# Islington Council Adult Community Learning

Learner Code of Conduct for on-line learning

We ask that you:

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. Are always courteous and respectful to staff members and other learners
3. Show a positive commitment to your own development and learning.
4. Show respect for another learners’ development and cooperate appropriately
5. Attend and arrive punctually to training/assessment events that you have been scheduled to take.
6. Locate yourself in an appropriate area if attending live classes e.g. not in bedrooms
7. Understand that learners progress at different paces.
8. Understand that there is a certain amount of necessary paperwork which must be completed by each learner
9. Wear appropriate dress when attending online learning sessions and ensure other members of your household are aware
10. Complete work and collect evidence for assessment within agreed timescales
11. Use an appropriate and professional email address
12. Follow agreed guidelines when instructed by the tutor e.g. muting sound when presentations are occurring
13. 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
14. Do not record or distribute any online learning sessions to others, abide by ACL Islington Safeguarding, e-safety and Prevent Policy