel, to send or subscribe to pornographic material, to harass, threaten other individuals, unlawfully vilify or to transmit offensive language or images.

Behaviours leading to disciplinary actions

In cases of serious misconduct, a student may be excluded from CIT. When necessary, the matter will be referred to the police or other appropriate authority.

The following conduct will not be tolerated and will be addressed through disciplinary processes (refer to the **Student Conduct Policy**):

- illegal behaviour, including physical violence
- behaviour that impacts negatively or disrupts the learning of others
- behaviour that does not respect the rights, health, safety, privacy and welfare of CIT staff, students and visitors
- behaviour that brings CIT into disrepute
- abusive or inappropriate use of language
- acting in a way that threatens the safety of others
- behaviour that causes another student or staff to feel threatened
- unwelcome attention or sexual harassment towards another student
- assault (physical, verbal or via text or digital platforms)
- behaviour that causes psychological distress to another person
- bullying, harassment, and discrimination

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- acts of forgery
- wilfully damaging others' property
- stealing others' property
- academic misconduct (See: ***Academic Integrity Policy***). This includes:
 - plagiarism
 - cheating
 - copyright infringement
 - inappropriate use of information from the internet
 - misuse of generative intelligence (AI) for learning activities and assessments.
- passing on personal or private information
- bringing, keeping, or consuming alcohol or other drugs or narcotics on CIT campuses or being affected by these when on CIT campuses or in course activities
- smoking or vaping anywhere on CIT property, within five metres of a campus boundary or during any approved learning activity off-campus
- failing to wear appropriate clothing and footwear or complying with the workplace health and safety requirements specific to your area of vocational study area – including wearing all necessary Personal Protective Equipment (PPE) and uniforms
- accessing other students' IT accounts
- wearing headphones or using mobile phones and other electronic devices in classrooms without the approval from your educator
- inappropriately using the internet services provided for educational purposes (refer to the ***Student Conduct Policy***)
- recording video or voice in the class unless permission is granted from the educator and all participants.

Student complaints

- You have the right to make a complaint about a particular situation in which you have been involved or witnessed. Guidance, referral and support are available at CIT through CIT Student Support.
- Refer to the CIT [Students and Community Members Complaints Policy](#) to make a complaint as a student
- Refer to the CIT [Academic Appeals Policy](#) to appeal assessment decisions or seek to resolve concerns or complaints.

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Feedback

Your feedback is valued and is an important part of improving and maintaining a positive learning environment at CIT. If you have any feedback, either positive or negative, you are encouraged to provide feedback by completing course evaluations and contacting:

- a relevant staff member
- CIT Student Support
- CIT – Feedback
- CITSOL Feedback
- Student Services

Student Policies

- *Academic Appeals Policy*
- *Academic Integrity and Misconduct Policy*
- *Acceptable ICT Use Policy*
- *Alcohol and Other Drugs Policy*
- *Assessment Policy*
- *Bullying and Harassment Prevention Policy*
- *Student and Community Members Complaint Policy*
- *Student and Community Members Complaint Procedure*
- *Equity Policy*
- *Intellectual Property Policy*
- *Mobile Device Policy*
- *Off-campus Activities Policy*
- *Privacy Policy*
- *Recording Devices Policy*
- *Sexual Harassment and Sexual Assault Policy*
- *Smoke Free Policy*
- *SMS Messaging Policy*
- *Student Conduct Policy*
- *Workplace Health and Safety Arrangements Policy*

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