# Islington Council Adult Community Learning

Learner Code of Conduct for on-line learning

We ask you to:

1. Respect others, regardless of culture, ability, race, gender, age or sexual orientation.  Harassment, bullying, discrimination, swearing, racist, homophobic or sexist terms are not acceptable actions will not be tolerated
2. Be always polite and respectful to tutor and other learners
3. Show a positive commitment to your own development and learning
4. Be on time and ready for learning
5. Locate yourself in an appropriate area if attending live classes e.g. **not in bedrooms/ not showing bed.**
6. **Wear appropriate dress** when attending online learning sessions and ensure other members of your household are aware.
7. Complete work and collect evidence for assessment within agreed timescales
8. Use an appropriate and professional email address.
9. Follow agreed guidelines when instructed by the tutor e.g. muting sound when asked by tutor.
10. **Be patient** as responses online/phone can sometimes take slightly longer as the tutor or individual is having to record/respond to others within the class at the same time
11. **Do not record or distribute any online learning sessions to others**, abide by ACL Islington Safeguarding, e-safety and Prevent Policy