



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**

**LIMERICK & CLARE**  
Education & Training Board

# FET LEARNER CODE OF CONDUCT

This Code of Conduct sets out the expectations of how learners participating in Further Education and Training interact with the ETB and with each other. Learners are supported and encouraged to participate fully in their Education and Training. Consequently, learners are expected to conduct themselves as responsible members of the ETB's FET Community.

This document should be read in conjunction with the following associated documents:

- **FET Learner Complaints Procedure**
- **FET Learner Disciplinary Procedure**
- **FET ICT Acceptable Usage Policy**
- **FET Assessment Procedures**

While the Code of Conduct and associated procedures are infrequently invoked, it is important that learners understand what is expected in terms of conduct and also the procedures in respect of any concerns or issues that may arise in respect of conduct.

### **Limerick and Clare Education and Training Board Commitment**

Management and staff of the ETB are committed to providing a safe and supportive environment for all learners attending its Further Education and Training programmes/courses.

### **Learner Responsibility**

Learners are expected, at all times, to conduct themselves in a manner consistent with responsible behaviour, both towards other persons and property within and outside their FET Campus. Learners are required to adopt a responsible attitude to their studies in respect of classes, attendance or such other academic activities for which they are timetabled.

Learners must not engage in any behaviour, which may constitute inconvenience or nuisance to any person(s). Learners are advised that, as well as observing these general regulations, they are also bound to observe specific requirements such as PPE and use of equipment attached to areas, activities and departments.

Learners are also expected to act in a reasonable and responsible manner when engaged in FET activities and events off campus, or when they are acting as, and can be clearly identified as representing the ETB.

### **General Conduct**

The ETB requires learners to conduct themselves with consideration for others in and around their FET Campus and in public places. Inappropriate behaviour, which will render a learner liable to disciplinary action would include (but is not limited to):

- any conduct which disrupts, or is likely to disrupt, teaching, learning, assessment or administration within their designated FET Campus;
- intolerant or discriminatory behaviour, which reflects any prejudice;
- use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work;
- violent, reckless or negligent conduct causing, or intending to cause, damage to persons or property, or disorderly conduct;
- falsification, misappropriation or misuse of ETB documents or records, or other such materials;
- theft, misappropriation or misapplication of, or negligence in dealing with the funds or property of others;
- gross or repeated offensive behaviour towards person(s);

- refusal to leave any FET Campus (and grounds) when requested to do so by a member of FET Management/Staff;
- breach of FET Learner Policies and Procedures;
- failure to comply with any FET Regulations.

### Consumption of Alcohol

The consumption of alcohol on any FET Campus is not permitted. Any learner(s) found or believed to be under the influence of alcohol within any of the buildings or any of the grounds will be immediately reported to the Centre Manager/Co-ordinator of the FET Campus. Such an occurrence may be considered a serious breach of conduct and may lead to disciplinary action.

### Consumption of Controlled Substances

The possession, consumption, or distribution of illicit or banned substances is illegal. Any learner(s) found in possession, consuming, receiving or distributing such products, or found under the influence of narcotics or other such substance within any FET Campus (or while involved in any FET activities e.g. field trips, exhibitions etc.), will be immediately reported to the appropriate authorities.

Any infringement of these regulations will be considered a serious breach of the *Code of Conduct* and will likely result in expulsion from the FET Campus of the person(s) concerned.

### Smoking Area

All ETB FET Campuses are smoke-free. Where a designated smoking area is provided for learners, this is the only area for smoking. Learners are expected to behave in accordance with the *Code of Conduct*. Any infringement of these regulations may be considered a serious breach of conduct and may lead to disciplinary action.

The use of e-cigarettes (“vaping”) is considered to be smoking under this policy and the same requirements and restrictions apply in respect of the use of all such products and appliances.

### Copyright

Learners are advised that any unauthorised use of copyright material is prohibited. The ETB will actively discourage all breaches of copyright in respect of literary, computer software, dramatic, musical, and artistic or any other works which constitute intellectual property. Infringement of copyright may lead to criminal prosecution or civil action by the copyright owner. Any learner who faces legal action for infringement of copyright may also be subject to disciplinary procedures within their FET programme/course.

