

# STUDENT RELATED POLICY: THE STUDY CODE OF CONDUCT

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by	
<b>Approved by:</b> Assistant Principal: Student Experience	
<b>Reviewed by:</b> College Librarian & Learning Facilitator Manager	
Date of next review	April 2026

*This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability*

## 1. Document Control

### 1.1. Document Details

Title	The Study Code of Conduct
Author	Tiffany Smith
Version	2.0
Date	April 2025
Status	Published

### 1.2. Revision History

Version	Date	Author	Comments
2024-25 1.0	April 2024	T. Smith	Definitive Release
2.0	April 2025	T. Smith	Change of name from the Library to the Study.

### 1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

# *The Study*

## CODE OF CONDUCT

The Study is to be used for the purpose of academic study and research and for the consultation of its collections and associated materials. Any other use must have the explicit permission of the Librarian. Should you be found to be using the facilities outside of that purpose, you may be asked to leave.

Staff and students have the right to conduct their work and study without intimidation or aggression from others. This includes verbal/physical abuse, harassment of anyone based on a protected characteristic and intimidating behaviour. Any such incident will be dealt with under the College's Disciplinary Procedures. This will include the withdrawal of access to The Study.

Computing equipment in The Study must not be used for the creation, display, importation, circulation, or storage of offensive material. It is the responsibility of members of the College to familiarise themselves with the relevant legislation and conditions which apply.

If you are using space or equipment for social or recreational purposes, please be aware you may be asked to vacate that space in favour of someone who needs to study.

If you leave your workstation for longer than 10 minutes we may assign it to another user.

Food, drink, cigarettes and vapes are not permitted in The Study.

Please assist us in maintaining a clean and tidy study environment by disposing of any rubbish in the bins provided.

It is essential for purposeful study to keep noise to a minimum.

Always behave respectfully towards fellow students and staff.

We ask that you switch off or silence your mobile devices.

It is expected that you will value The Study services, materials, property, equipment and premises and avoid damage.

It is a legal requirement that you comply with the current legislation on copyright, data protection and computer misuse (if you are unsure, please ask for assistance).

We ask that you leave The Study promptly at closing time and at any other time when requested by The Study staff. Make yourself aware of the location of our emergency exits and leave The Study quickly by the nearest exit in the event of a fire drill or emergency.

All Study books, materials or equipment must be issued at the counter before leaving the facility.

Individual property is brought into The Study at the owner's risk.