

Pines Learning is committed to providing quality services in a safe and stimulating learning environment where all students are treated with respect and fairness. The Student Code of Conduct outlines expectations in this regard.

Respect

- Treat others with respect and fairness.
- Respect others' privacy on sensitive matters and do not discuss outside the classroom.
- Raise any matters of concern with your trainer or staff member.
- Refrain from and report any behaviours that may be construed as harassment, intimidation, discrimination, bullying including cyber bullying.
- Use appropriate language when communicating with others.
- Express your point of view in a way that respects the opinions, beliefs and values of others.
- Respect our Centre and others by not littering, stealing or wilfully causing damage.
- Arrive on time. If you arrive late, settle in quietly without disruption.

Health and Safety

- Adhere to the OHS student responsibilities as outlined in Policy 6 – Occupational Health and Safety.
- Do not engage in any illegal activity and report any unlawful activity to staff.
- Follow reasonable direction from Pines Learning staff.
- Abstain from alcohol, drugs and other substances that may adversely affect your behaviour.
- Council regulations do not permit smoking within 10 metres of the building.
- Children under 12 years are not to be left unattended in the centre.

The Learning Environment

- Keep food and drink out of computer rooms or classrooms when laptops or iPads are in use.
- Switch off or keep on silent mobile phones or other electronic devices during class.
- Refrain from unauthorised access to social media during class.
- Raise concerns about any matter which you may believe hinders your learning.
- Let staff know if you require extra support to assist your learning.
- Access the IT network only for learning purposes and do not allow others to access your password.
- Refrain from downloading or accessing inappropriate or illegal information through online media. Such as material that is: threatening, harassing, discriminating, intimidating, hostile, obscene, pornographic, privacy breaching or excessive unauthorised downloads.
- Respect copyrighted material and any material created by others, and do not represent it as your own work/ideas.
- Use appropriate referencing methods when quoting, referring to, or incorporating ideas, from copyrighted work.
- Abstain from causing malicious damage of the IT systems in any way.
- Refrain from connecting external networks and/or unauthorised devices that may result in the network disruption.
- Refrain from promoting your own business in any way to other students or staff except with prior agreement.

General Administrative Expectations



Code of Conduct Students

- You are welcome to enrol in any course provided you are 16 years and over and meet the enrolment requirements.
- Ensure payment of all fees and charges are within the required timeframe.
- Observe the course attendance and assessment requirements.
- Children between 12-15 years may enrol in adult classes if the co-ordinator and trainer agree that the class is suitable and the child is accompanied by an adult. Children who aren't enrolled are not permitted in the classroom.

Child Safe Standards

- We expect our students to support and respect all children and young people and join us in our commitment to the safety, participation and empowerment of them.
- Pines Learning has a zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are concerned about a child's safety, which we will follow rigorously.
- We expect all allegations of abuse to be reported to the relevant Coordinator and/or Centre Manager immediately.
- It is expected that students do not develop any 'special' or inappropriate relationships with children or young people within or outside the Centre.
- Adult students are not to exchange personal contact details with children or young adults.
- Students are not to engage in any unnecessary physical behaviours.

To ensure the learning experience at Pines Learning is rewarding for all students, enrolments are conditional on the expectations listed in the Student Code of Conduct. Any breaches may be subject to penalties outlined in the Pines Learning Disciplinary Policy and Procedure. Any criminal activities will be referred to the police for investigation.