

# KINNAIRD COLLEGE FOR WOMEN



## Student Code of Conduct for Online Classes

This 'Code of Conduct' which is specific for online classes, is established and implemented with immediate effect. The Code is a technology user agreement and a Consent Form that describes the terms and conditions which a student of Kinnaird College must follow.

### SECTION I

#### LOGIN ETIQUETTES AND SAFETY MEASURES

- I will use my official email address only for logging into MS Teams Classes assigned by the College.
- I will protect my password and notify through email to my teacher(s) and techsupport@kinnaird.edu.pk immediately of any unauthorized use of my password or account or any other breach of security.
- I will not use MS Teams Platform for personal or any other non-official work.
- I will safely log out of my account.

### SECTION II

#### COMPLIANCE CODE FOR ONLINE COURSES

- Once enrolled to courses offered on MS teams Kinnaird College, I understand that it is my responsibility to regularly check for any notifications including messages and/or other e-resources posted by subject teacher(s) in order to remain informed.
- I will use Information and Communication Technologies (ICT) for educational purposes as prescribed by my teacher.
- I will only use MS Teams software, made available by Kinnaird College, for all my academic activities including posting assignments and submitting tests etc.

- I will create and present my own work in the assignments. I will cite and give credit to the sources I use in my assignments. I understand plagiarism can lead to strict disciplinary action as clearly stated in the Admission Handbook.
- I will hand in my assignment/ any other work on time according to the prescribed schedule.

### SECTION III

#### **COMMUNICATION AND INTERACTION ETIQUETTE WITH COLLEGE FACULTY AND STAFF**

- In an online learning environment, I will communicate in a professional manner and not use text message language.
- The subject line of my email(s) will be specific and concise; I will address the recipient i.e., College faculty and staff members with appropriate titles such as Mr., Mrs., Ms., or Dr.
- The body text of email will be clear and to the point.
- I will label properly any attached assignment.
- I will formally close the email with my full name on the bottom line.
- I will follow all rules for attending online classes e.g. will work in a quiet room, use a good microphone and keep it on mute when I am not talking so as not to add background noise.

### SECTION IV

#### **ACCEPT TO BE AWARE AND RESPONSIBLE FOR DISCIPLINARY ACTION**

- I have been informed and fully understand the rules and regulations of using MS Teams.
- I undertake to act responsibly and ethically while using MS Teams.
- I have read the student policies and agree to adhere to those at all times.
- I am aware that my irresponsible and unethical behaviour would lead to disciplinary action.
- I undertake that I will accept the decision of disciplinary action(s) resulting from any minor or major non- compliance on my part.