

STUDENT CODE OF CONDUCT

We recognise that you have come to gain qualifications that will ultimately lead to employment. We therefore have the same expectations of you that any other large, professional organisation would have of its employees. So that you can make the most of the opportunities at Dudley College of Technology, it is important that you understand that, in enrolling for a course, you are committing yourself to:

- Treating members of our College's diverse community and the College environment with respect and consideration, including people, buildings and equipment.
- Working hard to achieve your targets for aspiration, attitude, attendance and achievement.
- Following reasonable requests made by any member of staff.
- Attending, on time, all timetabled classes including your vocational pathway, maths and English, examinations, virtual sessions, individual and group tutorials, any learning support sessions and external work placements.
- Being equipped for all lessons with relevant materials and stationery.
- Completing your work, by submitting on time and achieving your agreed targets to the best of your ability. Please note, plagiarism, cheating and collusion is not accepted.
- Actively engaging with any work experience opportunity within your programme.
- Observing appropriate dress code required by your subject area, which may require the removal of hats/caps/hoods, jewellery/cosmetics and/or the wearing of personal protective equipment.
- Contributing to College life and the wider community.
- Reporting any absence as directed by your personal tutor by phone or email no later than 8.30 am on the day of absence.
- Reporting unsafe, discriminatory or bullying behaviour.
- Visibly wearing your ID badge at all times whilst in College and know that you will be asked by staff to comply, if it is not visible. ID badges are for the student named on the badge only and cannot be given to anyone else to gain access to the College.
- Observing all College Health, Safety and Fire precautions and procedures at all times.
- Not bringing anyone onto premises who is not a student. All visitors must have a genuine reason to be on College premises and sign in at reception.
- Not conducting any act that would be deemed as an attack against the College IT network. Learners are reminded that all computer activity is tracked and monitored to keep you safe.

If you are put on any level of conduct, you will need to adhere to any targets, recommendations and/or learning contract set.

Unless agreed by your tutor, do not:

- Bring food or drink into lessons, although bottled water may be allowed.
- Use mobile phones, tablets or other portable digital devices
- Wear ear pods or headphones whilst in lesson

In addition you are reminded:

- Not to use foul or abusive language or engage in disruptive behaviour.
- Not to be verbally or physically abusive to any member of staff
- That the College does not tolerate bullying of any kind and any evidence of bullying, including cyber bullying, will result in disciplinary action.
- Not to spit on premises.
- The College is a no-smoking environment (this includes electronic cigarettes)
- You must not bring any non-prescription drugs or alcohol onto premises or be under the influence of any drugs or alcohol whilst at College .
- Not to bring controlled substances or offensive weapons onto College premises.
- To act safely at all times, in and around premises, including on car parks
- That non-attendance/poor behaviour/lateness will affect your achievement.
- You must not use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in changing rooms or toilets. You must not photograph or film individuals without their consent.

The code of conduct applies to all students regardless of age or programme enrolled upon. If a student breaks the code of conduct the Conduct Procedure will be instigated, which, could result in a formal warning, a learning contract being put in place, suspension or exclusion. In cases of illegal activity, we are obliged to report this to the Police. If you are under 18, where the code of conduct has been broken, this will be reported to parents/guardians.

Please sign below to state that you have read the above.

Name	
Signed	
Student ID	
Date	