


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 1.3 /2.1 / 2.3.4</p> <p>SRTO2015: Standard 1.7 /5.2 /5.4 /6.1 / 6.2 / 6.3 /6.6</p> <p>National Code 2018: 6.1 / 6.9</p>	Student Code of Conduct and Social Media Use	
Version: 1.4	Approved by: Chief Executive Officer	Approved on: 23/12/2019 Review by: 23/12/2021

Revision History

Version	Description of Change	Policy Developer	Effective Date
1.4	Reviewed with reference to Sexual Assault and Sexual Harassment prevention and monitoring and approval entities.	Compliance Manager	23/12/2019
1.3	Updated references to National Code 2018 Harmonised the layout with the current AAPoly template of policies and procedures and in reference to recently published frameworks and organisation chart	Quality Assurance Support Officer	06/04/2018

PURPOSE

This Student Code of Conduct and Social Media Use policy guides the standard of ethical and responsible behaviour and conduct that students of Academies Australasia Polytechnic (AAPoly) are expected to adhere to.

The following AAPoly core values guide this policy:

- Student-centred
- Respect for individuals by upholding equity, access and sustainability
- Integrity while conducting free intellectual inquiry through scholarly activities
- Ethical and responsible use of AAPoly computer facilities and network
- Responsible and prudent use of social media

POLICY STATEMENT

The Student Code of Conduct is underpinned by AAPoly Core Values expressed in the Strategic Plan 2017 - 2020. It also serves as a reminder for all students of AAPoly to work collaboratively towards building a harmonious environment in campus and to maintain the good reputation of AAPoly externally.

SCOPE

The Student Code of Conduct applies to all domestic and international students enrolled at AAPoly.

This policy covers social media platforms used by AAPoly including the Learner Management System (LMS), and access to social media by any means, including via computer, tablet, and mobile phone, handheld or wearable device.

DEFINITIONS

Student	<p>A person who is</p> <ol style="list-style-type: none">a) enrolled in a course or subject offered by AAPolyb) participating in an educational program by which AAPoly grants the right to use AAPoly premises and facilitiesc) a candidate for an award of qualification from AAPoly, who is waiting for the outcome of assessment on his or her workd) a student on leave of absence who has deferred his/her enrolment in a course of subject offered by AAPoly
Social media	<p>Online media designed to allow information to be shared, disseminated and created using accessible and scalable publishing techniques. Social media services include, but are not limited to:</p> <ul style="list-style-type: none">• social and professional networking sites (e.g. Facebook or LinkedIn), including official and unofficial pages on social and professional networking sites that are set up by individuals, groups, clubs and societies• geo-spatial tagging sites (e.g. FourSquare)• blogs, including corporate blogs and personal blogs• micro-blogging sites (e.g. Twitter)• video and photo sharing sites (e.g. YouTube or Flickr)• blogs hosted by media outlets (e.g. 'comments' or 'your say' feature on newspaper websites)• wikis and online collaborations (e.g. Wikipedia)• fora, discussion boards and groups (e.g. Google groups)• podcasting and podcasting sites• instant messaging (e.g. WhatsApp, LINE, WeChat, Instagram, SnapChat or standard SMS)

POLICY PRINCIPLES

1. AAPoly upholds the principles of respect, integrity and a student-centred approach in its commitment to promote the use of social media and other appropriate technology and support services for the best teaching and learning experience for students.

When using social media, AAPoly will:

- only disclose and discuss information about AAPoly or its activities that is not confidential and is publicly available;
- take reasonable steps to ensure that content published is accurate and not misleading;
- ensure that the use, including content published, complies with all relevant rules of AAPoly;
- expressly state that the views expressed are those of the student and not those of AAPoly (unless they are officially authorised by AAPoly), when making a statement on a matter of public interest;
- be respectful and courteous in communications;
- adhere to the Terms of Use of the relevant social media provider; and
- comply with the law, including laws about copyright, privacy, defamation, contempt of court, discrimination and harassment.

2. Use of social media will be deemed as having connection with AAPoly if the social media account is used as an official AAPoly social media platform.

3. The students play a crucial part in creating positive experiences that will enhance their progress in learning and social interactions. They are expected to:

- Be considerate to others and respect the privacy of others, as well as diversity of cultures, peoples and languages;
- Communicate with courtesy and due care, verbally and in writing, in person and online (including through email and social media);
- Refrain from actions, behaviour and words that may jeopardise their own or another person's health, safety or wellbeing, or may damage their reputation or career;
- respect the moral and physical boundaries when interacting with one another and refrain from participating in any physical or mental exchange which can be offensive, intimidating or humiliating to others such as sexual harassment or assault, abuse and other harmful misconduct;
- Inform their Lecturer/Trainer if they see discrimination, harassment, victimisation or bullying happening during their studies at AAPoly;
- Only use AAPoly facilities and resources (including information and communications technology) responsibly, in accordance with relevant policies and in consideration of other students' needs.

