



Student Code of Conduct

The Student Code of Conduct outlines your rights and responsibilities as a member of the Long Road community. It reflects our shared Long Road values and promotes principles of personal and collective responsibility, mutual respect, safety and care.

1) Take responsibility for your learning

- Attend 100% of your lessons, tutorials and progress reviews.
- Engage with VESPA and proactively seek out support to develop the study skills that you need to succeed.
- Turn up on time and ready to learn, and keep to deadlines.
- Know what's going on: check your College email daily and ProPortal frequently.
- Participate in lessons, share your ideas and have your voice heard.
- Be an active citizen of the Long Road community: seize opportunities and make the most of your time here.
- Do not copy from friends, textbooks or the internet. Plagiarism is cheating and will be dealt with under our Student Disciplinary and Appeals Procedure.
- Mobile phones should have notifications turned off, and be out of sight in classes, unless otherwise directed by the teacher.

2) Respect each other

- Recognise the diversity of our community by treating everyone with respect, and not discriminating against anyone who is different from you.
- Behave in a way that demonstrates our values at all times, and do not do anything that could bring the College into disrepute (either in college or outside of college).
- Actively discourage bullying and harassment, and report any discriminatory incidents that you witness. Speak out against racism, sexism, homophobia and other prejudice.
- Dress for your learning environment. Please don't wear or show any offensive words, symbols or logos.
- Act with respect and honesty when using social media, and ensure your activity cannot be experienced as bullying or abuse. Do not send messages or images which may cause distress.
- Be considerate regarding noise in the LRC, K Block study areas and being silent in quiet study areas.



3) Protect our campus and our community

- Absolutely no smoking or vaping on campus or in surrounding roads within 0.5 miles of College.
- Queue respectfully for the shuttle bus, make way for those with priority passes and be polite to our drivers.
- Do not damage the furniture or fabric of the College buildings.
- No e-scooting on site.

4) Care for our environment

- Avoid single use plastics, bring a reusable water bottle and fill up at our drinking water stations.
- Support Long Road to meet our climate and carbon literacy goals.
- Clean up after yourself: please use the recycling facilities and put non-recyclable waste in the bins.
- Enjoy our beautiful grounds and preserve them for the diversity of wildlife that makes Long Road its home.
- Walk, cycle or use public transport to get to College if possible.
- Do not park on the College site (unless you have been permitted to do so). Keep to the 10 mph speed limit and don't leave engines idling.
- Show consideration for our community by keeping noise to a reasonable level when entering and leaving the site

5) Keep each other safe

- Comply with our Health & Safety Policy at all time.
- Wear your Long Road lanyard with your ID card visible at all times.
- Read and abide by our IT acceptable use policy.
- Do not invite your friends onto campus.
- Report any safeguarding concerns you have - about yourself or others.
- Engage with lessons and workshops on consent and healthy relationships: know your rights and responsibilities to each other and understand and respect boundaries.
- Do not carry weapons or anything that could be used to cause harm as a weapon.
- Do not carry any alcohol or controlled or illegal drugs, and you must never come onto the College site in an intoxicated state.



Breaches of the Student Code of Conduct will be addressed through the Student **Disciplinary and Appeals Procedure** and may be treated as **misconduct** or **gross misconduct**.

Misconduct includes:

- Any breach of the Student Code of Conduct and 'Learning Agreement' (such as: poor attendance or punctuality, failure to meet submission deadlines or complete homework, disruptive behaviour in lessons and around college);
- Any breach of health and safety or other regulations of the college, as outlined at Induction and in the Student Code of Conduct;
- Any failure to follow the reasonable instructions of a member of staff;
- Any unruly behaviour or the use of foul or abusive language;
- Cheating, plagiarism, or copying of the work of other students.

Gross Misconduct includes:

- Bullying, which may include intimidation, taunting, and physical or verbal abuse towards any person or groups (including online);
- Peer-on-peer abuse (including online);
- Sexual violence or sexual harassment;
- Racist, sexist, homophobic or other prejudiced or discriminatory language or behaviours;
- Physical assault or the threat of violence towards any person or groups (including online);
- Premeditated or unprovoked dangerous behaviour with the intent of causing harm;
- Causing damage to any college buildings, equipment, books or furnishings or any property of others;
- Unauthorised interference with software or data belonging to or used by the college (see also IT Acceptable Use Policy);
- Theft of property or any other dishonest acts;
- Being under the influence of alcohol on college premises or when taking part in any college activity;
- Possession of controlled (illegal) drugs (including so-called 'legal highs' or CBD products) on college grounds and during any college offsite activities
- Substance misuse e.g. solvents, alcohol, and non-medical use of prescribed drugs or the use of controlled drugs (including so-called 'legal highs' or CBD products). This applies to substance misuse within, or having an effect within, the grounds and premises of the college. It includes all settings where college activity is taking place (including travel on college transport, off-site visits and residential activities);
- Smoking or vaping anywhere on college grounds;
- An illegal or criminal act, which may have an adverse effect on the work of the college or on other students or which could bring the college into disrepute.