

STUDENT CODE OF CONDUCT

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The City of Portsmouth College Student Code of Conduct sets out the standard of conduct the College expects of its learners so that everyone can undertake their studies in a supportive and non-threatening environment.

Students are expected to behave responsibly on campus and also on trips and visits associated with the College.

Equality and Diversity

City of Portsmouth College welcomes the full participation of all members of the community and strives to provide a well-resourced and pleasant environment for study.

Within City of Portsmouth College, any form of discrimination or harassment, directly or indirectly, related to an individual's race, colour, nationality, ethnic or national origins, religion, gender, marital status, sexual orientation, or disability will not be tolerated. 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.

Health and Safety

The Health & Safety at Work Act (1974) applies to everyone who enters and uses City of Portsmouth 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.

You must act safely in College, on off site visits and not put yourself or others at risk by your own actions.

Security

All students and staff at City of Portsmouth College will be issued with an identification card. You must wear 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.

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

Mobile Phones

All mobile phones must be switched off whilst you are in class, unless they are to be used as part of the lesson and this is directed and agreed with the teacher. It is forbidden to use camera / recording equipment unless for agreed purposes within the College.

No images or videos are to be taken of other students or staff members without their consent.

Attendance

Regular and punctual attendance is essential, both for effective learning and for the proper functioning of courses.

Work Set

Ensure that any work set is handed in on time.

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.

Smoking

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

Gambling

All forms of gambling are strictly forbidden.

Offensive Weapons

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

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 learner behaviour procedures, including the possibility of exclusion. Any attempts to sell illicit drugs to others on College premises will lead to immediate exclusion. 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.

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. It is your responsibility to ensure that litter is disposed of appropriately. The consumption of food and drink is only permitted within designated areas.

Sale, Distribution or Display of Publications or Leaflets

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