Students are expected to make earnest efforts to:

- Understand and apply the rules about plagiarism and copyright;

- Not engage or collude in fraudulent behaviour such as cheating during examinations while includes the use of prohibited materials or equipment, or consultation with other students during the examination;
- Undertake their academic work with integrity and honesty, avoiding plagiarism, collusion and breaches of copyright;
- Seek help from their Lecturer/Trainer as soon as they realise need more support, instead of resorting to dishonesty in submitting work that is not entirely theirs;
- Provide accurate personal details and the necessary updates to AAPoly;
- Ensure their Student Access Card is used only by themselves and carry it at all times while on campus for identification purposes and access to facilities

When using social media in the context of education or research training, and when making identifiable personal use of social media, students must **NOT**:

- make any comment or post material that is, or might be construed to be, racial or sexual harassment, offensive, obscene (including pornography), defamatory, discriminatory towards any person, or inciting hate;
- make any comment or post material that creates, or might be construed to create, a risk to the health or safety of a student, contractor, staff member or other person, including material that amounts to bullying, psychological or emotional violence, coercion, harassment, sexual harassment, aggressive or abusive comments or behaviour, and/or unreasonable demands or undue pressure;
- make any comment or post material that infringes copyright, is fraudulent, breaches intellectual property rights, constitutes a contempt of court, constitutes stalking, breaches a court order, or is otherwise unlawful;
- imply that they are authorised to speak as a representative of AAPoly, or give the impression that the views they express are those of AAPoly;
- use the identity or likeness of another student, contractor, staff member or other stakeholder of AAPoly;
- use or disclose any AAPoly confidential information obtained as a student of AAPoly;
- sell, purchase or offer to write assignments or other assessable work, or to request help with such work. Furthermore, students are required to take steps to minimise opportunities for others to cheat by, for example, not saving work to a shared network drive that is accessible by others and not sharing work on social media sites;
- make any comment or post material that might otherwise cause damage to AAPoly's reputation or bring it into disrepute; and
- use AAPoly's logo without permission, or use AAPoly's name in a manner that is likely to be misleading or bring AAPoly into disrepute.

3. Students must use AAPoly's computer facilities and network in an ethical and responsible manner.

- Respect the rights and privacy of others
- Do not send offensive or anonymous messages, including malicious remarks, hate speeches and hoaxes
- Do not access pornographic, offensive, violent or other inappropriate materials
- Do not degrade, corrupt or damage the hardware, software, equipment or the integrity of the network

- Do not install unauthorised software, alter the network configuration or use network resources in a manner that contradicts instructions given by the network administrator
4. Students who do not comply with the expectations set out in this policy may face disciplinary actions which, in serious cases, may result in exclusion from AAPoly. AAPoly applies a **zero tolerance** approach to harmful misconduct including (but not limited to) sexual harassment or abuse, physical or verbal bullying and violence.

RESPONSIBILITIES

- Chief Executive Officer (CEO) maintains this policy. The CEO communicates this policy to all staff and students, ensuring that they receive, understand and know how to apply the Student Code of Conduct and Social Media Use through the relevant procedures
- Designated Head of Student Services is responsible for including this policy in the Student Handbook and answering the questions that students may have in a later time.
- Heads of Departments are responsible for distributing this policy to their team members and ensuring their understanding so that in turn they may assist the students in complying with the Code of Conduct and Social Media Use.
- Student Discipline Committee investigates reports of student breach in using AAPoly's LMS and official social media platforms.

FEEDBACK

Please email the Chief Executive Officer through suggestionstotheceo@aapoly.edu.au if you have any question or feedback about this Policy. The CEO will respond to your written question or feedback within two (2) weeks after the receipt, unless extenuating circumstances require an urgent response. The query or feedback will be recorded in the Continuous Improvement or Corrective Action register for quality assurance purposes.

References

Source	Document Title	Version/Date
Internal	Student Complaints and Appeals Policy and Procedure	v4.3 05042018
	Academic Misconduct and Plagiarism Policy and Procedure	v4.1 28122017
	Information Privacy Policy	v2.3 20012018
	Student Non-Academic Misconduct Policy	v4.2 06042018
	Academies Australasia Group Code of Conduct	August 2016 (accessed on 12 April 2017)
External	ASQA Standards for Registered Training Organisations	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018
	Australian Human Rights Commission publication on "Change of Course: National Report on Sexual Assault and Sexual Harassment at Australian Universities"	1 August 2017 (accessed on 11 August 2017)
	Deakin University Student Code of Conduct	1 Feb. 2016 (accessed 12 April 2017)
	Higher Education Standards Framework	2015
	RMIT University Social Media Policy and Procedure	N/A (accessed on 13 April 2017)
	Singapore Polytechnic Student Handbook (Singapore)	N/A (accessed on 14 April 2017)
	Skills Training Australia Code of Conduct	v. 1.6/2016 (accessed on 12 April 2017)
	Skills Training Australia Social Media Policy	v. 1.0/2015 (accessed on 12 April 2017)
	TEQSA Guideline on Well-being and Safety	Beta 1.0/July 2017 (accessed on 1 September 2017)
	Monash University Social Media Policy	August 2016
	Victoria University Media Policy	August 2016
	Australian Catholic University Social Media Policy	May 2018
	Department of Human Services Social Media Policy	2018