

# C12 - Code of Conduct – Student and Staff

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## 1. BACKGROUND

This policy provides a guideline for the conduct of all enrolled students (in all capacities) and staff engaged with BBI – The Australian Institute of Theological Education (BBI).

## 2. SCOPE

This policy applies to all students, staff and volunteers at BBI.

## 3. PURPOSE

The purpose of this policy is to provide a framework for the standard of conduct expected of staff, students, and volunteers at BBI.

## 4. POLICY

### a) Staff, students, and volunteers are expected to:

- Be informed of and comply with all relevant policies and procedures;
- Not engage in any behaviour that contravenes federal, state, or local law;
- Treat others in the BBI community with integrity, professionalism, responsiveness, fairness, respect and courtesy;
- Be respectful of differences and remain non-discriminatory on the basis of gender, race, sexuality, disability, cultural background, marital status, age, political or religious conviction or family responsibilities. It is especially important to be mindful of these in online situations;
- Avoid behaviour that could be reasonably perceived as harassing, intimidating, bullying or physically or emotionally threatening. It is especially important to be mindful of these in online situations;
- Avoid behaviour that would endanger the health or safety of another person;
- Avoid behaviour that would unfairly harm the reputation and career prospects of other members of the BBI community;
- Avoid behaviour that is detrimental to the operation of BBI or causes damage to BBI property;
- Communicate in a respectful manner regarding other personal beliefs within the BBI community. It is especially important to be mindful of these in online situations;
- Avoid all forms of academic misconduct;
- Respect the privacy and confidentiality of others;
- Not engage in any behaviour that would be considered unlawful or discriminatory
- Not engage in any behaviour that would impair the freedom of others to pursue their studies, research and/ or involvement at BBI;
- Report genuinely suspected or known fraud or corrupt conduct to appropriate staff/authorities through the appropriate procedures, such as BBI's Whistleblower Policy;
- Ensure that any BBI property or official information is not used, without authorisation, in order to gain a financial or other benefit for themselves or any other person or group;
- Comply fully with the online code of conduct, outlined below;
- Ensure resources are used in a manner which minimises harm to the environment.

**b) For Students:**

- Take responsibility for their own learning and actively participate in the learning process;
- Attend classes and scheduled activities on time, unless there is an exceptional circumstance which prevents attendance;
- Submit assessment tasks on time, unless there is an exceptional circumstance which prevents submission (in which case it is expected that students apply for an extension in accordance with the Assessment Policy);
- Know the requirements of their own course and progression rules;
- Observe key dates and deadlines relevant to their own enrolment, course and unit;
- Comply with the conventions of academic scholarship including, but not limited to, the correct use of copyright material, the correct acknowledgement of others' work and ideas, the use of gender inclusive language, and the avoidance of slang or colloquial language in assessments. Please pay close attention to the online forum conventions and guidelines set out in each unit outline, where applicable;
- Be familiar with the resources available to assist in studies;
- Ensure that their own contact details held by BBI are up to date;
- Present identification when required.

**c) For Staff:**

- Carry out their duties in a professional, responsible and conscientious manner guided by the mission and values of BBI;
- Carry out direction from a manager and all BBI policies in a diligent manner;
- Take reasonable steps to ensure protection of all confidential information and compliance with privacy policy and law;
- Take reasonable steps to ensure compliance with intellectual property policy and law;
- Maintain, as appropriate, the confidentiality of BBI dealings when interacting with partners, clients or services providers as well as staff within BBI;
- Ensure that BBI resources are managed effectively, efficiently, and for their specified purpose;
- Maintain adequate security over BBI property, resources and information.

**d) Code of conduct for online study**

BBI acknowledges that the study of Theology often entails discussion of sensitive topics, such as death, sexuality, the Bible, evolution, and other ethical or moral topics on which people will often hold strong opinions. BBI aims to provide a safe and open forum for discussion of these topics and, as such, the following code of conduct is not designed to stifle open and honest discourse but to protect the members of BBI's community from words or actions that could cause them harm.

