Learner Agreement

Stillorgan College of Further Education
Coláiste Breisoideachais Stigh Lorgain

The staff at Stillorgan College are committed to helping students maximise their potential for advancement to third-level education and employment in an environment of mutual respect. To help achieve this, students are requested to read, sign and abide by the following learner agreement:

Code of Conduct

1.1 Learners must at all times abide by the **Student Code of Conduct**. This is available to all students on **www.stillorgancollege.ie** under Information/Policies & Procedures.

Attendance and punctuality

2.1 Regular attendance and punctuality are vital components in student retention, progression, achievement and employability.
Students are required to attend all classes in the timetable and have been made aware of Stillorgan College's **Student Attendance Policy**. See **www.stillorgancollege.ie**.

2.2 In the event of an unavoidable absence the learner must contact the college's Administration office by 9.30am on the day in question to inform them of their absence by email to **info@stillorgancfe.ie**.

2.3 Learners who have been absent without satisfactory explanation for 10 consecutive days will be deemed to have opted out of the course.

Computer Usage

3.1 Students will be assigned their own personal computer storage space on the network and also on OneDrive - all work should be saved to these drives. No Student Work should be saved to the Common Drive as this is regularly deleted by the Systems Administrator. **It is the responsibility of the student to take regular backups of student files such as projects/assignments stored on the College computer network.** Stillorgan College of Further Education cannot be held responsible for the loss of student files. The Systems Administrator in the College has the right to monitor the computer system and examine student files to diagnose system problems or investigate security breaches. In relation to internet use, students are expected to respect the needs of other internet users and are forbidden from downloading movies or audio files.

3.2 At all times, when using computers, the Stillorgan College **Computer Usage Code of Practice**, must be adhered to. See **www.stillorgancollege.ie**.

3.3 Work must be saved on OneDrive. External devices are not allowed to be used in the classroom. However, there may be some situations where personal laptops/devices can be used at the discretion of the teacher.

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Assignment Briefs

4.1 Assignment briefs for all subjects will be provided on Moodle.

4.2 Instructions for submitting assignments will be clearly stated on the brief. A hard copy of the completed assignment may also be requested by your teacher. It is the responsibility of the student to make sure that all work is handed up on time in order to meet the deadline stated on the assignment brief.

Declaration of own work

5.1 In accordance with the Stillorgan College Research and Plagiarism guidelines, it is an inherent requirement that work produced for all assignments submitted to the college is the student's own work.

5.2 In the case of written work, it will be produced by the student entirely in their own words, except for those parts taken from sources that must be duly quoted and cited. Those parts of a submission referring to or adopting parts of other papers must be specified as references.

Assignment Deadlines

6.1 Assignment deadlines must be adhered to at all times. Students will forego the right to feedback if they do not submit work by the preliminary deadline as stated on the brief.

6.2 A student who has missed the final deadline may request an extension, which will be considered on a case-by-case basis. Students should apply to the Deputy Principal (Carol Gormley) for a Late Submission Request form on which a valid reason for failing to meet the deadline must be outlined and supported, where possible, by the relevant documentary evidence.