

CODE OF CONDUCT

The Code of Conduct applies to all students of the Academy to ensure the safety, comfort and wellbeing of everyone at the Academy. While the Key Points provide a useful summary, you should familiarise yourself with the complete policy (on the following pages) and regularly check for updates, as policies are subject to review

Key Points:

- Plagiarism and all other forms of academic misconduct are unacceptable and will incur discipline.
- Internet use is for class projects only; downloading of inappropriate material is prohibited.
- Mobile phones should be switched off during classes.
- Attendance and punctuality are crucial to ensure proper learning.
- Harassment, bullying and physical or verbal assault will not be tolerated.
- Please notify the Administration Office of any medication you use regularly and any health issues you have.
- Smoking is not permitted in the building or around its entrance area.
- Alcohol is not allowed on the premises without prior permission from the Administration Office, and intoxication is prohibited.

STUDENT CODE OF CONDUCT

Endorsed by	Academic Board
Date created	10 January 2004
Revision date(s) and scope	April 2014 – revised and expanded
Review date(s)	January 2007 January 2010 January 2013 January 2016
Next review date	January 2019

Scope

The Code of Conduct applies to all students of the Academy.

Policy Statement

To ensure the safety, comfort and well-being of everyone at the Academy, students are required to conduct themselves in a manner that supports their learning and that of others, and to refrain from any behaviour that is unlawful, disrespectful or uncondusive to a positive learning environment.

Procedure

Student found to be engaging in any of the following will be considered in breach of the Code of Conduct and may face disciplinary action as specified in the Academy's *Leave of Absence, Withdrawal, Suspension and Exclusion* policy:

Dishonesty, including but not limited to:	<ul style="list-style-type: none"> • Cheating or plagiarism; • Deliberately furnishing false information to any Academy official, faculty member, Academy office or affiliated organization; • Forgery, alteration, or misuse of any Academy document, record, or instrument of identification, including copyright violations; • Falsely claiming to represent the Academy or a student organization of the Academy; • Incurring of financial obligations on behalf of the Academy without proper authorization; • Knowingly passing an insufficient funds check or fraudulent money order in payment of any financial obligation to the Academy.
Disruptive/Disorderly Conduct, including but not limited to:	<ul style="list-style-type: none"> • Actions that interfere with, obstruct, disrupt, or prevent teaching; • Disorderly, disruptive, leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, including research, administration, disciplinary procedures, and/or the regular and essential operations of the Academy or other Academy activities, on or off campus; • Intentional obstruction of the free flow of pedestrian or vehicular traffic on Academy premises or at Academy-sponsored or supervised functions.



