

STUDENT CODE OF CONDUCT POLICY 2024/25

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1.0 Introduction

All COPC policies, procedures and strategies are underpinned by the College Strategy, the College Values, and the enabling themes.

The Strategic Goals of the College:

- Inspirational, aspirational and inclusive place to work and learn
- Responsive and relevant curriculum offer
- High quality teaching, learning and assessment
- Trusted partner for the communities we serve
- Stabilised and sustainable finances

Our three enabling themes:

1. Embrace digital technology in all we do
2. Beacon of sustainability
3. Consolidation before expansion

All of the above is to be delivered to a high standard, by sharing brilliance whilst adopting the College's core Values: Collaborate, Aspire, Respect, Empower, Support (CARES).

The City of Portsmouth College Student Code of Conduct sets out the standard of conduct the College expects of its students 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.

2.0 Equity, Equality, Diversity & Inclusion

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.

Equity, Equality, Diversity, and Inclusion (EEDI) are actively championed within City of Portsmouth College. We will ensure that our people, policies, and procedures promote and support equality and diversity in the workplace and help to create an inclusive College environment for colleagues and students. Equity, Equality, Diversity, and Inclusion are central to the work of City of Portsmouth College. EEDI underpins everything we do to enable us to achieve our vision to be the 'College of Choice' for the city of Portsmouth and our region.

3.0 Aims of the Code of Conduct

- To set guidelines which will help you to maintain and improve standards and protect you from criticism or misunderstanding.

- To create and maintain a safe and harmonious working and learning environment in which individuals respect each other and the culture of the College.
- To engage you and encourage resilience, inspirational thought and effort, instil enthusiasm in College life and enable you to take pride in your studies and learning environment.

4.0 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.

When in workshops, training kitchens and training salons, you have a responsibility to ensure they are wearing the appropriate Personal Protective Equipment to ensure Health and Safety regulations are met.

5.0 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.

6.0 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 must 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

7.0 Artificial Intelligence

Whilst you are encouraged to utilise AI to bolster your learning, you must strictly adhere to college and awarding body assessment guidelines. AI tools must only be used where permitted by the conditions of assessment. You must be able to demonstrate that the final piece of work is the product of your own independent thinking.

You can:

- Validate AI-suggested concepts against credible sources
- Recognise AI's potential limitations, biases, and the risks of misinformation.
- Not present AI-generated content as their own original work

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- Appropriately reference AI-derived content, acknowledging that it will not be credited on its intrinsic merit.
 - Provide detailed acknowledgment of AI tools utilised, ensuring the retention of evidence of their usage.

You should consult with their teacher to ensure and obtain specific advice on the use of AI including the ethical use and when to declare this.

You cannot:

Examples of AI misuse include, but are not limited to the following:

- Copying or paraphrasing sections of AI-generated content
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of an assessment so that the work does not reflect the student's own analysis and evaluation.
- Failing to acknowledge and reference wholly or partially the use of AI tools where they have been used as a source of information.

8.0 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.

9.0 Attendance

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

10.0 Directed Study, Homework & 50/50

Ensure that any work set is handed in on time and the quality of your submission is of the expected standard set by your teacher / tutor.

11.0 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.

12.0 Smoking

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

13.0 Gambling

All forms of gambling are strictly forbidden.

14.0 Offensive Weapons

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

15.0 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 student 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.

16.0 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.

17.0 Parking

College parking is limited, and you must conform to campus regulations.

18.0 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.

19.0 Sale, Distribution or Display of Publications or Leaflets

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

20.0 Nine Ways to be excellent

- Be on time to all your lessons
- Be Prepared
- Be focused and motivated to learn
- Be up for solving problems
- Be resilient and adaptable
- Be looking for ways to improve
- Be producing top quality work
- Be organised and meet your deadlines
- Be committed to exceeding your targets

21.0 Related Policies

The policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Trips and Visits Policy
- Safeguarding Children and Vulnerable Adults Policy
- Equity, Equality, Diversity, and Inclusion Policy
- Student Behaviour Policy and Procedure
- Drugs and Alcohol Policy
- Use of Artificial Intelligence Policy