

Student Code of Conduct

Equality and Diversity

Glasgow Clyde College welcomes and encourages the full participation of all within our college (members of the) community, and strives to provide a (well-resourced and pleasant) respectful, accessible and inclusive environment for study. We value diversity and recognise that people with different backgrounds, skills, attitudes and experiences enhance our College community.

(Within Glasgow Clyde College) Therefore any form of discrimination, (or) harassment, bullying, abuse or violence directly or indirectly, related to, but not limited to an individual's race, colour, nationality, ethnic or national origins, religion, gender, marital status, sexual orientation or disability will not be tolerated, will be challenged and robustly dealt with through the appropriate disciplinary channels. We will continue to promote awareness of Gender Based Violence (GBV), offer support to survivors of GBV and seek to ensure Glasgow Clyde provides a safe environment students to study in.

You are expected to treat all staff and all other students with courtesy and respect, avoiding behaviour, dress, actions or language that may cause offence or harm to others. This includes your actions or verbal and written words, including social media, texting, other messaging forums etc. Engaging in any activity that may constitute hate crime or in any activities related to the incitement or promotion of, or participation in, acts of terrorism. Views which promote radicalisation and can create an atmosphere conducive to terrorism, or popularise terrorist views will lead to disciplinary action, engagement with College management, and appropriate external agencies such as Police Scotland.

Health and Safety

The Health & Safety at Work Act (1974) applies to everyone who enters and uses Glasgow Clyde College facilities. It is intended to protect health and to ensure personal wellbeing and safety. Importantly, this Act requires everyone to be responsible for their own safety and for the health and safety of others. This means we all have a duty to anticipate the effects of our actions and behaviour. You must not interfere with, or damage, any equipment provided for the health and safety of College users.

You must familiarise yourself with emergency exits and evacuation procedures for the areas you are located in, and you must vacate the premises immediately whenever the fire alarm sounds. If you have mobility problems you will have an individual evacuation procedure agreed with the College Health and Safety Officer prior to starting your course.

Security

All students and staff at Glasgow Clyde College will be issued with an identification card. **You must carry your student identification card at all times while on the College campus and must let a member of staff see it when requested.**

A closed circuit television system is installed within the College. Cameras are monitored at all times and recordings, if required, retained for evidence.

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Use of ICT Resources

You may use the College's network and computing resources provided that you conform to user procedures and the College's Acceptable Use Policy and you do not:

- Interfere with the normal conduct of the College's business
- Conduct any for-profit personal business activity
- Embarrass the College or a College employee, other students or visitors
- Violate any law
- Make use of inappropriate web sites
- Promote non-violent or violent extremism to create an atmosphere conducive to, or that popularises views on extremism

Mobile Phones, MP3 Players and Noise Pollution

You must show consideration towards the College and the local community by keeping noise to levels which are appropriate and acceptable to all.

All mobile phones must be switched off whilst you are in class, participating in an online session, the library or in any study area. It is forbidden to use camera / recording equipment unless for agreed purposes during online lessons and within the College.

Online Learning

All students who participate in online and blended learning are expected to engage in all activity. If a student is unable to attend they must contact the appropriate Curriculum Support Assistant, Senior Lecturer or Lecturer to inform them why they will miss the class. Punctual attendance is essential, both for effective learning and for the proper functioning of courses. During online activity you must show:

Respect for Self

- Find a comfortable learning space to sit and take part
- Check your background for camera use first, just check nothing sensitive in background
- Tell others in your household what you are doing
- Try not to be distracted and focus on the task,
 - For example, switch off your mobile phone or put it on silent
- Be prepared to learn
 - For example, have a paper and pen ready

Respect for Others

- Dress as you would for College or work
 - For example, do not wear pyjamas
- Listen to Others
 - For example, when others are talking, pay attention to what they say
- Use language that you would use for College or work
 - For example, be positive and supportive in what you say
- Respect the privacy and dignity of others
 - For example, do not record, screenshot or comment on social media

Always adhere to Glasgow Clyde College **Student ICT Acceptable Use Agreement**

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Attendance at College

Where face-to-face learning takes place, all students are expected to attend all of their classes. If a student is unable to attend they must contact the appropriate Faculty Administrator or Lecturer to inform them why they will miss a class. Pastoral care will be provided to support students but non-attendance may result in either payment deduction or termination of payment for bursary and EMA funded students. Any student who is unable to attend for a prolonged period of illness will be expected to provide a medical certificate.

