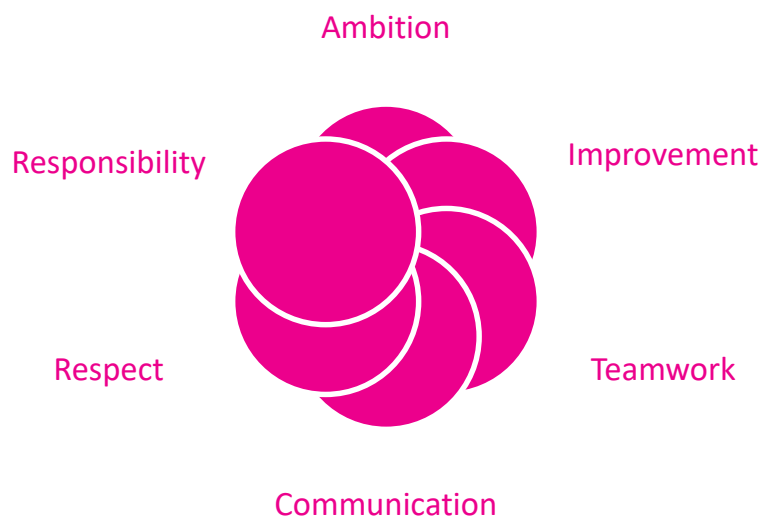




Gloucestershire College aspires to be a respectful, happy and peaceful community for all its students, staff and visitors to study and work in. The student agreement and code of conduct is designed to help you to understand your responsibilities as a GC student, as well as what you can expect from us.

Our college values are those personal qualities and attitudes that the organisation and employers believe are the cornerstones of good character and will help you secure the best life chances for your future. We expect all our students and staff to demonstrate these values.



We ask you to read, understand and accept this agreement. Your enrolment at the college means you are fully accepting your responsibilities as a Gloucestershire College student to follow this code, so please read it carefully.

As a Student I agree to:

BE RESPECTFUL

- Show high regard for myself
- Abide by the behaviour rules, and accept responsibility for the choices I make and the consequences that may follow
- Treat all students, staff, visitors, equipment, and facilities with respect
- Uphold the good reputation of Gloucestershire College, both on and off site and online
- Adhere to health and safety guidance for my own safety and that of others
- Use social media respectfully and in a positive manner

BE RESPONSIBLE

- Be accountable for my own individual behaviour
- Attend all classes, tutorials, work experience/ student development, Maths and English
- Be on time, come with all the necessary equipment, and be prepared to work hard.
- Login online where I am expected to, to access online learning
- Be prepared to discuss any attendance that falls below 90% and take timely measures to improve.
- Be responsible for submitting all my required work to the best of my ability and to agreed deadlines
- Accept any support that is regarded as essential to my success
- Be responsible and use personal protective equipment according to requirements

VALUE TEAM WORK

- Be truthful in word and action
- Be prepared to work in teams on projects, assignments and cross college
- Work in teams externally on work experience and employability
- Work with the college to keep you safe by always wearing your ID badge and using online software in a responsible manner

RESPECTFULLY COMMUNICATE

- Be tolerant of others even if they have a different opinion to me
- Be accepting of others who are different to me in culture, race, religion, ability, disability or sexual orientation
- Be an informed, responsible and caring participant in the college community.
- Treat others how I would wish to be treated myself and with respect – we do not tolerate any form of harassment, bullying or abuse.
- Show empathy for the well-being of others and raise any concerns to staff
- Be mindful of my thoughts and comments online and be accountable for my actions – we do not tolerate any form of online harassment, bullying or abuse.

BE AMBITIOUS

- Follow my conscience instead of the crowd
- Learn from failures and treat them as opportunities to do better next time – be resilient.
- Stay the course and not give up!
- Model commitment, pride and demonstrate a positive attitude even when things don't go to plan.
- Accept challenge as an opportunity to do it even better next time
- Proactively seek support for challenges I face in and out of college

COMMIT TO IMPROVEMENT

- Keep myself safe online and report any concerns to staff
- Plan to meet and exceed my targets
- Develop my skills beyond my vocational course
- Be accepting of the need to keep everyone safe at college (including the use of a CCTV, and be aware that footage of my images will be recorded)

BE RESPONSIBLE IN THE USE OF INFORMATION LEARNING TECHNOLOGY (ILT)

In College, I can use College IT Systems to help my learning. I understand I must follow these rules to help keep me safe.

- I understand that I cannot install, copy, change or delete software on college main network computers
- I understand I must not damage any hardware
- I will only access the system with my own login ID and password, which I will keep secret.
- When I leave a device I will log off so that nobody else can use my login.
- I will only use material that is copyright (belongs to someone else) when I have permission, and will acknowledge all sources.
- I will only use storage devices such as USB pens and hard drives that I believe are free from viruses.
- I will not access other people's files without their permission
- I will use the classroom computers for college work and homework but not social activities.
- I will not use internet, social networking sites or email facilities in timetabled lessons unless directed by a lecturer.
- The messages and content I send will be polite, professional and responsible.
- I will not access unauthorised chat rooms or sites that contain any abusive, sexist, pornographic or unlawful materials, or engage in communication with terrorist or extremist organisations.
- I will never arrange, over the internet, to meet strangers, or give out any of my personal information.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect myself and my fellow students.
- I will not post anonymous messages or forward on suspicious emails.
- I understand that the College may check my electronic data and can monitor my internet and email usage
- I will respect College IT equipment and not upload any material that may be offensive to others.
- I will not eat or drink in classrooms other than bottled water
- I will not trail equipment leads across the walkways in classrooms or main corridors
- When creating a file/video and/or a photographic or reprographic copy of an image, I understand these may still be part of copyright, data protection (if the image is of a living identifiable individual) and possibly ideas, information and knowledge from others (intellectual property)
- It is essential that you always seek permission from the lecturer and others who will be filmed before you start to make a visual recording of any teaching event. This must be obtained, in advance, in writing from the rights holder or data subject so that permission is granted for you to include their works or image. Where the recording is requested on grounds of disability, students are advised to seek advice from the Learning Support Department first. Any such recording must always be made in an obvious manner and not secretly.
- Ensure that I am appropriately prepared for online learning, thinking carefully about my surroundings and environment so as not to disturb the learning of others or to impact teaching.

For your safety the college has embedded safeguarding software on to the college equipment that supports us to keep you safe.



As a College we seek to:

- Employ high quality staff to support your learning
- Provide advice and guidance to support you on your course
- Provide expert careers advice for those who need it
- Agree your programme of study and personal timetable
- Provide a supportive learning environment, in person and online
- Provide access to learning resources, facilities and equipment
- Return assessed work by agreed deadlines
- Plan and review your progress with you and give you regular support
- Provide your parent(s)/carer(s) with information on your progress (if you are under the age of 19). This may include concerns about your safety and well-being
- Provide your employer with information on your progress where appropriate
- Offer your parent(s)/carers(s) the opportunity to contact tutors (if you are under the age of 19)
- Work with students to improve the College, feeding back the results of changes that have been made
- Advise you how to keep yourself safe both inside and outside the College
- Advise you on progression opportunities within and outside of the College
- Mark registers accurately and on time
- Offer enrichment and development opportunities to enhance personal, social and employability skills
- Connect you to your industry and world of work to promote opportunities for you to succeed

And finally ...

As a Gloucestershire College student it is your responsibility to familiarise yourself with the College's Safeguarding Policy and adhere to all other Gloucestershire College Policies and procedures related to you as a student. These can be found on <http://www.gloscol.ac.uk/partnerships-and-governance/governance/policies/>

