

# 16-19 Years Code of Conduct



Welcome to post-16 study. We aim to maintain a civilised place of learning based on the principles of mutual respect. We will challenge you to fulfil your own potential in a firm but fair way. In return we hope you will earn our respect by adopting a mature and responsible attitude while you are here.

Woking College is firmly committed to a policy of equal opportunities for all its members. The aim of this policy is to ensure that neither staff nor students are discriminated against on the grounds of gender, race, ethnic or national origins, marital status, domestic circumstances, age, sexuality, disability, political or religious beliefs. Please be aware of the effect your behaviour and language can have on others. If you ever have any concerns, refer these to a Personal Tutor or a Student Union Member as soon as possible.

As a young adult you can expect to be treated with respect by the staff. However, any student who breaks the rules can expect to be challenged. The Code of Conduct listed below highlights our minimum standards of acceptable behaviour.

## Respect and Responsibilities Code 20/21

Woking College is a friendly place to study. It is important that a more mature and 'grown up' approach towards learning is adopted.

### Respect for Others

- Please respect fellow students and staff, by being polite. Refrain from inappropriate language. Please follow staff instructions at all times.
- Please ensure that you arrive for lessons on time and if you are late, knock and wait for admission to the classroom. Being late disrupts the learning of others.
- Please ensure that you make the most of lessons by refraining from off-task chatter. It's unfair to disrupt the learning of others.
- Always avoid bullying, discrimination or harassment on any grounds, including online. Recognise that using social media to make comments about other students or staff will create a permanent record.
- Mobile phones can be useful for learning (photographs, the internet, diary functions etc). Please switch these off until your teacher has given you permission to use them in class. Never make calls or send text messages in lessons.

### Respect for the College and its Reputation

- The College reputation is key to your future employment/education prospects. Please think about this when out on trips, or on your journey to and from College.
- Please ensure that your behaviour, both in College and outside College, does not cause my College, the staff, pupils or others distress or bring the College into disrepute.
- Please respect the College environment: please refrain from damaging College equipment. Please place your rubbish in the bins provided.
- Please refrain from making excessive noise and consuming food in learning spaces, including the LRC and classrooms.

### Your Responsibilities

- Attend all lessons. Statistically, students who miss lessons drop grades. To be entered for examinations and coursework you must have a good attendance record.
- All submitted coursework must be your own work, plagiarism will lead to disqualification.
- If you do not complete homework/coursework outside of class, you may be asked to attend lunchtime department sessions, or timetabled additional lessons.
- Please refrain from coming into College under the influence of alcohol or banned substances. There is a zero-tolerance policy with regards to drugs.
- Please be available for any additional lessons or meetings called by College staff between 8.45 a.m. and 4.05 p.m. on any working College day given seven days' notice.
- Do not bring people onto the College Campus who are not registered as students.

- Drive safely and follow speed limits both on campus and on the way to and from College. Only park on campus after registering your car with reception. Always display your parking permit.

This 'Respect and Responsibilities Code' has been agreed between the College Management Team and the Student Union.

## E-Safety Code 20/21

These e-safety rules help to protect students and the College by describing acceptable and unacceptable computer use.

- I understand that the College owns the computer network and virtual learning platform and can set rules for its use. I understand it is a criminal offence to use a computer or network for a purpose not permitted by the College.
- I will not use IT systems at College for personal financial gain, gambling, political activity, advertising or illegal purposes.
- I will only log on to the College network or Moodle platform with my own username and password.
- I accept that I am responsible for all activity carried out under my username.
- I will follow the College IT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my College email address for College-related work.
- I will make sure that all IT communications with pupils, teachers or others is responsible and sensible, particularly as email could be forwarded to unintended readers.
- I will not send anonymous messages or chain mail.
- I will be responsible for my behaviour when using the internet/ Moodle platform. This includes resources I access and the language I use.
- I will be polite and appreciate that other users might have different views to my own.
- I will use the discussion forums on the College's Moodle/ Social Media platforms for exchanging information and will share my ideas constructively.
- I will not give out any personal information such as name, phone number or address through email, personal publishing, blogs, messaging or when using the College's Moodle platform. I will not arrange to meet someone unless this is part of a College project approved by my teacher.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal, such as, but not limited to, extremist websites. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not download or install software on College technologies.
- I will not attempt to bypass the internet filtering system.
- I will ensure that my online activity, both in College and outside College, will not cause my College, the staff, pupils or others distress or bring the College into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I understand the expectations set out in the College Code of Conduct/ E-Safety Code.
- I understand that breaches of this code could lead to disciplinary action.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_