



POL021 Student Code of Conduct (Virtual Learning)

Purpose

At Shafston School of Business, we are committed to fostering a safe, supportive, and respectful learning environment for all our students, including those engaged in virtual learning. As a virtual learner, you are expected to adhere to this code of conduct to ensure the integrity of our online community and the safety and well-being of all students.

Respectful Communication

Respectful online communication is the cornerstone of all virtual learning. During the course of your studies, you may be expected to engage in forums via the LMS, communicate with your trainer in live Q&A sessions as well as via email, and submit assessment tasks in our online submission portal.

When you engage with others virtually, it is important that you:

- Treat all fellow students and trainers with respect and professionalism.
- Avoid engaging in any form of online bullying, harassment, or discriminatory behaviour.
- Use language that is clear, polite, and appropriate for an academic context.
- Respect the privacy and confidentiality of your classmates and instructors. Do not share personal information without consent.
- Ask for clarification and assistance from staff.
- Access appropriate feedback, complaints, and appeals processes as necessary.

Privacy and Safety

It is important to be mindful of privacy and security when conducting activities online. Safeguard your privacy and avoid sharing personal details with others. Be wary of individuals asking for:

- Your full name
- Your address
- Your telephone number
- Your passwords

Shafston will collect any necessary personal and sensitive information on enrolment and should not request additional information from you during the course of your studies.

It is also important to respect the privacy and safety of others. Please do not share others' information or images without their consent. When submitting evidence for assessment purposes, it is important to redact names and other identifying details. If you are unsure how to do this, or if you require clarification on the requirements around the management of personal and sensitive information, please refer to Shafston's Privacy Policy.

If you ever feel uncomfortable or unsafe while interacting online, or if you witness any unsafe behaviour, please reach out for assistance as soon as possible.

Digital Responsibility

While students must have access to their own computer to engage in online learning, Shafston students may also access the computers, printers and other IT services available on campus.



Students are encouraged to handle all ICT devices and software with care and consideration. This includes:

- Respecting copyright and intellectual property regulations, attributing work appropriately
- Refraining from unauthorised access to network systems, security, and other user's data
- Only recording others and collecting and sharing images with consent
- Being mindful of the content that you share/upload via Shafston's LMS or ICT devices and ensuring it is appropriate and conducive to an educational environment.

Shafston employs a number of measures to ensure the integrity of our training and assessment processes. We are aware of the prevalence of AI generated content and access online verification systems to ensure the work that students submit is both authentic and free of plagiarism. Where breaches are identified, Shafston considers this academic misconduct and follows appropriate processes.

Misconduct and Academic Misconduct

Shafston views misconduct seriously. We expect that our students will behave in an honest, respectful manner appropriate for a learning environment, and in a way that will uphold the integrity of the Training Organisation. Consequences for student misconduct can include expulsion from the course.

Examples of misconduct include, but are not limited to:

- Plagiarism
- Cheating (including the unauthorised use of AI-generated content)
- Harassment, bullying and/or discrimination.
- Falsifying information
- Any unlawful act
- Any behaviour that endangers the health, safety, and wellbeing of self or others
- The intentional damage of equipment or materials belonging to Shafston
- Misconduct at a placement location or partnered workplace.

Consequences for misconduct will depend on the nature of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Fees for the reimbursement of damaged equipment
- Cancellation of the course without refund or credit
- Matters referred to police

Further information on how Shafston defines and responds to misconduct can be found on Shafston's Academic and General Misconduct Policy and Procedure.

Students found guilty of misconduct (either academic or non-academic) have the right to lodge and appeal by way of our complaints and appeals process.

Implementation

The Academic Manager and delegated compliance officer are jointly responsible for the implementation of this Student Code of Conduct (Virtual Learning) through publication on the Work Platform (Sharepoint) and website.



Version History

Date	Summary of Modifications Made	Version
14/02/2023	Version 1 finalised	1.0
20/03/2024	Version 2 finalised (expanded to include provisions for virtual learning)	2.0

Date of next review

Date	Type	Responsible
30/06/24	Annual	General Manager

