

# | Code of conduct for live classes

## 1. Purpose

These guidelines exist to ensure a respectful, focused, and supportive learning environment for everyone in the course. By joining the class, all participants agree to follow the expectations below so that we can work productively together.

## 2. Respectful Communication

- Treat classmates and the teacher with respect at all times.
- Listen actively and allow others to finish speaking before responding.
- Disagreement is fine, but it must remain polite and constructive.
- No interrupting, side conversations, or dominating discussions.

## 3. Professional Behaviour During Class

- Please keep your camera on whenever possible to support group interaction.
- Join from a quiet, stable environment without multitasking (messages, emails, browsing, etc.).
- Use headphones or a microphone if needed to ensure clear audio.
- Participate fully in exercises and discussions.

## 4. Commitment to Learning

- Prepare for each class by reading the relevant chapters or completing assigned tasks.
- Bring your questions, difficulties, and observations — this makes the class more valuable for everyone.
- Be open to correction. Grammar-focused classes depend on constructive feedback.

## 5. Punctuality & Attendance

- Join the session on time and be ready to start.
- If you cannot attend, please let me know in advance.
- Frequent unexplained absences or late arrivals disrupt the group and may result in losing your spot.

## 6. Privacy & Confidentiality

- Do not record lessons, share screenshots, or distribute course content without explicit permission.
- Respect the confidentiality of personal information shared in class.
- Zoom links and materials are for enrolled students only.

## 7. Fair Use of Materials

- All course materials are for personal use only and may not be shared, copied, or redistributed.
- Please respect copyright on all documents, videos, and resources provided.

## 8. Addressing Issues

- If a participant repeatedly disrupts the class or violates the Code of Conduct, I will address the matter privately.
- In serious or repeated cases, I reserve the right to remove a participant from the course without refund in order to protect the learning environment.

## 9. Closing Note

Thank you for contributing to a respectful and productive atmosphere.

I am committed to supporting your learning, and I look forward to working with you in a class environment where everyone can thrive.