<p>Threatening, Harmful or Unsafe Conduct, including but not limited to:</p>	<ul style="list-style-type: none"> • Conduct that threatens or endangers the health or safety of any person at the Academy or at Academy controlled or sponsored functions; • Intentionally, recklessly, or negligently causing physical harm to any person on the Academy premises or at Academy sponsored activities including engaging in any form of hostile conduct that might incite violence; • Illegal or unauthorized possession of firearms, explosives, knives, or other weapons or dangerous chemicals on Academy premises or at Academy sponsored functions; • Falsely reporting a fire, bomb, or any other emergency by activating an alarm or by any other means; • Engaging in unauthorized possession, use, or alteration of any Academy-owned emergency or safety equipment; • Failure to evacuate a building or other structure during an emergency or during emergency drills; • Failure to follow appropriate and legal safety practices as they apply to the instructional setting; • Failure to follow appropriate and legal and safety practices as they relate to student employment.
<p>Harassment of any member of the Academy community, including but not limited to:</p>	<ul style="list-style-type: none"> • Hazing, for the purposes of initiation, admission, affiliation, or membership in a group or organization; • Conduct placing any person under mental duress or causing any person to be in fear of physical danger through such acts as verbal abuse or stalking (including repeated phone calls, text messages, emails or other internet contact); • Physical abuse, verbal abuse, threats, intimidation, defamation of others, coercion and/or other conduct that threatens or endangers the health or safety of any person. (Note: Actions that are based on age, sex, race, color, disability religion, sexual orientation or national/ethnic origin may also contravene the Academy's <i>Equal Opportunity</i> policy.)
<p>Theft or Damage, including but not limited to:</p>	<ul style="list-style-type: none"> • Attempted or actual theft of and/or damage to property of the Academy; • Attempted or actual theft of and/or damage to property of a member of the Academy community or other personal or public property; • Damage to public or private property on Academy premises, including but not limited to graffiti, physical damage created by student belongings, sign damage, or damage to any Academy property, wherever located.
<p>Unauthorized Use and Abuse of Computers and Instructional Technology, including but not limited to:</p>	<ul style="list-style-type: none"> • Violations of state and/or Academy computer use policies • Theft or abuse of computers or any instructional technology equipment; • Use of computing facilities to send obscene, abusive or threatening messages; • Use of computing facilities to interfere with normal operation of the Academy and Academy computing system; • Misuse of Academy web services; • Unauthorized use of network ports; • Misuse of online course resources.
<p>Unauthorized Entry to and/or Use of Academy Property, including but not limited to:</p>	<ul style="list-style-type: none"> • Unauthorized use of Academy materials, supplies, equipment, and/or facilities; • Unauthorized possession, duplication, or use of keys to any Academy premises; • Unauthorized entry to or use of Academy premises and/or facilities.
<p>Tobacco, Alcohol, and Drug Use, including but not limited to:</p>	<ul style="list-style-type: none"> • Unauthorized use, sale, and/or possession of tobacco products on campus (including around the entrance area or at Academy-sponsored events); • Public intoxication or the use, possession, or distribution of alcoholic beverages on Academy-controlled property or at Academy sponsored events, except as expressly permitted by the law and Academy regulations; • Possession, use or distribution of narcotics or other controlled substances and drug paraphernalia on Academy-controlled property or at Academy sponsored events, except as expressly permitted by the law and Academy regulations.



<p>Failure to Comply with Official Requests, including but not limited to:</p>	<ul style="list-style-type: none"> • Failure to comply with directions of Academy officials acting in the performance of their duties or with fire, police, or other emergency service personnel; • Failure to identify oneself to these persons when requested to do so, after they have identified themselves.
<p>Violations of Federal, State and/or Local Laws and Academy Policies, including but not limited to:</p>	<ul style="list-style-type: none"> • Violations of federal, state, or local laws on the Academy campus or at Academy sponsored events or activities; • Violations of Academy policies, rules, and procedures on the Academy campus or at Academy sponsored events or activities.
<p>Gambling and/or Solicitation, including but not limited to:</p>	<ul style="list-style-type: none"> • Engaging in organized gambling; • Unauthorized solicitation or selling of goods or services on campus or at Academy-sponsored activities on or off campus.
<p>Disruption of Judicial Process, including but not limited to:</p>	<ul style="list-style-type: none"> • Failure to obey the summons of the Student Progress Committee or other authorised judicial body; • Falsification, distortion, or misrepresentation of information before a judicial body; • Disruption or interference with the orderly conduct of a judicial proceeding; • Institution of a judicial proceeding knowingly without cause; • Attempting to discourage an individual's proper participation in or use of the a judicial process; • Attempting to influence the impartiality of a member of a judicial panel prior to and/or during the course of the judicial proceeding; • Harassment (verbal or physical) and/or intimidation of a member of a judicial panel prior to, during, and/or after a judicial proceeding (Note: Harassment may also be covered by the Academy's <i>Equal Opportunity</i> policy and associated legislation); • Influencing or attempting to influence another person to commit an abuse of a judicial process; • Failure to comply with the sanction(s) imposed under the Code of Conduct.

Any student who is aware of another student engaging in such activities and does not report the behaviour to the Administration Office may be subject to disciplinary action as an accessory.