



Behavioural Expectations

- NO food is allowed in the classrooms at any time – no exceptions.
- NO open drink containers are permitted - water bottles with lids are fine.
- Mobile phones are to be turned on silent so as not to disrupt other students.
- Students are expected to give their tutors and their studies their full attention during class time and to act in a manner that allows fellow students to do the same.
- Please maintain proper hygiene.
- The tutor's area in each classroom is an office space - please treat it with courtesy.
- Any student suspected or found to be under the influence of, or in possession of, drugs or alcohol during class time (including break periods) will be referred immediately to the Dean for suspension or exclusion. (Refer: Disciplinary procedures – Animation College reserves the right to contact or pass the issue over to a third party including the Police).
- Any student suspected or found to be in possession of a weapon will be referred immediately to the Dean for suspension or exclusion. (Refer: Disciplinary procedures – Animation College reserves the right to contact or pass the issue over to a third party including the Police).

Workspaces

Students are expected to keep their working area/s clean and tidy. No consumption of food and drink is permitted in teaching spaces and other computer labs; water only is permitted in spill-proof containers with lids. Students are responsible for the security of their own possessions; it is not recommended that you leave items such as drawing tablets, hard drives, headphones, etc. lying around class during breaks, or overnight.

Make sure the area you have been working in is tidy before you go home each day. Scrap paper goes FLAT in the Recycling Bin located on your floor. Balled up paper goes in the Rubbish bin. Do not put stickers on the desks or otherwise deface Animation College resources in any way. You will be liable to pay for repairs or for a replacement if it is beyond repair.

Common Room

- Please keep noise to a minimum as classes will be in progress nearby.
- Students are responsible for wiping down tables and keep the room tidy.
- Students are expected to use their own crockery and utensils.
- The microwave must be wiped down inside each time it is used. It is the student reps' responsibility to monitor this.

- Any damage of property or other persons while in the common room as a result of inappropriate behaviour will result in that person being restricted from the common room, and liable for the cost of full repair.
- Any damage seen by students must be reported to their class student representative.

Mobile Phones and Gaming Consoles

Mobile phones are to be turned on silent and kept out of sight in your pocket or bag. Students are only permitted to receive incoming (personal) calls in emergency situations. All handheld gaming consoles (e.g. PSP, Nintendo) are prohibited from being used during class time.

Listening to Music in Class

During periods of self-directed learning, students may be permitted to listen to music through portable music players at their tutor's discretion. Students who are disruptive or struggling with their work will be asked to put it away. Personal music may not be stored on, or streamed through, Animation College computers.

Smoking

Animation College premises are smoke free. Students wishing to smoke at break times are recommended to visit Myers Park. Animation College requests that students do not smoke outside the front entrance of the building on Queen Street as this area is a shared space. Smoking in the car parks is also prohibited.

Standard of Dress

Students are expected to maintain a clean and tidy dress standard at all times which includes:

- wearing clean clothes;
- patches/colours/gang-affiliated items are not permitted;
- dress to accommodate to the temperature;
- dress for an air-conditioned environment;
- footwear is to be worn at all times.

Personal Hygiene

Out of respect for fellow students and staff, a high standard of personal hygiene is required to be maintained at all times. Should a complaint be made in your regard, you will be notified and given the opportunity to remedy the situation (i.e. buy deodorant, go home, etc.). This will be treated as a first warning.

Should the situation not improve, a written warning will be issued and following this, if there is still no solution within this time, the student may be suspended for a period of three days to remedy the situation. Further steps will be taken if the situation does not improve.

Please do not come to class if you are sick.

Front Entrance

Please do not loiter around the front entrance to the College. The courtyard surrounding the front entrance is shared with us by the other companies in the building and needs to remain clear so that visitors feel safe and welcome. The front entrance courtyard is a non-smoking area. Students found smoking in this area will face disciplinary measures.

Car Parks

The car parks at 385 Queen Street are out of bounds to all students, except for the express purpose of securing your bike if you have ridden to the College. Students and members of staff are not permitted to smoke in the car parks.

Myers Park Playground

Myers Park is a public space; please be on your best behaviour in this area as you will be representing our College while outside during breaks. In particular, be respectful of the playground patrons. Please give priority to children and people younger than you if decide to use the equipment and do not use that area to smoke.

Disciplinary Procedures

Disciplinary procedures will be enforced in the case of misconduct or breach of Animation College policies, regulations and expectations. Where a matter is considered serious, Animation College reserves the right to contact or pass the issue over to a third party. Third parties may include police/parents/ guardians. The standard process is:

1. Academic staff will discuss with the student the misconduct and/or breach of rules (if applicable). The tutor will then notify the Registrar and Programme Leader of the misconduct and they will then discuss with the student and issue a verbal warning which will be noted on the student's file.
2. A written warning will be given to the student if the behaviour does not improve or is repeated. This written warning will state the action to be taken, be recorded in the student's file and external support may be contacted.
3. Continuation of actions in breach of rules following a written warning may result in expulsion.