

Student Code of Conduct

Your Commitment

We expect every student to respect other people within the College and to respect the College building, the surrounding environment and resources. We expect honesty and integrity in your work and behaviour. On signing the enrolment form you agree to follow the Student Code of Conduct and to adhere to the College's rules and regulations.

Equality Policy

The College is committed to advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not. Our policy prohibits any form of discrimination, bullying, harassment or victimisation directly or indirectly related to an individual's age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or marriage or civil partnership status.

Members of staff are bound under the College's Equality Policy to challenge unacceptable language, behaviour or attitudes. We will investigate all allegations of such behaviour and take appropriate action if these are substantiated.

Bullying and Harassment

Discrimination, harassment or bullying in any form, including cyber-bullying, will not be tolerated. Bullying may take the form of exclusion, ridicule, teasing, suggestive comments posted on social networking websites, touching or assaults. If you feel you are being harassed, bullied or discriminated against, you should contact your Course Tutor or the Guidance and Support team as soon as possible. All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action may be taken.

We operate a Report and Support portal where students may report any instance of GBV, harassment or hate crime. Reports can be anonymous; however, we would encourage disclosure to allow us to fully support those involved. Further details are available on the College website.

Gender-based Violence Prevention

We believe that all members of the College community have the right to prosper and flourish in a safe, supportive, inclusive learning environment free from any form of gender-based violence. The College has a zero-tolerance approach to instances of gender-based violence on campus and all allegations will be investigated and the appropriate action taken in accordance with the Student Disciplinary Policy.

The following types of behaviour will not be tolerated:

- Violence of any kind, including all forms of gender-based violence
- use of intimidating or threatening language that is sectarian, sexist, racist, ageist or homophobic
- unwelcome sexual remarks, wolf-whistling, jokes, innuendo or teasing
- display of pin-ups, pornographic photos, offensive material or graffiti
- unwelcome physical contact
- transmission of offensive materials, photographs or statements via electronic means e.g. texting or social networking media or through the post
- undignified or less favourable treatment, ridicule or exclusion
- misuse of power or position intentionally to intimidate or belittle
- victimisation or less favourable treatment of someone who has brought proceedings, given evidence of or complained about harassment or discrimination

Boundaries

We expect every student to keep relationships with staff professional, focusing on your academic success, guidance and wellbeing support. We expect you to maintain communication through appropriate channels, including college emails, Microsoft Teams and college social media platforms, doing so within college hours.

If you need additional support beyond your course, the lecturing team can direct you to appropriate services such as Student Guidance and Support Advisors, counselling, or the ELS team

Intoxicating liquor, illegal drugs, hazardous substances or offensive weapons

You must not bring alcohol, intoxicating liquor, drugs, hazardous substances or offensive weapons into the College or its surroundings. Furthermore, students are prohibited from attending college whilst under the influence of alcohol or illegal drugs. Possession of these items will lead to immediate suspension and the initiation of disciplinary procedures, with the possibility of expulsion from your course. The College will fully co-operate with the Police on such matters.

Assessment Offences: Copying, Plagiarism, Collusion and Cheating

The College expects you to act with honesty and integrity in your studies and in the submission of assignments, assessments and examinations. You should take note of the College's guidance on integrity and honesty in assessment and the related disciplinary procedures.

The College use the software Turnitin to identify any instance of plagiarism.

If malpractice occurs this could lead to disciplinary action being taken. Further information on the policy and procedure for this are available as part of the Student Induction pack.

Disciplinary Procedures

In most cases when a student breaches the Student Code of Conduct, the Guidance Tutor or other member of staff will discuss the required standards with the student. However, it may lead to a formal disciplinary process and, depending on the nature and severity of the breach, this could result in a verbal, written or final warning being issued. It might also result in temporary or permanent exclusion from college.

The outcome of any disciplinary action will be communicated in writing and recorded on the student's record. In some circumstances, it may be reported to their employer or parent. In the exceptional circumstances of a suspected breach of law, the College reserves the right to involve the police in addition to operating the College's own disciplinary procedure. In addition, the College may institute proceedings which will require the student to pay for deliberate damage. No student will be formally disciplined without being given the opportunity of hearing the complaint(s) made against them, providing an explanation and presenting a case in their defence.

Appeals (Disciplinary Procedures)

Any student being disciplined for a breach of the Student Code of Conduct, College Rules and Regulations, Health and Safety or Academic Matters will be issued with a copy of the Disciplinary Procedures including information on how to appeal.

Behaviour Policy

The College operates a Student Behaviour, Attendance and Punctuality Policy that accompanies the Student Code of Conduct. All students should be aware of this document and can access it through the Student Induction Documentation on the Student Portal.

Attendance

You are expected to attend all your classes. Your student funding payments could be withheld or withdrawn if your engagement is below policy guidelines. You should be engaging regularly and making good progress on your programme of study. Further information on engagement and attendance is available in the Student Handbook.

Resource Centres

You should never disturb others when using the Study and Learn Centre, Flexible Learning Unit, Support and Wellbeing Centre or other college resources. Eating in these areas is prohibited although you may consume cold or hot drinks with a secure lid. Resource areas may have specific regulations which must be followed.

