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You will have to agree to comply with the College's IT Responsible Use Policy if you want to use the College's computer hardware and software or network facilities. The Policy covers a range of issues including unacceptable access and use of the Internet and email, downloading materials and copyright issues. You will be made aware of the Policy when you first logon to the College IT system. The Policy is also available in College Learning Resource Centres.

When attending Bolton College, all students have a duty to take reasonable care for the health and safety of both themselves and others who may be

Bolton College Drug and Alcohol Policy:

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- The basic message from the Police is that in the event of lockdown, all staff and students should: Run, Hide and Tell.

- RUN to a place of safety rather than surrender or negotiate e.g. to a classroom or office in College which can be locked and the windows will be locked down too. No-one should move from the room unless told to do so. If there is nowhere to run to:
- HIDE as it's better to hide than confront. Turn mobile phones to silent and turn off vibrate and turn all lights, computer screens and equipment off. Classrooms and offices will be barricaded if possible and all those inside should hide under desks and away f

so that a second person is within direct or close proximity and could be called upon should an emergency arise.

Rowdiness and practical joking are very dangerous behaviours in the workshop environment and are strictly forbidden.

Specific tasks require that students wear personal protective equipment. Students will be provided with personal protective equipment and training in accordance with College Policy. All instructions for use and care of PPE must be followed.

Never deliberately taste, swallow or inhale any hazardous substance or chemical. All hazardous substances or chemicals should be regarded as toxic by ingestion; hence pipetting liquids or solutions by mouth is strictly prohibited. Use a pipette pump, syringe or a mechanical dispenser. Chemicals can also enter the body through skin absorption or through the accidental inhalation of vapours or dusts. Suitable protective equipment must therefore be worn when handling chemicals.

Cuts and wounds are particularly vulnerable and may allow direct entry of chemical substances into the bloodstream. Broken skin should be covered with a suitable dressing, but if the wound is on the hand then the dressing should be waterproof and protective gloves must be worn while handling chemicals. Always wash your hands before touching other parts of your body, especially the area around the eyes, or before taking food. Never smoke, eat or drink in the presence of chemicals.

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Bolton College is an environment where we treat one another with respect and fairness; bound by a common set of values that allows for outstanding learning to take place. All members of the College demonstrate exemplary behaviour that enables everyone to achieve their full potential. All feel safe and confident in supporting one another; contributing positively to the College community.

Our aim is to support every student throughout their time at the College and to promote positive behaviour across the College at all times. We believe such behaviour will produce a climate conducive to learning for all students.

Outstanding teaching, learning and assessment can only take place in an atmosphere of calm and order in which students are prepared and ready to learn. Students must be clear about their rights and responsibilities as members of the College community; they must know what is expected of them as well as the consequences of not meeting College expectations.

I understand that by accepting the University of Bolton's Terms and Conditions I agree to abide by and be bound by all the Bolton College's policies and procedures cited in this document.