



ONLINE LEARNING CODE OF CONDUCT (STUDENT)

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ONLINE LEARNING CODE OF CONDUCT (STUDENT)

1. INTRODUCTION

1.1 This Online Learning Code of Conduct applies to all students registered on a programme of study at ACM.

1.2 This Code is designed to protect the rights of all members of the ACM community, including staff, tutors and students and visitors. All members of the ACM community are encouraged to participate freely in the activities of the institution, both formally and informally.

1.3 ACM expects all members of the ACM community to be respectful towards each other at all times and to conduct themselves with due regard for their own legal responsibilities. All members of the ACM community are expected to preserve and enhance ACM's good name and reputation.

2. SCOPE

2.1 This Code applies to all ACM students. Any breach of this Code will be taken seriously and, where deemed necessary, will be dealt with in accordance with ACM's Student Conduct and Discipline Policy. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

2.2 By enrolling at ACM, students have confirmed their commitment to comply with ACM's rules, regulations and procedures. Students are expected to maintain familiarity with these rules, regulations and procedures and with this Code throughout their enrolment.

2.3 ACM takes GDPR responsibilities seriously, ensuring personal data on our teaching and learning platforms is secure and confidential. We encrypt user data and regularly review our practices to maintain compliance.

3. CODE OF CONDUCT

3.1 Webcams must be switched on and ideally sited against a neutral background. A virtual / blurred background may also be used. Online learning activities should be conducted in a suitable, quiet area. If no such area or webcam background is available, or if there is a valid reason why their webcam should not be switched on, students must contact their module tutor in advance of the lesson to seek agreement. Students should note that agreement may only be given in exceptional circumstances.

3.2 Content and subject matter should strictly relate to teaching and learning. Students must avoid personal comments to maintain a professional and respectful learning environment. Discussions must remain focused and productive, promoting effective education and preventing potential misunderstandings or conflicts.

3.3 Language must be professional and respectful at all times, including any language used by persons in the background, whether they are enrolled participants in the learning and teaching or not.

3.4 Students must wear suitable clothing at all times, as should anyone else who might be visible on screen in the student's shared spaces.

3.5 Students should be mindful of any personal information that may be on their computer desktop. Before sharing their screen, computer desktops should be cleared of any materials that will not be used. The deliberate or inadvertent sharing of any material that may be deemed inappropriate or offensive will be dealt with under the appropriate disciplinary procedure.

3.6 Students are expected to respect and observe ACM's rules and regulations at all times while engaged in online learning activities.

3.7 Students are expected to present themselves professionally and respectfully in every aspect of academic life, including online platforms. This includes the use of appropriate profile pictures and biographies.

3.8 If a student's behaviour is deemed to be in breach of this Online Code of Conduct, they will be removed from the class, or the tutorial or session will be ended, and the student will be subject to investigation in accordance with ACM's Student Disciplinary Policy.

3.9 Breaches from staff and/or tutors will be subject to investigation in accordance with the appropriate disciplinary procedure.

4. ONLINE LEARNING INVOLVING VULNERABLE ADULTS AND STUDENTS UNDER 18 YEARS OF AGE

4.1 All one-to-one online learning activities involving vulnerable adults or students under the age of 18 must be agreed in advance with parents/carers. Such activities must then take place only at the days/times agreed with parents/carers, and only when they or another responsible named adult are present.

4.2 All classes/tutorials will be recorded and backed up onto an approved safe, secure workspace to provide a record and to protect both the tutor and the student.

4.3 The Designated Safeguarding Lead (DSL) will be consulted regarding the safeguarding protocols applied to the online workspace.

4.4 In addition to being subject to investigation, any breaches of this Code involving vulnerable adults or students under 18 years of age will be reported immediately to the Designated Safeguarding Lead.

5. RELEVANT POLICIES AND DOCUMENTS

Internal

- Learning, Teaching, Assessment and Attainment Policy
- Student Charter
- Student Discipline Policy
- Safeguarding Policy

External

- Data Protection Act 2018
- General Data Protection Regulation (GDPR)

6. DOCUMENT OWNER AND REVIEW

6.1 This Code is under the responsibility of the Academic Board. The responsible committee will ensure the cyclical review of this Code is carried out under ACM's Quality Assurance Framework.

7. DOCUMENT HISTORY AND NEXT REVIEW

7.1 This Code of Conduct applies to Academic Year 2026-27

Version	1.0
Approved	01 September 2026
Approved by	Academic Board
Next review	August 2027