

STUDENT CODE OF CONDUCT

Purpose

This Student Code of Conduct (Code) ensures that the responsibilities of students at Toi Ohomai are clearly articulated. The expectations set out in this Code apply to the behaviours expected of students when they are on campus and when they are undertaking activities associated with their studies off campus. A breach of this Code may activate the disciplinary process and this may result in disciplinary action, in accordance with Toi Ohomai's Academic Regulations.

Scope

This Code of Conduct applies to all students enrolled with Toi Ohomai while they are engaged in activities associated with their studies. This is regardless of where those activities are taking place including on and off-campus. The Code encompasses the Expectations of Students, Academic Misconduct, Conduct in Examinations and Tests and Conduct in Relation to Computers and ICT.

This Code may be amended with approval of the Academic Board at any time. The most current version will be available on Toi Ohomai's website.

Expectations of Students

Students are expected to:

1. Respect the rights of other students, behave in a manner that is not disruptive and does not interfere with other students' wellbeing, learning and/or study activities.
2. Act in the best interest of children, young people or vulnerable adults both on campus or when engaged in activities related to their study off campus. This includes sharing information with staff where there is suspected abuse of any child, young person or vulnerable adult.
3. Be respectful and considerate towards all students, staff, employers and co-workers they engage with both on campus and while on placement or work experience, acting in a manner that does not jeopardise their own safety or the safety of others.
4. Respect all Toi Ohomai staff and show a commitment to their studies, particularly:
 - meeting the requirements of a chosen programme of study, including attendance and participation

- arriving for class on time and engaging in class activities in a constructive and positive manner
 - not using mobile phones or accessing social media for personal use during class time (unless allowed by a teacher)
 - meeting deadlines for assignments, and
 - contributing to maintaining a safe learning environment including following all instructions.
1. Comply with all institutional rules, regulations and policies including:
 - academic regulations (particularly those relating to enrolment, participation and assessment)
 - not smoking* on campus or attending class activities (on or off-campus) under the influence of drugs or alcohol
 - preventing bullying, harassment and discrimination
 - not sharing their student ID card with anyone else
 2. Not engage in any form of academic misconduct.
1. Comply with rules relating to assessment, particularly when participating in examinations and tests.
 2. Comply with health and safety practices, in particular:
 - any instruction(s) on safe use of equipment or other safety instruction(s)
 - wearing safety glasses, prescribed footwear and/ or protective clothing in designated areas as required
 - in the event of fire or other emergency, following all evacuation procedures
 - providing relevant information on any personal disability(ies) to avoid harm to themselves, other students or staff
 - reporting all accidents to a staff member, or incidents that have led to an accident, or near miss accident, and making themselves available where an investigation is required
 - observe all New Zealand laws and local territorial authority bylaws.
 3. Be free from the influence of non-prescription drugs and/or alcohol

*Smoking includes the use of any tobacco-based product or other synthetic substance that is inhaled

1. or any other harmful substance. Behaviour believed to be caused by such substances will not be tolerated. Where such behaviour is suspected, Toi Ohomai reserves the right to undertake an investigation including a search for drugs or alcohol or undertaking alcohol/drug testing where there is reasonable cause to believe that there may be a health and safety risk.
2. Not wear or possess gang colours, patches, insignia and/or any other items considered to be gang affiliated.
3. Not bring to class any other person, including a child, who is not enrolled in the programme without permission.
4. Not bring on campus any animals other than guide dogs, except where animals are to be used in formal class activities. Any use of animals in teaching will be subject to supervision and regulation by the Animal Ethics Committee.
5. Drive carefully and considerately on campus, complying with campus speed restrictions and parking directions.
6. Resolve concerns through appropriate channels.
7. Respect Toi Ohomai property, equipment and resources. Theft, damage, and defacing will not be tolerated.
8. Respect the property of all students and staff.

1. Respect that Toi Ohomai has a zero tolerance policy to all forms of violence.
2. Where representing Toi Ohomai or using Toi Ohomai media, act with honesty and integrity in all matters involving Toi Ohomai, including taking care to uphold the reputation of Toi Ohomai and not engage in activity that would or may bring Toi Ohomai into disrepute.

Academic Misconduct

Academic misconduct is seeking to gain for oneself, or assisting another person to gain, an academic advantage by deception or other unfair means. Academic misconduct includes any breach of any rules relating to summative assessment, including tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.

A Student is considered to have engaged in academic misconduct if they:

- a. Collaborate, share, or otherwise allow their work to be copied, in full or in part, by another for purposes of cheating.
- b. Copy, paraphrase or summarise another person's work or ideas from any source and represent

- a. it as their own work, without correctly acknowledging the original source (i.e. plagiarism).
- b. Copy from their own previously assessed work and present it as findings or discussion in a new assessment task.
- c. Submit work that has been prepared for another purpose without permission or without referencing.
- d. Falsify data, information or citations.
- e. Falsely claim to have submitted an assessment or provides false information as to the reason for missing a deadline.
- f. Prevent other students from completing their work.
- g. Look at the work of another person or copy from another person during an assessment.
- h. Allow another person to look at their work or copy from another person during an assessment.
- i. Contract a third party to undertake their examination or other assessment.
- j. Breach the Examination and Tests code of conduct below.
- k. Commit any other act or act of omission considered by Toi Ohomai to be academically dishonest.

