

## **CODE OF CONDUCT FOR ADULT EDUCATION STUDENTS**

The College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the extended College community, all students are reminded of the code of conduct which is outlined below: All students are asked to:

### **Show consideration and respect for others and for the College environment. When on College premises:**

- talk to all students, staff, College visitors and members of the local community with respect; and behave at all times in an appropriate and courteous manner
- do not transmit any communications or images (via phones, IT or other means) which may cause distress
- when using social media: behave in a courteous and honest way, respecting the privacy and the feelings of others at all times; and avoiding the use of names, contact details or images of other students or members of staff without their prior permission. Remember that if you break the law on social media (for example by posting something defamatory), you will be personally responsible.
- respect College property, buildings and grounds by not dropping litter, posting notices without permission or otherwise causing damage
- avoid any behaviour which would cause a distraction to others or disrupt the teaching and learning taking place

### **Help to ensure a safe and secure learning environment. When on College premises:**

- do not carry an offensive weapon or anything which could be mistaken for an offensive weapon
- do not consume alcohol or consume or have in your possession any illegal substances on the College site
- do not smoke (including e-cigarettes) anywhere on the College site, except in the designated smoking area on Purbeck Road
- lock bicycles in the cycle storage area at the rear of the College site; do not cause an obstruction on the pavement outside the College by locking bicycles to the railings at the front of the College
- behave at all times in accordance with the College's health and safety policy and, when appropriate, with the College's fire evacuation procedures.

### **Promote the good reputation of the College:**

- seek permission from the Principal before making use of the College logo or any other College publicity material
- seek the Principal's approval before broadcasting or publishing information about the College or members of the College community

### **Abide by all College policies and expectations, including those relating to:**

- equality and diversity
- health and safety
- course work and plagiarism (where applicable)