

Student Code of Conduct

Introduction

All students at the College are required to abide by a Code of Conduct which will promote an atmosphere of mutual co-operation, reflected by respect for self and others, kindness, willingness to help others, courtesy, good manners, fairness, forgiveness and readiness to use respectful ways of resolving difficulties and conflict that arise. This Code of Conduct has been designed to promote a learning environment in which mutual respect, co-operation and natural justice are integral features.

All students are expected to accept the Code of Conduct and **sign a contract of agreement**. Breaches of this code and of any of the College's regulations make students liable to the imposition of sanctions.

Principles Underpinning the Code of Conduct

- The *Code of Conduct* provides clarity on expectations in order to help make the College a good, orderly and harmonious place for teaching and learning.
- It affirms that everyone's behaviour matters in creating a positive College climate.
- The focus is on promoting good behaviour.
- The code balances the educational needs of those whose behaviour is unacceptable against the educational needs of the other students attending the College.
- It recognises that the quality of relationships between teachers and students is a powerful influence on behaviour in the College.
- The Code helps the students experience the value of being responsible, participating members of the College community.
- The code is informed by fairness and respects natural justice.
- The code promotes equality for all members of the College community while preventing discrimination and accommodates difference in accordance with Equal Status legislation.
- The code reflects the College's commitment to recognising educational vulnerability.
- The code is based on a commitment to the welfare of every student.
- The code helps to promote a positive and safe educational and working environment for all at the College.
- The code also promotes the conditions for learning and teaching coupled with dignity and freedom from threat of violence in any form.

Breaches of Code of Conduct

Every student is expected to treat with respect the property, equipment and facilities of the College.

The following identifies some specific examples of breaches of this Code:

- Obstruction of members of the College staff, agents of the College, or other students in the performance of their duties.
- Obstruction of any other student in the normal pursuit of his/her course of study.
- Any violence or threats of violence or any abuse, either physical or verbal.
- Any bullying or harassment or any discrimination on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality or ethnic or national origin, membership of the travelling community or perceived political belief or affiliation.
- Any behaviour that endangers the welfare of the individual or others.
- Making derogatory comments or allegations against a member of staff or other student either in person or utilising electronic media such as e-mail or social networking sites.
- Taking photographs, videos or recording of individuals in the college or on online classes (unless authorized for coursework) is forbidden.
- Cheating, plagiarism and circumstances where a student submits the work of another as his/her own or allows another person to undertake an assessment or assignment for him/her.
- Providing false or misleading information or documentation to, or withholding relevant information from, the College or a third party with the intent to gain, or with the effect that a student gains, an unfair academic advantage or other academic benefit or service.
- Providing false academic or professional references or making false claims about academic or professional achievements to the College or a third party for whatever reason.
- Falsification or misuse of College records or documents.
- Personation of others, within or outside the College, in connection with academic attainments or awards.
- Failure, without reasonable explanation, to carry out all or any of the following to the satisfaction of the College: attend classes; attend prescribed practical classes, or laboratory sessions; meet requirements laid down for project-work, assignments, or any other prescribed course exercise.
- Conduct likely to disrupt teaching, learning, examinations, assessment, study, research, or administration of the College.
- Failure to abide by the regulations governing enrolment on the course/programme, attendance at classes and other prescribed exercises and the conduct of examinations.
- Failure to abide by regulations governing the use of common or study spaces
- Failure to abide by the student Code of Conduct governing the use of computer facilities.
- Refusal to produce a Student Identity Card when requested to do so by an College staff

member who shall identify himself/herself. A student must present an ID card if so requested by any member of the College's staff. Students are required to show their Identity Card at all examinations.

- Failure to comply with any reasonable oral or written, individual or collective lawful instruction(s) given by any employee or agent of the College in the execution of their duties.
- Any behaviour that could damage the good name or standing of the College.
- Abuse of alcohol or other substances on the campus, including contravention of the regulations which may be made from time to time relating to the consumption of alcohol or other substances on the campus.
- Smoking in College buildings or on the campus in contravention of the Public Health Tobacco Act 2002, Section 47 (as amended) and the Tobacco Smoking (Prohibition) Regulations 2003.
- Interference with the College's safety equipment, fire-fighting equipment, security systems or alarm systems.
- Damage, defacement, theft, misuse or use without authorisation of any equipment or property belonging to the College or the private property of an individual member of the College community.
- Student behaviour in the wider community reflects on the College and in particular, students are obliged to behave in a manner that will not bring the College into disrepute when outside the precincts of the College. This includes, but is not limited to, a student's work placement, fieldwork or trips.
- If a student is the subject of a criminal investigation or has criminal proceedings pending against him/her or has been found to have committed a criminal offence, the College may initiate, proceed with and/or suspend a disciplinary procedure as seems appropriate to it. In such circumstances, it may also suspend the student in accordance with the procedure as laid down below pending the outcome of the criminal process and/or the disciplinary procedure.

Interventions

Prior to a decision to suspend or permanently exclude a student from the College, staff and College management will have reviewed the breach(s) of the Code of Conduct with a view to possibly resolving matters before serious disciplinary action against the student is initiated. Such a review will identify the nature and seriousness of the behaviour, the context and impact of the behaviour and the interventions initiated and/or tried to date. All such interventions tried will be recorded, monitored and evaluated for their success or not. The purpose of such interventions would be to assist and enable the student to modify and change their behaviour. Such interventions may include counselling, psychological assessment and/or receive support from support agencies outside the College.

Disciplinary Ladder of Referral

The following is the hierarchy of referral and intervention that shall be implemented.

- Designated authority (e.g. Subject Teachers, Class Tutors, Assistant Principals 1 and 11 and Deputy Principal)
- Disciplinary Committee
- Disciplinary Appeals Committee
- Principal
- Board of Management
- City of Dublin Education and Training Board
- Section 29 Appeals Process (Secretary General, Department of Education and Skills)

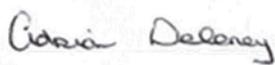
Sanctions

When a breach of the Code has been established after due process any one or more of the following penalties may be imposed:

- Reprimand (a formal reprimand, with a warning that the present breach will be taken into consideration if a further breach of the Code is subsequently established).
- Suspension for a stated period.
- Disbarment from certain activities or suspension from the College until he/she/they has/have complied with the requirements laid down.
- Expulsion from the College permanently, i.e., that his/her/their name(s) be removed from the records of the College and that he/she/they be barred from the College premises permanently.
- In addition to any penalty or discharge, an order may be made requiring the payment of debt, damage or compensation under the further penalty of suspension or expulsion.

Signed _____ Date _____

Chairperson, Board of Management

Signed  _____ Date _____

Principal/Secretary to the Board of Management