LearnIt Cambridge's Code of Conduct

Whether in person or online, standards of behaviour are important, particularly at an educational institution. It is the policy of *LearnIt Cambridge* to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct that promotes responsibility, respect, civility and academic excellence, and sets clear standards of behaviour for all members of The School community. Our goal is to create a positive learning environment in which all members of the school community feel safe, comfortable and accepted. The Code of Conduct therefore applies to all members of The School Community, here defined as all of the people who are actively involved in the arrangement and delivery of and who participate in tuition (administrators, tutors, clients/learners and other members of the staff) as well as the people around them who may at any point come into contact with The School Community, such as: parents, guardians and family members.

When you join *LearnIt Cambridge* you agree to abide by our Code of Conduct. If the School believes that a client/learner or somebody connected to the client/learner has broken the Code of Conduct, that client/learner may be asked to leave; The School's decision in such matters is final. The School's Terms and Conditions set out in more detail the consequences for a Client/ Learner of a breach of the Code of Conduct.

The Code of Conduct is divided into two sections: the first one addresses the individual actions of the members of the School Community; the second section deals with their interactions with other members of The School Community. They cover face-to-face and online interactions, including the use of social media, and they apply to members of the School Community of all ages.

Individual actions:

Do's:

- Demonstrate honesty and integrity;
- Respect all copyright laws;
- Respect the integrity of all online systems and networks;
- Dress appropriately;
- Turn off devices that may distract you during lessons;
- Avoid eating during lessons;
- Engage actively with the learning program;
- Complete all assignments and work in a timely and thorough manner;
- Be on time for your lessons;
- Ensure that the whole of every online lesson is attended from a suitable and appropriate study place (e.g., not from a bedroom). If you use a virtual background during an online lesson, this must be appropriate for an educational environment. If

you use a profile picture, this must be appropriate for an educational environment. *LearnIt Cambridge* and its collaborators reserve the right to determine if a study place, a virtual background or a profile picture is inappropriate;

- Please be aware of your surroundings, particularly if your online activity enables you to share your video or microphone. If there are any unexpected noises (including noisy family members!) please mute your microphone or stop the video as needed, until you are safely able to re-activate;
- Use an email address that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive shall not be permitted in correspondence with *LearnIt Cambridge* and/or its collaborators.

Don'ts

- Do not take photographs or screenshots of your screens or share any images of the online session, this is for your safety as well as the safety of other participants and staff;
- Do not share the link to the session(s) with anyone else. Only people who have been authorised by staff in advance may attend and any uninvited attendees will be removed from the session immediately;
- Do not smoke, drink alcohol and/or consume any illegal substances during lessons;
- Do not use obscene, profane, threatening, or disrespectful language or images during lessons.

Interaction with other members of The School Community:

Do's:

- Respect the differences between people, their ideas and opinions, and treat one another with respect and dignity regardless of age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity;
- Interact and communicate (in speech and writing) with members of the School Community with respect and behave at all times in an appropriate, polite and courteous manner;
- Respect the personal information and privacy of members of the School Community;
- Behave in a courteous and honest way, respecting the privacy and the feelings of others at all times and avoiding the use of names, contact details or images of other members of The School community without their prior permission;
- You must abide by all health and safety rules as explained at the start of the course and during lessons;
- Respect the right of Members of the School Community to work in a positive environment that encourages learning and teaching;
- Show consideration and respect for The School and its name.

Don'ts

- Do not transmit any communications or images (via phones, IT or other means) that may cause distress to other members of The School community;
- Avoid any behaviour that could cause a distraction to others or disrupt the teaching and learning taking place;
- Do not take photographs of your screens or screenshots or share any images of the online session, this is for your safety as well as the safety of other participants and staff;
- The use of abusive or anti-social behaviour will not be tolerated towards any other person at any time;
- All communications with other learners/clients must be of a course-related nature. Any sending of unsolicited email to other learners/clients is prohibited.

I have read the 'Code of Conduct' and I promise to abide by it or, in case I am signing up a minor, to explain to them the importance of abiding by it:

Learner's print name: _____

Client's signature: _____

Date: _____