A03: Student Code of Conduct Policy

1.0 Purpose

The NZSEG student code of conduct is concerned with the conduct of students in non-academic matters; academic conduct is dealt with under other policies.

2.0 Objective

To ensure all students are informed of the standard of behaviour expected at NZSEG.

3.0 Safety on Campus

NZSEG is committed to providing and maintaining a safe and healthy working and study environment for all staff, students and visitors in compliance with the Health and Safety at Work Act 2015.

3.1 Students must comply with any safety instruction/s given by any NZSEG staff member

3.2 In the event of fire or other emergency, students will follow evacuation procedures.

3.3 Students must provide relevant information of any personal disability/s that may endanger the student, other students or staff in any given situation.

3.4 Smoking is prohibited within any building or on any campus. Refer to HR05 – Smoke Free Policy.

3.5 Students must at all times act in a manner which does not jeopardize their safety or the safety of others.

4.0 Alcohol, Prohibited Drugs and Substances

4.1 NZSEG does not tolerate the use, making, sale, purchase, transfer, distribution, consumption or possession of drugs (with the exception of prescribed medications) or alcohol on NZSEG property.

4.2 All individuals working, studying or visiting NZSEG are expected to carry out work and/or study safely and be free from the influence of drugs and/or alcohol or any other harmful substance.

4.3 NZSEG reserves the right to undertake an investigation including action to establish facts, and to search for drugs or alcohol on NZSEG's property.

4.4 Random or pre-employment/study testing for drugs or alcohol is not a part of this policy; however, informed consent testing may be requested where there is reasonable cause to suspect the use of such substances.

4.5 Within NZSEG campuses, liquor advertising (including promotional activities, posters, flyers and other material) is prohibited.

5.0   Behaviour

5.1   Students shall respect the rights of other students, staff and members of the public.

5.2   Students shall respect the environment of NZSEG (including its virtual spaces) and property of NZSEG and the property of others.

5.3   Students should observe directions pertaining to conduct given by any staff member.

5.4   Students cannot bring to class, without prior permission, any other person, including a child, who is not enrolled in the programme.

5.5   No animals other than assistance dogs will be brought onto NZSEG premises.

5.6   Students driving vehicles on campus grounds must be licensed to drive the vehicle they are driving.

5.7   Students are expected to drive carefully and considerately on campus.

5.8   Students should not seek or be in possession of information copied or gained by unauthorised access/entry to, or use of, NZSEG information systems.

5.9   Students should not harass other students or staff at any time, or any member of the public while engaged in NZSEG activity/s. Refer to Policy A06 - Bullying, Harassment and Discrimination Prevention

6.0   Computer Regulations

NZSEG operates a fair use policy for use of computer resource services required to support student learning needs. Where students use the service for non-NZSEG related activities the service can be restricted or removed.

6.1   No student shall infringe copyright regulations, in terms of the Copyright Act (1994) and the Copyright (Infringement File Sharing) Amendment Act 2011, or use computing equipment in any way detrimental to the lawful and efficient utilisation of computing resources by NZSEG.

6.2   Copying of software is theft and NZSEG will treat it as such.

6.3   No student shall**:**

- Attempt to gain unauthorised access to NZSEG systems (LMS, SMS, IT Servers, Wifi etc)

- Allow access to NZSEG systems to any other person

- Attempt to access, obtain, alter, add or erase any data to which they are not entitled

- Make, hold or modify copies of any software provided by NZSEG, without prior written consent of the IT Support Manager

- Attempt to use the system so as to cause costs to be incurred by:
  - NZSEG
  - Any other person or organisation

- Attempt to access any other computer system, whether elsewhere or overseas.

- Use the system in such a way as to contravene any requirements for its use notified   by the Administrator. This includes, but is not limited to, using the

system for purposes other than those for which access was granted, wilfully impeding the operation of the system or any other user and any restrictions on use.

6.4 Students may be withdrawn if the student is found to be accessing, receiving, processing or sending objectionable material using the internet or email services. (Definition of 'Objectionable". This term is used as set out in Section 3 of the Films, Videos and Publication Classification Act 1993).

Refer to the link https://www.dia.govt.nz/Censorship-Objectionable-and-Restricted-Material

6.5 Students using social media must abide by the relevant media platform Terms and Conditions, these include but not limited to:

- Facebook: https://www.facebook.com/terms.php
- Twitter: http://twitter.com/tos
- Flickr: http://www.flickr.com/atos/pro/http://www.flickr.com/utos_detect.gne and http://www.flickr.com/guidelines.gne
- YouTube: http://www.youtube.com/static?gl=US7template=terms

7.0 Breaches of the Student Code of Conduct

Breaches of the Student Code of Conduct in the first instance will be referred to the Head of School or Senior Teacher; if it is unresolved it will be referred to the Group Academic Director or Deputy Academic Director.

8.0 Document Control
8.1 Monitoring and Evaluation:

The Academic Board is responsible for monitoring and evaluating this policy.

Version	Type of Change	Reference	Approval Date	Effective from
1	Development of Policy	AB Action Items 27, 28 and 29	26 May 2015	26 May 2015
2	Minor Review and Re Format of Policy	Approved by AB	20 Oct 2015	20 Oct 2015
3	Inclusion to NZSEG QMS and Policies.	Approved by the EMT	16 Jan 2017	31 Jan 2017
3.1	Amended titles, grammar corrections, full annual review by all relevant departments – formatting and branding updated	Approved by AB	22 July 2020	22 July 2020