

# Code of Conduct

Collyer's Adult Education supports the right of all students to learn. The safety of students and our staff is paramount. We, therefore, ask students to:

- Always wear their lanyard and ID badge whilst on site
- Treat fellow students, staff and teachers with respect and courtesy
- Be honest and considerate in behaviour and language
- Refrain from inviting or encouraging people who are not students at Collyer's on to site
- Report any danger or risk to safety that you observe to the staff in the Adult Education and Skills office
- Put litter in the litter bins provided
- Arrive at lessons on time
- Wear clothing appropriate for a college environment

Students may not:

- Smoke or **vape** anywhere on the College grounds. This includes e-cigarettes
- Bring alcohol to the College or consume it during, or immediately prior to, attending College or any College activity
- Consume or possess illegal substances during, or immediately prior to, attending College or any College activity
- Interfere with others' learning through inappropriate behaviour or inappropriate use of mobile phones in lessons, the library or elsewhere on campus

Where courses include remote lessons, students must:

- not video or record the lesson or take screenshots.
- ensure their camera is on and participate fully in the lesson.
- not give login details to anyone else to access the lesson or allow anyone else to view the lesson.

- ensure family members, including children, are not visible to other participants of the lesson.
- mute microphones when not speaking.
- seek permission before sharing any file/photo or information.
- not share inappropriate material.

Failure to comply with the Code of Conduct may result in withdrawal from your course.