

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.