



## **Code of Conduct**

### **Greenhills Community College Further Education**

## Code of Conduct

The Greenhills Community College Code of Conduct is designed to cater for the common good and applies to all persons studying at Greenhills College. It is not meant to be punitive, repressive, or arbitrary. The regulations presuppose a high level of motivation and maturity on the part of ALL learners. Students should equate their course of studies at Greenhills College with the workplace in matters concerning attendance, punctuality, work performance, continuous achievement, co-operation, behaviour and general conduct. Students should remember that these factors contribute to the criteria for College references and job placement services.

### College Day

Each course has its own timetable. Each student should acknowledge that his/her course takes precedence over any other arrangement that he/she might wish to make during the College week. All students are required to attend regularly and punctually. Attendance is monitored on a continuous basis throughout the day and early departure from class is permitted ONLY with prior approval from the course tutor.

**Note!** Please note that whilst timetables are set at the beginning of the academic year, circumstances may force management to make changes at any time of the year.

### Computer Access and Passwords

Registered students will be given a computer access username and password. These access privileges will suspend on the 1st of June of each year. Learners are advised to make back-up copies of their work throughout the year. The College reserves the right to monitor all activity by students using its IT facilities, to ensure compliance with all relevant legislation. Breaches of acceptable practice in the use of the College IT facilities by a learner may merit immediate exclusion from the College.

### Car Park

Spaces marked "R" are reserved for Staff. Students should NOT park in these spaces.

### Mobile Phones

Students are required to switch off mobile phones during all class periods, during examinations, and at any other time at the request of a staff member. The use of camera phones is strictly prohibited throughout the College. Text messaging during class is unacceptable.

### Fire Evacuation Information

In the event of an emergency in the College environs tutors will direct the class group to their assembly point. Information on the designated assembly point is available in each room of the College. All other staff and students not in class at the time should immediately proceed to their designated assembly point.

Evacuation should be orderly with no overtaking, running, shouting or any actions likely to cause distraction or panic. At the designated assembly point, the tutor will call the Class

Attendance Register, and report absent persons to the staff member in charge. Students should not leave the assembly point for any reason until the staff member in charge has given permission. Fire drills and emergency evacuation procedures are conducted periodically during the academic year.

### **Environmental Concerns**

Generally, students are required to contribute to the overall cleanliness and tidiness of the College. Litter and waste should be placed in the bins provided and all rooms must be left clean and tidy for the next class. Under no circumstances is food or drink allowed in classrooms, labs, computer rooms or practical rooms. Food or drink should not be consumed on corridors. Remember that littering is an offence and learners found discarding wrappers, etc. are in serious breach of College regulations.

### **Personal Belongings**

Students should take care of personal belongings. Money or items of value should not be left lying around. The College authorities will NOT accept responsibility for any losses of money, personal articles, equipment, etc.

### **Administrative Assistance**

Any forms, letters, etc., to be signed or stamped, should be left into the College office in the morning to be collected the following day. Students should notify the College office and their Course Tutor of a change of address or contact telephone number, so that learners will receive all communication from the College.

### **Caretaker And Maintenance Staff**

The caretakers and maintenance staff are entrusted with the security and maintenance of the building and will thus always require the co-operation of students.

### **Noise Levels**

Students are requested to move around corridors quietly and so keep noise levels to an absolute minimum. Classes are constantly in progress throughout the day. Assessments may be in progress and excessive noise from the corridors can be disruptive. Students are asked to be aware of this and to show consideration in this matter.

### **Presentation and Behaviour**

- All students should conform to acceptable standards of personal presentation and behaviour.
- Chewing gum is strictly forbidden in all areas of the College.
- The college is a place of learning but also a place of work and as such is a smoke-free environment. Smoking is prohibited in the College under the Public Health (Tobacco) Act, 2002.
- The possession of, or being under the influence of, alcohol or any illegal substances is strictly forbidden. Any student who brings alcohol, illegal substances or offensive

weapons into the College is in serious breach of College Rules and Regulations. The College's Policy on Substance Use will be strictly adhered to in this regard.

- Students' complaints, suggestions and/or observations may be brought to the notice of the Class Tutor, FE Co-ordinator, Deputy Principal, Principal or any member of staff.

### **Promotion and Advertising**

The staff of Greenhills College may at times throughout the academic year take photographs of students engaged in activities/events. These photographs may be used for promotional purposes. If you do not wish your photograph to be used, please leave your name with the Deputy Principal.

### **Student Contract**

All students are required to sign a copy of the Greenhills College Code of Conduct as soon as they commence their course.

1. Registration at Greenhills College involves the student signing the College's Code of Conduct and Behaviour. This includes ALL regulations relating to examinations and assessment.
2. The onus is on ALL students to familiarise themselves with College Rules and Regulations, including regulations for examinations and assessment.
3. Students will be held liable for any wilful damage to machines, equipment, furniture etc.
4. Students are expected to treat all members of staff and fellow learners with courtesy and consideration. Everyone has the right to be treated respectfully and equally in accordance with legislation.
5. Students should not furnish the College with false or misleading information, calculated to deceive, or mislead.
6. Students should not engage in academic cheating, copying or plagiarism.
7. Students should not harass, sexually or otherwise, any other member of the College Community. Bullying or intimidation will not be tolerated within the College.
8. The College authorities may require the withdrawal of any student, without obligation, for gross misconduct. Equally, any student whose application to work, attendance, punctuality or conduct is unsatisfactory may be asked to withdraw.
9. Students should always comply with Health & Safety Regulations, particularly in computer rooms and in craft, laboratory, and workshop areas.
10. Any student who is unable to abide by ALL College Rules and Regulations or appears not to be committed to his/her course will have their further attendance at the College reviewed.

11. Students are not allowed to interfere with the College printers. Loading of paper or changing printer settings is strictly forbidden.
12. Unauthorised filming or photography is strictly prohibited throughout the entire College.
13. College rules and regulations may be added to, or amended, as deemed necessary by management.