Health and Safety

The Health & Safety at Work Act (1974) applies to everyone accessing and attending South Lanarkshire College facilities. In line with this Act everyone has a responsibility to their own safety, as well as the health and safety of others. You must not interfere with, or damage, any equipment provided for the health and safety of others accessing the College.

You are expected to familiarise yourself with emergency exits and emergency evacuation procedures. You must vacate the premises immediately upon the fire alarm being sounded. If you have a Personal Emergency and Evacuation Plan (PEEP) then you must adhere to what has been agreed within this. The College's Health and Safety Officer is available should you have any queries regarding health and safety whilst at college.

Security

The College operates an on-campus Security team as part of our intention to create a college campus where all staff, students and visitors feel safe, respected and able to participate fully in college life.

A closed-circuit television system is installed at the College. Cameras are always monitored and recordings, if required, retained for evidence in legal matters.

Student ID Cards

You will be issued with a college identification card and student lanyard, which you must wear with you every time you attend. Please ensure your card and lanyard are always visible.

In addition to being an ID card, the card is required to access and exit teaching areas within the building; and for attendance recording. If you lose this card, a replacement card will cost £5. A replacement lanyard will cost £2.

You may be asked at any time by a member of staff or our Security team to present your student ID card and this must be provided.

Gambling

Gambling is prohibited in the College and its surroundings.

Smoking/Vaping

Smoking and Vaping is prohibited in all areas of the College except in the designated external smoking and vaping areas. The smoking shelter and vaping shelter are the only place on college grounds where you may smoke or vape.

Litter

The Atrium seating areas are self-clearing, and litter should be put in the bins provided. Chewing gum should be put in the bin, not on the ground nor under the furniture. We encourage everyone to take responsibility for the environment. Spitting is strictly prohibited.

Damage to College Property

You will be held responsible for wilful action which places any person in danger or causes damage to college property, including interfering with fire equipment, fire doors or fire alarms, and you will be required to pay for any damages so caused.

Personal Property

You should take care of your personal property. The College cannot accept responsibility for loss or damage to clothing or other personal property sustained on college premises. Similarly, the College cannot accept responsibility for loss or damage to a vehicle or its contents while parked within the College grounds.

Use of Mobile Phones and Personal Music Players

Mobile phones and personal music players must be switched off in classrooms, online spaces and all working areas unless required for the class and authorised by staff.

You should ensure that their use in other public areas does not disturb others.

It is forbidden to use cameras and/or recording equipment unless for agreed purposes whilst on campus or during online class sessions.

Car Parking

We welcome responsible and safe drivers. Drivers are respectfully advised that they must follow some basic and undemanding rules:

- Observe the 10 mph speed limit
- Only park in the marked parking bays
- Pay attention to pedestrians and give them right of way
- Student vehicle access to enter and leave the campus is strictly through the main SLC entrance off Kelvin Road

If you do not follow the above guidelines, the College reserves the right to exclude your vehicle from the car park. If you have parked outwith designated parking spaces, it will result in a Parking Violation Notice being stuck to your vehicle's window and possible disciplinary action.

Use of Social Networking Media

Without the express permission of the Lecturer in charge, social networking media may not be accessed in class. Any form of discrimination, bullying or harassment through social networking media, including personal comments or photographs posted on, for example, YouTube, Facebook, Twitter or Instagram, will not be tolerated. All reported instances of cyberbullying will be investigated and disciplinary action taken against any student involved.

Use of Computers, College Network, Internet & Web Portal

You will be issued with a login which allows you to access College PCs and networks. The Code of Conduct on Computer and Internet use has been designed to protect both you and other users from inconvenience, loss, distress and possible disciplinary or criminal proceedings. You are required to confirm that you have read, understood and will abide by these regulations. Any infringement may result in your access being withdrawn.

The following are broad guidelines and should be read along with the Code of Conduct on Computer and Internet Use:

Make sure you:

- always log on and log off
- keep a backup of your work - in case of viruses or equipment failure
- leave your workstation clear when you've finished
- be aware that you may be monitored while you're using a computer or accessing the Internet
- only use the Internet for course work, job search or careers search

Make sure you don't:

- use your login to give access for another student
- move equipment or disconnect cabling
- open .exe files
- alter settings
- load software

- send or receive pornographic material, computer viruses or offensive material which would contravene legislation or constitute a criminal offence
- use the Internet to hack into other internal or external computer systems • connect your own computer equipment to the College network

Unauthorised Software / Internet Access

You are prohibited from using illegal software on any of the College's computing systems. All users of college computing facilities, including Internet access, must adhere to the acceptable use policy.

Copyright

The College adheres strictly to legislation and regulations governing copyright. No one shall infringe the copyright of printed or other materials. You should read the copyright information notices posted in the Study and Learn Centre. Advice on copyright is available from the College Library Advisors and other members of staff.

Sale, Distribution or Display of Publications/Leaflets

The sale, distribution or display of publications or leaflets within the College is prohibited unless prior authority has been gained from an appropriate senior member of staff.