



Student Code of Conduct 2022/2023

The purpose of this Code of Conduct is to help you to make the most of your time at Itchen Sixth Form College and to keep you safe. Students at Itchen are treated like young adults and our expectations are the same as those of an employer.

To get the most out of your time at college;

- Attend all lessons
- Meet deadlines
- work hard and aim high
- Be kind
- Be respectful

Attendance and Absence Reporting

Regular attendance really is the key to success in your courses at Itchen. Research has shown that students with high attendance (95%) achieve on average a whole grade higher in each A level than those students with the same GCSE grades and 90% attendance. Irregular attendance will inevitably lead to gaps in your knowledge and reduce your chances of success in your courses.

If you are unavoidably absent due to illness, please ensure that you inform your teachers as early as possible on the day of your absence by emailing absence@itchen.ac.uk copying in the teachers of the lessons you will be missing.

Working and Learning

You are expected to:

- attend all of your lessons and tutor sessions. Universities and employers will ask for a college reference which includes your attendance rate. Attendance below 90% may result in you being asked to a pay contribution towards your exam/assessment fees;
- arrive on time for all classes with the necessary equipment and materials;
- work hard and to the best of your ability, and make good use of your private study time;
- Take responsibility for your own learning and ask for help when you need it;
- meet all of your deadlines and make sure the work you submit for each assessment is your own;
- ensure that your mobile phone is switched off/on silent and in your bag during lessons, unless you are specifically asked to use it as part of a learning activity;
- Hand in mobile phones/smart watches/devices before exams. The exam board will be notified and you could be disqualified from all of your exams/assessments.

Behaviour

You are expected to:

- treat everyone with respect and avoid using inappropriate language or behaviour which may offend or embarrass others. Treat others as you would like to be treated;
- behave responsibly and maturely at all times. Remember that behaviour that disturbs the learning of other students, or endangers their safety, will not be tolerated;
- respect the right of all individuals to be free of harassment of any kind, including sexual harassment
- do not engage in any type of bullying. This includes inconsiderate comments on social media and applies outside the college and on college buses. Such incidents might lead to police involvement;
- take responsibility for your use of IT and make sure that such usage is safe, responsible and legal. Do not use social media on college computers. The sharing of nude or semi-nude images is strictly forbidden and will almost certainly lead to immediate withdrawal. Any student who is found to have breached the IT

Acceptable Use Policy will be subject to disciplinary procedures. This may also result in a ban from IT use;

- avoid sharing your IT username or password with anyone and not leave your computer logged on whilst unattended;
- dress appropriately. You are not permitted to wear clothing with offensive logos or slogans;
- avoid damaging the reputation of the college when off-site with inappropriate language, excessive noise or inconsiderate behaviour. Respect the local residents' right to privacy and do not trespass on gardens or driveways;
- avoid consuming or bringing any alcohol or illegal substances on to the college site. This will lead to a disciplinary investigation and police involvement.

Safety and Security

You will be issued with a Student ID and lanyard, similar to those worn by staff, and you must wear this at all times whilst on the college site. This is for the safety of everyone at college. Never give your ID to anyone else.



You are expected to:

- follow instructions from all staff with regards to health and safety procedures (ie. fire drills);
- look after your valuables and try not to bring to college anything that is not essential. The college cannot be held responsible for loss or damage of these items;
- register your vehicle/motorcycle with the college, including providing proof of insurance. Drive safely and with care, consideration and attention to other drivers, pedestrians, and local residents at all times;
- help to keep the college clean and tidy, especially the Student Centre, by clearing tables after using them and not dropping litter on the floor. Use the bins provided both inside and outside of the building;
- avoid inviting non-Itchen students onto the college site and inform staff immediately if non-Itchen students are on the premises. Visitors must report to Reception;
- avoid smoking/vaping in the building or around the college site other than in the designated smoking area at the bottom of the field;

- avoid spitting or dropping chewing gum.

General Advice

At Itchen, we ensure that you are equipped with the skills you need to be successful in both Higher Education and the workplace, for example reliability; good organisation and the ability to communicate and work in a team. Multicultural awareness and sensitivity is also important and Itchen will make sure that you have the opportunities to build on all of these skills.

We value and welcome diversity and we have a zero-tolerance approach to any type of bullying or harassment, including sexual harassment. We want to ensure that everyone has the opportunity to succeed and that others do not prevent you from being successful.

Please be kind and considerate to others so that Itchen can continue to be a friendly and welcoming community.

If you have any questions, email studentservices@itchen.ac.uk.

Itchen Pledge	As a student:	As a college:
Respect	I will show respect for all staff and fellow students; for example, by adhering to the mobile phone etiquette in the classroom and arriving ready to learn.	We will treat you as a young adult and prepare you for your next step - employment, university or a further course - providing you with support, opportunities and resources to facilitate this.
Responsibility	I will show responsibility and support Itchen to be a safe place in which to study; for example, by wearing my student ID lanyard.	We will provide regular feedback on your performance, returning homework and assignments within 10 working days and offering you regular one-to-one meetings throughout the year to monitor your overall progress.
Resilience	I will not give up and will show full commitment to my studies; for example by always being punctual to my classes, giving 100% dedication and handing in work on time.	We will provide high quality teaching and support to help you study effectively and to ensure your success.





IT Acceptable Use Policy

1. Access to any college computing facility is conditional and may be withheld, withdrawn, restricted or suspended at any time by IT Support or by the relevant department in the interests of security, safety and the maintenance of computing facilities.

2. User credentials are not to be shared. Users must not use any other user's credentials, or allow any password to be used or become known to any other person. Having logged in, users must not leave computing equipment unattended and potentially useable by any other person.

3. The use of college computing facilities for non-work or non-study related activities is not permitted. Effective monitoring systems, including Securus, are in place to detect irregular use which may suggest a potential threat regarding safeguarding. Online bullying, sexual harassment and the sharing of nude and semi-nude images is strictly forbidden.

4. No item of IT equipment may be borrowed, removed or moved from its designated location without the prior agreement of IT Support.

5. Eating in college IT Suites is forbidden. Whilst drinking is permitted, care should be taken to avoid spillages near or around any electrical equipment.

6. Personal devices are permitted to join the Eduroam wireless network for access to college resources and internet access. Social media sites should be used only for purposes of appropriate communication. There is a zero tolerance policy on cyberbullying and other inappropriate uses of social media.

7. All user activity may be monitored at any time

and log files of activity kept in accordance with current data protection guidelines. The college reserves the right to monitor e-mail and data stored or in transit.

8. Users must not cause any form of damage to the college's computing facilities or to any of the accommodation or services associated with them. Any instance of misuse, damage or loss should be reported immediately to IT Support.

9. Users must not deliberately introduce any virus, ad-ware, spyware or other malicious or unauthorised software to any computing facility, or take deliberate action to circumvent any precautions taken or prescribed by the college to prevent this. This includes the use of proxy servers.

10. Users have a responsibility to report all incidents that may have security significance to the college's IT facilities.

11. Users must not access, copy, examine, amend or delete the data or data structures of other users without their permission.

12. Users must not create, store, exchange, display, print or circulate offensive material in any form or medium. Effective firewalls, screening and monitoring systems are in place to protect students and to highlight potential concerns regarding radicalisation and child exploitation.

13. The use of chat rooms, online games, social networking sites and peer-to-peer file sharing software are not permitted on college machines at any time.

14. Email should be used appropriately at all times.