Students are reminded that while it can be tempting to view the online community as an 'open-slasher' forum, there are real people with real lives who will be receiving the comments made by the group. Sensitivity in these matters is particularly important.

Please refer to BBI's Netiquette Guide.

**Strictly forbidden:**

- Trolling;
- Baiting;
- Hijacking threads;
- Hate speech or any other form of language which demeans, threatens, or otherwise expresses intentionally offensive sentiment;
- Posting pornographic or any other form of licentious material;
- Posting and/or accessing illegal, licentious, or other material which breaches copyright while using BBI computers or accounts;
- Posting or sharing spam, marketing materials, or any other form of solicitous material;
- Sharing the email addresses or contact details of staff, students, or other persons associated with BBI without their express permission.

Students or staff who are found to be in contravention of these guidelines will be subject to the following procedure:

- The offending post will be removed as soon as possible following detection and the student or staff member contacted to explain the posting;
- An initial investigation will be undertaken by the moderator of the forum (usually the lecturer or tutor) to determine the intent and intentionality of the post;
- If it is determined that the post was associated with malicious intention, then an enquiry will be undertaken by the Academic Dean or Student Administration Manager. Students or staff who are found to be in serious breach of this code of conduct will be subject to disciplinary action and might have their course enrolment discontinued or their employment terminated.

**Follow these guidelines:**

- Be aware of and conform with all guidelines set for discussion boards, in particular the word limits and topics;
- Be sensitive to the feelings and opinions of other students, staff, and volunteers at BBI;
- Keep discourse academic and on-topic.

You are entitled to your own opinion and to express it in respectful terms, but to treat the opinions of others with disrespect or discourtesy is in breach of this policy and disciplinary action might be taken.

BBI has the right to restrict access to BBI resources to any person, student, volunteer or staff who is in breach of the Code.

## **5. PROCEDURES**

### **Breach of the Code of Conduct**

Failure to abide by this Code of Conduct Policy, by students, volunteers or staff, is grounds for appropriate and measured sanctions and/or disciplinary action up to and including dismissal (for staff) or discontinuation from a course of study (for students). The severity of disciplinary action will

be consistent with the severity of any breach of this Code of Conduct Policy, and staff or students can access relevant grievance procedures. An assessment of severity is made by the manager or moderator with reference to the reasonable person test, community standards and the Catholic mission and values of BBI

The Student Administration Manager and / or the Academic Dean will determine appropriate disciplinary action for a breach of this Code by a student, and disciplinary action for a breach of this Code by a staff member will be determined by that staff member’s supervisor. If severe disciplinary action is recommended (e.g. dismissal for staff or discontinuation from a course of study for students), this must be ratified by the Academic Board for students or Executive Team for staff before being implemented.

Students who signal that they are unwilling to abide by this Code of Conduct Policy will be refused admission to a course of study at BBI.

Any student, staff member, or member of the public must refer suspected misconduct to the police if the misconduct contravenes Federal or State law.

Allegations of misconduct that relate to harassment, sexual or otherwise, shall be considered in accordance with the Harassment, Bullying, and Unlawful Discrimination Policy and Procedures. Allegations of misconduct that relate to academic misconduct shall be considered in accordance with the Academic Integrity Policy.

## 6. KEY RELATED DOCUMENTS

- Netiquette Guide (under development)
- Student at Risk Policy and Procedures
- Fraud Detection and Prevention Policy
- Student Records Policy
- Assessment Policy
- Academic Grievance Policy
- Harassment, Bullying, and Unlawful Discrimination Policy and Procedures (under development)
- Academic Integrity Policy
- Student Grievance Policy – non-academic
- Whistleblower Policy

## 7. NOTES

Contact Officer	Director Business Services / Academic Dean
Implementation Officer/s	Executive Team / Faculty Staff / Student Administration
Approval Authority / Authorities	Executive Team/Governance Committee/ Board of Directors
Date Approved	07.02.17
Date of Commencement	07.02.17 (operational as at approval of ET)
Date for Review	24 months from date of commencement

Amendment History	N/A
Key Stakeholders	All staff and students