



Student Online Classroom Code of Conduct & Professional Behavior

i. Attendance

1. Attendance policies required for regular in-campus classes apply to online classes as well.
2. Even though no regular face-to-face classes are required in online courses, instructors are able to track down your activities online, will be taking daily attendance several times per class and will maintain a detailed record of your attendance and behaviour which will affect your grade and perhaps continued participation in the Institution.
3. Ensure to keep some time for logging in to handle unexpected technical glitches. Joining mid-way can be very distracting for other participants and will not be viewed favourably by the instructor either. This also extends to all assignments submissions that are time-bound. It is important to try to submit well within the stipulated time to avoid penalties.
4. Active participation: This mode of teaching will only be successful if everyone actively participates and contributes to the discussion.

ii. Dress Code & Professional Behavior While Online

Students are expected to be respectful of the online classroom environment with suggested dress similar to regular academic classes & the following online professional behaviors:

1. Dress Code
 - Classroom etiquette requires you to look presentable and professional. You must dress in a way that is modest, clean and avoids unnecessary distraction. An important aspect of online etiquette is that you have to share your screen through video (unless you are not well) in order to take part in classroom activities. You have to dress well and nightdress and any immodest clothing should be strictly avoided.
2. Be respectful of your classmates and Professors. Allow others to speak, invite others to share, and respect other's ideas.
3. Keep your image "live" during class sessions. It is important to maintain eye contact into your camera to show your instructor that, you are attending the class, unless of course, you are taking notes.
4. Microphone Awareness
 - Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV sounds, whispering, chewing, sneezing, and tapping your pen or pencil, etc. so

please keep distractions to a minimum or mute your microphone. It is preferable that you find a quiet place in your home to isolate and be free from distraction.

5. Camera Awareness

- During periods of synchronous online classes, it is required that you be live on camera the entire time the class is in session. Instructors will be cognizant of your presence and the record of your adherence to this policy will be maintained. This is really the only way instructors can verify your attendance and credit you for the full time of the class. There will be consequences for violating this policy which can lead to downgrading.

6. Being wary of the environment

- Access classes without causing any distraction or disruption to sessions. It needs to be ensured that you are in a quiet atmosphere with no sudden sounds which can be heard by the entire class. Make sure to have a plain background behind so that it is not distracting for others. Moreover, nobody would want other participants to catch a glimpse of their personal life more than required.

7. General Online Etiquette

- Avoid side conversations and multitasking.
- Save your meals and snacks for between your classes; eating during class is generally frowned upon and being in an online classroom is no different.
- Pretend you are in your regular academic classroom and put your best 'virtual' foot forward!

iii. Interactions with Faculty and Staff

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals.
2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff. These actions are prohibited.
5. Students must use their LIBA email address only in this educational environment. If profile pictures are used it should be a headshot of the student only and may not be offensive or inappropriate in any manner.

iv. Interactions with Other Online Classmates

1. All communications with other online students in any forum, course related email, discussion post, etc., must be polite, courteous, and respectful and be of a professional nature.

2. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in down grade.
3. Do not collaborate with other students (work with) on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so.
4. Parents/others may not login to a student account and attend classes or complete coursework on behalf of the student.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

v. Appropriate Use of the Internet

1. Students are subject to all local, state, and federal laws governing the Internet and will be subject to disciplinary action that may result in removal from course(s) and Institute if violated.
2. Protect your privacy and that of others by:
 - Not giving out personal information including full names or contact information.
 - Only uploading or using images where you have permission from the people in those images.
 - Not giving out your password(s).
3. Protect and respect the hard work of others by:
 - Only uploading images, music, videos or other digital content that is created by you or is not subject to a copyright and follow copyright procedures when using any digital content.
4. Talk to your Professor or another LIBA support Staff if you:
 - Need help online.
 - Feel the welfare of others is being threatened by online activities.
 - Come across websites that are not appropriate for your Institute or project.
 - Feel uncomfortable by something someone writes or makes.