

## Student Code of Conduct in relation to Covid-19

### Remote Learning

Corvid-19 and the Lockdown policy has brought about many changes and challenges. Some things however, remain the same, they just need to be seen in a different context. This is the case for the Student Code of Conduct. Below are some examples of how the code that keeps us safe and guides our behaviour, works in the context of remote learning (*italic text demonstrates the contextual application of the code*):

- use IT responsibly, avoid risks to safety and security – *Please protect your ID on-line. Please make sure you use your college login to join virtual lessons; this will prevent others knowing your personal contact details.*
- respect the work of others and not access, copy or alter other user's files without the owner's permission or fabricate material under a different identity – *Please don't copy, record or screenshot another person's work, including that of the teacher, without their permission.*
- respect others when using on-line, text and other communication and to avoid any language or behaviour which causes offence, constitutes bullying or contravenes the College Equality & Diversity Policy – *Please bear in mind that in on-line communications, only one person can be heard at a time, we therefore require contributors to allow others to complete what they are saying before another can be heard.*
- recognise that staff will only communicate with students through standard College channels and will not give students access to personal contact details or accept them as 'friends' on personal social media networks – *Please bear in mind that a teacher wanting to call you may need to use 141 to block the identity of their personal number; whilst it is easy to ignore such calls, we will need you to take the call to speak with your teacher or tutor. The Pastoral team are using college mobile numbers, whilst you may not recognise this number the first time they call, please accept the calls going forward. You can also use this number to get hold of them if you need.*
- dress, behave and use language appropriately and to avoid any behaviour which causes offence to others or any public displays of intimacy – *When you take part in a class through one of the virtual meeting channels, please make sure you are dressed as you would come to college. It is also good for your mental health to structure your day in some way, defining learning times and chill times and dressing accordingly. Please also continue to use appropriate language and refrain from bad language within this forum.*

### Online Classes

When you are taking part in classes via MSTeams or similar, we would like you to use/continue using the following protocols:

- DO use channels which are provided by the College where you are secured by your college email and/or login; expect staff to do the same.
- DO check that there is no personal information or artefacts visible in the background when you use the video facility in MSTeams, particularly if this could identify your location. NOTE

– there is the facility in Microsoft Teams to blur the background and we recommend that you do this

- DO dress appropriately (as you would on campus) if taking part in a lesson via MSTeams
- DO turn off your video camera before the lesson starts
- DO expect college to contact you within term-time college hours only (09.00-16.00 Monday to Friday). We do not expect you or our staff to respond to contact outside of these times.
- DO NOT arrange to meet with staff, even if in a public place or as a group, except on the college site in college time
- DO NOT contact staff via their personal social media platforms. They are not permitted to respond using their personal accounts.

### **In College with Social Distancing**

When you come into college, we would like you to behave as though everyone else has the virus – without bullying, being offensive or getting over anxious – just by keeping your distance from everyone outside of your household. We have put a number of protocols in place with which we will require you to comply.

#### **You will do this by:**

- DO adhere to the ONE-WAY system around each building
- DO maintain a 2-metre social distance
- DO wash your hands frequently
- DO only use vacant desks/tables and chairs that do not have tape across them
- DO fill up the seats in class from the back of the room
- DON'T get up and move around the classroom during the lesson
- DON'T leave the classroom until your teacher says it is safe to do so
- DO submit your work electronically, where possible. Where it has to be on paper/a physical item, it will need to be quarantined after hand-in before it is marked.
- DO use the resources put on Moodle, there will be no paper handouts in class
- DON'T hang about in college. Go home after your lesson as soon as you can.
- DON'T bring cash; the preferred method of payments in the college/refectory will be by contactless card.
- DO bring your own laptop where possible
- DO wipe the keyboard of any shared college computer, with the materials provided, before and after use.
- DO wipe any shared materials with the materials provided, before and after use.
- DO use the designated drop-off and pick up areas and make sure you keep your distance.

#### **PPE**

College policy is that students must wear face coverings when moving around the corridors and when using the Shops, Refectory and Spotlight. Face coverings are also mandatory on public transport.