# Islington Council Adult Community Learning

Learner Code of Conduct for on-line learning

We ask that you:

* 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.
* Are always courteous and respectful to staff members and other learners
* Show a positive commitment to your own development and learning.
* Show respect for another learners’ development and cooperate appropriately
* Attend and arrive punctually to training/assessment events that you have been scheduled to take.
* Locate yourself in an appropriate area if attending live classes e.g. not in bedrooms
* Understand that learners progress at different paces.
* Understand that there is a certain amount of necessary paperwork which must be completed by each learner
* Wear appropriate dress when attending online learning sessions and ensure other members of your household are aware
* Complete work and collect evidence for assessment within agreed timescales
* Use an appropriate and professional email address
* Follow agreed guidelines when instructed by the tutor e.g. muting sound when presentations are occurring
* 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
* Do not record or distribute any online learning sessions to others, abide by ACL Islington Safeguarding, e-safety and Prevent Policy