

## **BARNET AND SOUTHGATE COLLEGE – STUDENT CODE OF CONDUCT**

**Our College values include respect for each other and for learning in the College community.**

**The Student Code of Conduct is designed to ensure that behaviour mirrors these values.**

**As a student at Barnet and Southgate College we expect you:**

- to show respect to all students and staff, to keep to the Equality and Diversity policies, never to bully, discriminate against or harass others, and not to wear or display logos or slogans that could offend other people,
- to respect the well-being and property of the other members of the College and the wider community, and treat College property with care,
- to be polite and courteous at ALL times and follow any reasonable instructions given by a member of the College staff or the security contractors,
- not to behave in a way which could damage the good name of the College (inside or outside College grounds, this includes not posting images or words on websites which may give a bad impression of the College),
- to wear your identity card so that it can be seen at all times, show it when asked and NEVER to allow it to be used by another person e.g. to swipe their way into College,
- to make sure you understand the College Health and Safety regulations, and pay attention at all times to your own and other peoples' health and safety. This includes not spitting anywhere on College premises or sitting on stairs or in corridors,
- to attend all College sessions punctually and as required for successful completion of your programme and to contact the College straight away if, for any reason, you are unable to attend.
- not to wear anything covering the head and/or face when in the classroom apart from approved safety equipment or for religious reasons. A member of staff may ask for religious headwear to be taken off so that a student can be identified. This may include security staff, or staff in exam rooms.
- not to bring or use (or ask anyone else to bring) illegal drugs or any equipment for drug use, alcohol or weapons onto College premises,
- not to smoke, including electronic cigarettes, except in the designated smoking areas where these are available
- not to gamble anywhere on College premises,
- to follow instructions for completing assignments and exams without cheating, copying or plagiarising (using someone else's work, e.g. from the internet, another student or a book or magazine, and pretending it is your own). You should hand in all assignments on time.
- to keep the College clean, tidy and free from litter and graffiti, make use of the College's waste bins and recycling facilities and not to eat or drink anything except for water in any learning areas,
- to keep mobile phones switched off in all learning areas unless directed otherwise and not to use any facilities on mobile phones, personal stereos or similar equipment to cause trouble or affect another person's right to privacy.
- to agree to the student "Acceptable Use Policy", and use computer facilities only to support your learning. DO NOT access any site that goes against College policies.

This is not an exhaustive list.

**By recording you have read this on ProMonitor you agree to follow the above Code of Conduct and that if you are under 18 years of age, that relevant information may be passed on to third parties if appropriate. If you fail to follow this Code, disciplinary action will be taken in accordance with the College Disciplinary Procedures. This may lead to exclusion from the College.**

**Please be aware that rude, offensive and / or abusive behaviour will not be tolerated.**