Conduct in Examinations and Tests

During examinations or formal tests used for summative assessment, students must:

- a. Comply with all directions given by the examination supervisor including all instructions to students set out on the examination materials or displayed in the examination room. Students must take care, and take responsibility, for making themselves familiar with all instructions.
- b. Not disturb, distract or adversely affect any other student.
- c. Not enter the examination room more than one hour of the examination or test commencing, or before 50% of the exam time has lapsed, excluding reading time.
- d. Not communicate in any way with any person except the examination supervisor.
- e. Not leave the examination room (and then only with the permission of the examination supervisor and upon handing in their script), until at least the first hour of the examination period has elapsed or in the final 20 minutes of the examination time period.

- a. Not begin any writing (answers or notes) during reading time or until the examination supervisor announces that they may do so.
 - b. Not continue writing after the examination supervisor has announced the expiration of time. Under no circumstances is any time over and above the time allotted to the examination or formal test paper to be allowed for any student for any reason whatsoever.
 - c. Keep their student identification card or approved photographic ID displayed throughout the examination.
 - d. Not bring into the examination room any electronic calculator, electronic device, smart device or dictionary except by explicit direction of the examination supervisor. Where an examination has been designated “calculator or dictionary permitted”:
 - i. the device used in the examination or formal test must be electronic, truly portable and self-powered, noiseless and no audible alarms may be used
 - ii. no supplementary material related to the use and operation of the device will be permitted in the examination room other than spare batteries
 - iii. in all cases it is the responsibility of the student to maintain the operation and operating power of the device, and
 - iv. where dictionaries are permitted they must not be marked in any way.
- a. Mobile/smart phones or devices will not be permitted unless specifically approved by the examination supervisor. Where examination supervisors allow mobile phones or smart devices as electronic calculators or dictionaries students must follow the rules for these devices and operate in “airplane mode”.
 - b. Not bring to an examination or formal test any written or printed matter except by direction of the examination supervisor. All paper used during the examination or formal test must be handed to the examination supervisor before the student leaves the examination room.
 - c. Not use equipment, such as cameras, smart devices, electronic dictionaries, calculators, cell phones or other electronic devices in a formal test or examination unless given permission to do so.
 - d. Not use e-mail, text, SMS or other electronic communication methods during a formal test or examination unless given permission to do so.

Conduct in Relation to Computers and ICT

ICT is information and communication technology and includes (but is not limited to) audio, video, mobile or other phones, digital or other cameras, electronic musical instruments and sound mixing equipment, computers, laptops, tablets, smart phones, ipods,

assistive technology, voice operated equipment, the internet, social media, interactive whiteboards and similar interactive presentation technologies, software. Toi Ohomai provides ICT to support students learning needs. Where Students use Toi Ohomai's ICT they must not:

- a. Infringe copyright regulations including the Copyright Act 1994 and the Copyright (Infringing File Sharing) Amendment Act 2011.
 - b. Use or access ICT that in any way affects the lawful and efficient utilisation of ICT by Toi Ohomai.
 - c. Attempt to access restricted ICT without authority.
 - d. Allow any other person to use or access Toi Ohomai's ICT if that person does not have authority to do so.
 - e. Attempt to access, obtain, alter, add or erase any data to which they are not entitled.
 - f. Make, hold or modify copies of any software or other information provided by Toi Ohomai, unless authorised.
 - g. Attempt to access any other computer system, whether elsewhere in New Zealand or overseas, unless authorised.
 - h. Use Toi Ohomai's ICT in any way that contravenes its permitted use as notified by Toi Ohomai from time to time. This includes but is not
- a. limited to, using ICT for purposes other than those for which access was granted, willfully impeding the operation of the system or any other user, and avoidance of quotas or other restrictions on use.
 - b. Access, receive, process or send objectionable material* using Toi Ohomai's ICT.
 - c. Use Toi Ohomai's ICT for any non-study related purposes (e.g. gaming, movies, posting or sharing any material on social media), whether written or photographic, that:
 - i. Potentially breaches the Human Rights Act 1993 e.g. shows discrimination against someone's sexual orientation, religious belief, colour, race, nationality, citizenship etc, or
 - ii. May be considered intimidating, bullying or defamatory towards another student or staff member, or
 - iii. Brings Toi Ohomai into disrepute.
 - d. Students using Toi Ohomai's ICT to engage on social media (or interact with any other website), must comply with the terms and conditions as published by those sites.

*Definition of 'Objectionable' This term is used as set out in Section 3 of the Films, Videos and Publication Classification Act 1993