Punctual attendance is essential, both for effective learning and for the proper functioning of courses. Absences and late-coming will be reported to employers or any other related agencies.

Library Lending

Overdue notice letters will be issued to relevant students indicating that books/resources should be returned. Where students do not return books within 14 days of this notice, their student account will be suspended until the books/resources are returned.

Bullying and Harassment

Any incident of bullying, harassment, intimidation, threatening or violent behaviour will be fully investigated and may result in disciplinary action. This includes incidents which take place via electronic communications, e.g. social networking, text or email and includes activity that may take place out with College. Where required, the College will report incidents to Police Scotland.

Glasgow Clyde College provides a 'Report and Support' portal to allow students to report instances of GBV, bullying, harassment or hate crime that they may encounter or observe. Reports can be made anonymously but we would strongly encourage disclosure so we may fully support the individuals affected.

Smoking

Smoking, including the use of e-cigarettes, is only permitted in designated smoking shelters.

Gambling

All forms of gambling are strictly forbidden.

Offensive Weapons

Possession of an offensive weapon will lead to immediate suspension and the initiation of disciplinary procedures, including the possibility of expulsion. The College co-operates fully with the Police.

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Substance Misuse

The use or possession of illicit drugs and alcohol is not tolerated on College premises. Being in possession or under the influence of either of these substances will lead to immediate suspension and initiation of disciplinary procedures, including the possibility of expulsion. Any attempts to sell illicit drugs to others on College premises will lead to immediate expulsion. The College co-operates fully with the Police.

Damage to Property

Any College property which is on loan to you during the course of your studies is your responsibility. Consequently, you may be required to repay the cost for any loss or damage to the property.

Parking

College parking is limited and students must conform to campus regulations and show consideration for neighbours when parking in surrounding areas. Students must be aware that Community Wardens regularly visit campuses and the surrounding areas and will issue on the spot fines for students found to be parking illegally.

Litter

It is your duty to keep the College environment tidy. Please ensure that paper, cardboard, bottles, cans and plastic wastes are deposited in recycling bins situated throughout the College. Bottles, cans and plastic containers should be rinsed clean prior to disposal. Community Wardens regularly visit the campus and surrounding areas and will issue on the spot fines to any individual they find littering including the unlawful disposal of used cigarettes.

The consumption of food and drink is only permitted within designated areas.

It is your responsibility to ensure that litter is disposed of appropriately both on and off campus and to show consideration for neighbours in surrounding areas.

Sale, Distribution or Display of Publications or Leaflets

The sale, distribution or display of publications or leaflets within the College or any campus by students or others is prohibited unless prior authority has been obtained from designated members of the Senior Management Team.

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Malpractice

The College regards all forms of malpractice as very serious. Those involved may face disciplinary action. Malpractice can arise in a variety of ways and some types are described below, however this is not an exhaustive list and other types of behaviour may be considered by the College at its discretion:

- cheating in an examination (including copying the work of others or obtaining help from others in a way that contravenes examination regulations, bringing unauthorised materials into an examination, referring to any unauthorised material during an examination or any form of impersonation);
- plagiarism (taking someone else's work and passing off as one's own or failing to acknowledge sources properly);
- false declaration of authenticity (in relation to portfolio or coursework);
- fabrication of information (presentation of any false or fabricated information, results, evidence or conclusions);
- collusion (unauthorised co-operation between a student and another person, in or outside of College, in the preparation and production of work, which is ultimately presented as the student's own);
- misconduct (behaviour that causes disruption to others during an examination or assessment);
- offensive content (content in scripts or coursework that includes vulgarity and swearing outwith the context of the assessment, or anything discriminatory).

For more information please request the College Malpractice Procedure.

Discipline

The College has a Student Discipline Policy and Procedure. These can be viewed and downloaded from the College website.

Education Visits and Work Placements

The normal College standards of behaviour will be required on all visits. Students must adhere to the rules and codes applicable to the organisation or agency and should be mindful that they are representing Glasgow Clyde College whilst on external visits or work placements.

Student Name (print): _____

Student Signature: _____

Date: _____