

# ACADEMUS EDUCATION – STUDENT CODE OF CONDUCT

The Student Code of Conduct aims to ensure that students within Academus Education adhere to our standards of behaviour. The Code of Conduct reflects the values and goals of Academus Education, and we encourage our students to incorporate these into their work.

## Who must follow this code?

We expect all our students to follow this code whilst they are participating in our summer school or taking part in our 1-1 scheme.

If you have any questions or concerns relating to the Code, please contact Lucy Bilson, [lucy@academuseducation.org](mailto:lucy@academuseducation.org). You can also submit a question or raise a concern of a suspected violation of the Code by contacting Lucy.

## I. Behaviour

1.1 Contribute to a well-ordered virtual learning environment by:

- Working to the best of your ability in lessons and on any tasks completed outside the classroom
- Being properly equipped with the right resources for each lesson

1.2 Show respect to others by:

- Being polite and courteous to each other in academic contexts
- Refrain from bullying and name calling
- Being polite, courteous and honest with staff
- Listening to others and completing tasks

1.3 Act in a responsible manner by:

- Doing nothing to endanger the safety or security of our technological environment
- If you are having problems with technology do not be afraid to ask for help

## II. The Classroom

2.1 All students will be punctual so that lessons begin on time. Any lateness must be reported in advance with good reason to your subject tutor.

2.2 Students will turn their microphones off when instructed to by an educator when lectures commence.

- Students will use the digital raise hand facility to ask questions when necessary

2.3 Students will not abuse the chat facility on Zoom otherwise it will be disabled.

2.4 Students will respect the ideas of other students presented in the Classroom.

2.5 Students struggling to access their class should contact [info@academuseducation.org](mailto:info@academuseducation.org) for assistance.

## III. Confidentiality and Privacy

2.1 Students should act within the interests of themselves, other students and educators. This includes refraining from the following acts:

- cyberbullying including:
  - Discrimination
  - Emotional Abuse
  - Coersive Behaviour
  - Blackmail
- screenshotting/taking photos of people/ conversations without permission from those involved

- circulating Academus resources to those not enrolled in our School

2.2 You should report any concerns about violation of these matters to the school's Designated Safeguarding Lead (DSL) for Child Protection.

2.3 The school's Designated Safeguarding Lead (DSL) is Lucy Bilson (Director of Operations).

The school's Deputy Safeguarding Officer (DSO) is: Filippa Lockwood (Managing Director)

2.4 Do not share the details of other students or staff online.

2.8 **E-safety:** There is a duty to report any incidents of breaches of e-safety by students or staff to Lucy Bilson(DSL), Filippa Lockwood (DSO) or a member of Executive Board. Students should not ask staff for their personal email addresses or telephone numbers.

## IV. Honesty and Integrity

4.1 If you have homework tasks do not plagiarise them as a matter of integrity.

4.2 If you are involved in disciplinary action please be completely honest with staff members, this includes not making false allegations about staff and other students.

## V. Disciplinary Action

5.1 All students need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including expulsion.

*This contract was last reviewed by the Academus Management Team on 14/06/21.*