The ETB’s *Referencing Handbook* is an essential resource for learners and explains the importance of referencing, what plagiarism is and how to go about referencing the various different sources of information that learners use in their written work for assessment purposes.

### Safety

The ETB is committed to ensuring that all those who come onto any FET Campus can do so without any fear as to their personal safety. The ETB is required to comply with the terms of the Safety, Health and Welfare at Work Act(s) and any other legislative requirements to ensure a safe working environment.

Learners shall not engage in any act of vandalism, or other such act, which would leave the ETB open to prosecution. Such an occurrence may be considered a serious breach of conduct and may lead to disciplinary action.

### Attendance

Learners are to fully participate and attend scheduled classes/coursework. The following attendance requirements are essential:

- 100% attendance and participation are expected from every learner. Attendance will be recorded in accordance with course requirements;
- learners are required to be punctual for every class;
- if a learner is absent for any reason, they must contact the Course Manager/Co-ordinator immediately by email or telephone;
- in the event of illness (3 consecutive days or more), learners must bring a medical certificate and present it to the designated person;
- if a learner's attendance and participation are deemed unsatisfactory, they may be subject to disciplinary action, which may include not being allowed to continue on the course.

### Use of Mobile Phones

The use of mobile phones is not permitted while a class, laboratory, workshop or other teaching activity is taking place. Use is defined to mean the operation of a mobile phone for any purpose including texting, web surfing, media streaming, etc. Mobile phones should be placed on silent and not be visible within a classroom, workshop or laboratory environment while classes are in progress, unless with the express permission of the person delivering the class.

Mobile phone use is not permitted in any area of the FET Campus where a sign prohibiting use is displayed.

Mobile devices or similar electronic devices are not permitted inside an area where assessments are being conducted. Please refer to ETB *FET Assessment Guidelines* for additional details.

### Personal Property

Limerick and Clare Education and Training Board does not accept responsibility for the personal belongings, books, and equipment of learners whilst on FET premises.

### Observance of the Law

Learners are expected at all times to obey and uphold the law while within the perimeters of the FET Campus, or while a learner is engaged in FET-related activities, where the learner can be clearly identified as representing the ETB. Breaches of the law, especially those leading to criminal prosecution and conviction, may lead to disciplinary proceedings being initiated against the offending learner.

Limerick and Clare Education and Training Board reserves the right to make a formal complaint to the relevant authorities in any instance where, in its opinion, the law has been broken.

### Third Party Complaints Procedure

Where a parent(s)/guardian(s) of a learner(s) or adult learner(s) currently enrolled in an ETB school/centre makes a complaint about an ETB staff member, which relates to the staff member's work in the ETB learning/working environment or in work-related approved activities, the national agreed third-party complaints procedure shall apply. This procedure is known as the *Code of Practice for Dealing with Complaints made by Parent/s, Guardian/s of a Learner or by an Adult Learner(s) currently enrolled in a school / centre, against a Staff Member employed by Limerick and Clare Education and Training Board*, and is available on [www.lcetb.ie](http://www.lcetb.ie), or on request from the FET Campus.

### Learner Complaints Procedure

A **FET Learner Complaints Procedure** is in place to provide a system which allows for FET learners to

raise concerns or grievances against a fellow learner, while recognising that as adult learners, it is in the interest of the ETB to resolve any such issues and restore as far as practicable the relationships of the parties involved.

### **Learner Disciplinary Procedure**

A **FET Learner Disciplinary Procedure** is necessary to ensure that fair discipline is maintained in the FET Campus and that, where such procedures are invoked, that measures can be applied in a fair and consistent manner. Having a disciplinary procedure serves a dual purpose in that it provides a framework which enables Management of the FET Campus to maintain satisfactory standards and learners have access to a procedure whereby alleged failure(s) to comply with standards may be fairly and sensitively addressed.