

## **STUDENT CODE OF CONDUCT**

### **As a student at West Coast Institute you must adhere to the following behaviours**

1. Be considerate of the opinions, life experiences and learning/teaching styles of fellow students and staff. Unwelcome, offensive, abusive, belittling or threatening behaviour directed at staff or students will not be tolerated.
2. Actively participate in all teaching and learning activities in a non-disruptive manner to other students and staff.
3. Respect and care for all West Coast Institute facilities and equipment. Report any damaged equipment or facilities to your lecturer.
4. Eat and drink only in designated areas, placing all rubbish in an appropriate bin when you are finished.
5. Wear clothing that is suitable and appropriate for your training and working environment.
6. Present for learning in a fit and proper condition ensuring that you are not under the influence of any substance that impacts unacceptably on your behaviour.
7. Refrain from smoking on West Coast Institute properties.
8. Limit the use of any type of communication device to designated class break times only, unless its use is included within class work. Consult with your lecturer prior to class if an emergency situation may warrant the use of such a device in class time.
9. Obey all parking and traffic signage when driving and parking on West Coast Institute properties.
10. Inform your lecturer of any planned absences from class in advance of planned date. If absence cannot be reported in advance, inform your lecturer as soon as practically possible.
11. Ensure that all submitted work is the result of your own genuine efforts by refraining from plagiarising and copying from other people.