

Student Code of Conduct

Introduction

CodeClan is a digital skills academy set up to provide courses in a range of relevant topics. CodeClan expects all staff and students to show respect for one another in all aspects of their contact.

This Code of Conduct applies to all students on any courses provided by CodeClan. Any breach of the Code of Conduct will be taken seriously. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience using the Student Disciplinary Procedure.

General

- 1.1. Students must follow all formal requests made by staff.
- 1.2 In the interest of the security of all members of CodeClan, students should carry their security passes at all times. Student should notify the Administrator/Receptionist of the loss of a security pass.
- 1.3 Students should take responsibility for the safety of their personal property and make use of the lockers provided. Lockers will be provided to students for their personal property but CodeClan accepts no liability for loss of such property.
- 1.4 All CodeClan property – laptops, furniture and equipment must not be marked, changed or damaged in any way. Students should report damaged laptops, materials, furniture and equipment.
- 1.5 Students bringing visitors onto CodeClan premises must ensure that they are signed in appropriately at reception and are responsible for ensuring that they comply with the Code of Conduct.
- 1.6 If the fire alarm sounds continuously, everyone should leave the building promptly by the nearest exit and follow instructions from staff.
- 1.7 Improper or malicious use of fire alarms will be dealt with through the Disciplinary Procedure and may result in a period of suspension from CodeClan premises.
- 1.8 CodeClan has a No Smoking policy and in the interests of all staff, student and visitors, smoking is not permitted anywhere within CodeClan premises. This includes vaping.
- 1.9 Students should not be intoxicated while at CodeClan or be incapable of undertaking their course work because of excessive drinking or use of controlled substances.
- 1.10 Students and staff are asked to help to keep the environment pleasant by putting rubbish in the bins and using the recycling bins.
- 1.11 The Student Disciplinary Procedure may be invoked if a student is alleged to have committed any action which interferes with the achievement of CodeClan's objectives as stated above or which adversely affects the safety or well-being of CodeClan's staff and/or students and/or visitors, or which may bring CodeClan into disrepute. The following non-exhaustive list sets out examples of such misconduct.
 - 1.11.1 Engaging in any conduct which prevents, obstructs or disrupts teaching or learning or assessment.

- 1.11.2 Misusing or damaging any learning materials (including computer misuse or unauthorised use), equipment, furniture, fittings, services, including fire alarms and fire extinguishers or property belonging to or under the control of CodeClan.
- 1.11.3 Misappropriating any funds or assets of CodeClan or of any member of staff or student of CodeClan.
- 1.11.4 Assaulting, sexually harassing or otherwise threatening or insulting any fellow student, or member of CodeClan staff.
- 1.11.5 Behaviour either on or off CodeClan premises which may bring CodeClan into disrepute.
- 1.11.6 Committing a breach of the policies or procedures of CodeClan, or disregarding the legitimate request of a member of staff of CodeClan.
- 1.11.7 Invading or abusing, or attempting to invade or abuse, the secrecy, integrity or privacy of any files or confidential material held by CodeClan, including information held on CodeClan's computer systems.
- 1.11.8 Being found guilty of any serious criminal offence such as is likely to damage the good name of CodeClan or behaving in such a way as would amount to a criminal offence.
- 1.11.9 Taking any action likely to cause injury or distress to any person on CodeClan premises, or to impair the safety and security of those premises.
- 1.11.10 Committing, or being party to, a fraudulent or dishonest act in relation to CodeClan or its staff.

In the Classroom

- 2.1 Students are expected to behave in a respectful manner towards one another and towards staff.
- 2.2 Students should not bring liquids into the classroom unless apart from bottled water with a lid.
- 2.3 Students are expected to arrive punctually for lessons and to hand in homework to meet the deadlines set by the instructor team.