

STUDENT CODE OF CONDUCT

Introduction

Kings Own International College (KOIC) is committed to providing a safe, inclusive, respectful, and professional learning environment for all student, whether learning face-to-face, online, or in the workplace. This Code of Conduct outlines the standards of behaviour expected of students throughout their enrolment and participation in training and assessment activities.

1. Respect, Inclusion, and Equity

Students are expected to:

- Treat fellow students, trainers, assessors, staff and visitors with respect, courtesy and professionalism at all times.
- Contribute to a safe and inclusive learning environment by respecting the diversity of the KOIC community.
- Not engage in discrimination, harassment, vilification, victimisation, bullying or threatening behaviour towards any person, including behaviour based on race, religion, ethnicity or cultural background, including antisemitism.
- Refrain from behaviour that could reasonably be considered offensive, aggressive, intimidating or inappropriate.

2. Health, Safety, and Wellbeing

Students must:

- Adhere to all health and safety policies, instructions, and signage to maintain a safe and healthy environment for all.
- Immediately report any hazards, incidents, injuries, or unsafe behaviour to a staff member.
- Take reasonable care for their own safety and the safety of others, including during work placements or off-site training activities.
- Refrain from attending classes or placement while under the influence of drugs, alcohol, or medication that may impair their capacity to participate safely.

3. Academic Integrity and Honesty

Students are expected to:

- Submit their own original work for assessment and comply with KOIC's policies on plagiarism, referencing, and academic misconduct.
- Not engage in cheating, collusion, contract cheating (submitting work done by others), use of unauthorised generative AI tools without declaration, or falsification of records.
- Co-operate with all assessment conditions and integrity checks implemented by KOIC.

4. Communication and Digital Conduct

Students must:

- Communicate in a respectful, constructive, and professional manner in all verbal, written, and online interactions.

- Avoid the use of offensive language, threats, discriminatory remarks, or any form of abusive or disruptive behaviour.
- Use digital platforms, learning management systems, and email responsibly and in line with KOIC's policies on technology and social media.
- Engage in online learning with the same professionalism expected in face-to-face settings, including timely participation, respectful contributions in forums, and maintaining privacy and security

5. Online Safety and Digital Responsibility

Students studying online must:

- Protect their personal information by using strong passwords, enabling two-factor authentication, and avoiding the sharing of sensitive data such as home address or banking details.
- Be cautious when clicking on links or opening attachments from unknown sources to avoid phishing, scams, or malware.
- Respect others in digital spaces and report any online behaviour that is suspicious, threatening, or inappropriate.
- Consider their digital footprint and refrain from posting or sharing content that could cause harm or damage reputations.
- Use only secure, private devices and internet connections when accessing training materials or submitting assessments.

6. Use of Facilities, Equipment, and Learning Resources

Students must:

- Use KOIC facilities, tools, devices, and resources responsibly and for authorised purposes only.
- Avoid any acts of theft, vandalism, or intentional damage.
- Refrain from accessing or distributing offensive, illegal, or inappropriate content using KOIC resources.

7. Dress, Presentation, and Personal Conduct

Students are expected to:

- Maintain a standard of dress appropriate to the training setting, especially in simulated or work-based learning environments.
- Wear required uniforms or safety equipment where applicable.
- Conduct themselves in a manner that upholds the professional and public reputation of KOIC.

8. Compliance with KOIC Policies and Staff Instructions

Students must:

- Follow all applicable KOIC policies and procedures, including those relating to enrolment, behaviour, academic progress, attendance, complaints, and appeals and the use of technology.
- Comply promptly with reasonable instructions given by trainers, assessors, administrative staff, and management.

9. Behavioural Misconduct and Consequences

Breaches of this Code of Conduct will be addressed under the Student Behaviour Policy and Procedure. Depending on the seriousness of the breach, outcomes may include:

- Formal warning
- Entering into a Behavioural Agreement
- Suspension from training
- Cancellation of enrolment
- Referral to authorities (in cases of illegal conduct)

Where possible, students will be provided the opportunity to respond to allegations before a decision is made.

Acknowledgement

I, _____, acknowledge that I have read, understood, and agree to comply with the Student Code of Conduct. I understand that breaches may result in disciplinary action as outlined above and in the Student Behaviour and Misconduct Policy.

Signature: _____ Date: _____