


PROCEDURE		
<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: 1.0	Approved by: Chief Executive Officer	Approved on: 23/12/2019 Review by: 23/12/2021

Revision History

Version	Description of Change	Procedure Writer	Effective Date
1.0	New Procedure. Developed with reference to Sexual Assault and Sexual Harassment prevention and monitoring and approval entities.	Compliance Manager	23/12/2019

PURPOSE

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

This procedure will ensure the social media policy is implemented across AAPoly and that best practice is maintained.

The following AAPoly core values guide this procedure:

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

PROCEDURE

1. Use of LMS

- a) Trainer/Assessor or Lecturer receives an automated notification of any posting in the LMS forum.
- b) The Trainer/Assessor or Lecturer determines if the post is acceptable in accordance to the Student Code of Conduct and Social Media Use policy or needs to be removed. Should the update warrant removal, the Trainer/Assessor or Lecturer reports this to the Faculty Head or Academic Dean for investigation.

Note: Posts, comment or material uploaded in the LMS forum that is, or might be construed to be, racial or sexual harassment, offensive, obscene (including pornography), defamatory, discriminatory towards any person, or inciting hate is immediately removed by the Trainer/Assessor or Lecturer.

- c) Faculty Head or Academic Dean requests the student via writing to meet with them for a discussion about the posting.

Note: The student is entitled to appeal the allegation of misconduct and must inform the Faculty Head or Academic Dean in writing within ten (10) working days of the date of the letter

- d) If the Faculty Head or Academic Dean has not received the application to appeal within ten (10) working days, the case will be referred to the Student Discipline Committee for deliberation and decision.
- e) The Student Discipline Committee conducts the hearing process. Refer to the Student Non-academic Misconduct Procedure for further details.
- f) Student Discipline Committee informs the student of the decision in writing.
- g) Student may appeal the decision. Refer to the Complaints and Appeals Policy and Procedure for further details.

2. Use of AAPoly's Official Social Media Platform

The Designated Marketing Officer (DMO) will receive an automated message when a post/comment update is put on any AAPoly's official social media platform. Based on the nature of the update, the DMO will determine if the update is acceptable in accordance to the Student Code of Conduct and Social Media Use policy or needs to be removed. Should the update warrant removal, the DMO will report this to the CEO for approval.

RESPONSIBILITIES

- The Chief Executive Officer (CEO) maintains this procedure. The CEO communicates this procedure to all staff and students, ensuring that they receive, understand and know how to apply this 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 procedure 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 contact the CEO through email suggestionstotheceo@aapoly.edu.au to convey any queries or feedback about this procedure. The CEO will respond in writing to the query or feedback within two (2) weeks after the query or feedback is received, unless in an urgent or extenuating circumstance when an immediate response is required. The query or feedback and the response will be recorded in the Continuous Improvement register and utilised in the future review of the policy and procedure.

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 Harrassment 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