Standard Operating Procedure (SOP) Student Code of Conduct and Online Etiquette

This SOP defines the **student code of conduct and online etiquette**, covering expected behaviors, respectful communication, digital citizenship, academic integrity, proper use of technology and social media, privacy and security guidelines, consequences of misconduct, and strategies for conflict resolution. It aims to foster a positive, respectful, and safe learning environment both in-person and in digital settings.

1. Purpose

To establish clear guidelines for student behavior, communication, and digital conduct within the learning community.

2. Scope

This SOP applies to all students participating in any institution-sponsored educational activity, whether in-person or online.

3. Expected Behaviors

- Demonstrate respect and courtesy toward peers, instructors, and staff.
- Participate actively and constructively in all learning activities.
- Comply with all institutional policies and instructions from faculty or staff.
- Avoid disruptive or inappropriate behavior in physical or virtual environments.

4. Respectful Communication

- Use polite, inclusive, and positive language at all times.
- Listen and respond constructively to others' ideas and opinions.
- Avoid sarcasm, bullying, harassment, or derogatory comments.
- Refrain from using all caps (shouting), excessive emojis, or informal abbreviations in academic communications.

5. Digital Citizenship

- Behave ethically and responsibly when using digital tools and platforms.
- Report inappropriate content or behavior to appropriate authorities.
- Respect the digital rights and property of others (e.g., do not share or plagiarize content).
- Protect your own and others' digital identity and privacy.

6. Academic Integrity

- Complete all assignments and assessments honestly, without cheating or plagiarism.
    - - Properly cite all sources and collaborators.
- Refrain from unauthorized collaboration on individual assignments.
- Do not share or distribute assessment materials or answers.

7. Use of Technology & Social Media

- Use digital devices and platforms solely for educational purposes during class.
- Do not post, share, or forward inappropriate, harmful, or confidential material.
- Maintain professional boundaries in online interactions with peers and instructors.

8. Privacy and Security

- Keep personal login credentials confidential.
- Follow institutional policies on data privacy, security, and acceptable use.
- Do not record, screenshot, or share class content without prior consent.

9. Consequences of Misconduct

Type of Misconduct	Possible Consequences
Disruptive behavior	Warning, removal from session, parent/guardian notification
Inappropriate communication	Formal reprimand, meeting with administration
Academic dishonesty	Failed assignment/exam, disciplinary review
Misuse of technology/social media	Restriction of access, disciplinary action, possible suspension

10. Conflict Resolution Strategies

1. Attempt direct, respectful communication to resolve minor issues.
2. Seek support from instructors or staff when necessary.
3. Engage in mediation processes offered by the institution if conflicts escalate.
4. Follow formal grievance or complaint procedures as a last resort.

11. Review & Acknowledgement

All students are required to read, understand, and comply with this SOP. A signed acknowledgement may be required at the start of each academic term.

12. Revision History

Date	Version	Description	Approved By
2024-06-30	1.0	Initial release	Administration