ADDENDUM TO STUDENT HANDBOOK

Student Code of Online Classroom Conduct & Professional Behavior

Attendance

1. Attendance policies required for regular in-school classes apply to online classes. Please refer to specific course syllabi for details, as well as the school catalog which can be downloaded from our website: https://www.hunterbusinessschool.edu/wp-content/uploads/2020/02/Hunter-Business-School-Catalog-02-20.pdf
2. Even though no regular face-to-face classes are required in online courses, instructors are able to track your activities online, will be taking daily attendance several times per class and will maintain a detailed record of your attendance which will affect your grade and perhaps continued participation in school.

Dress Code & Professional Behavior While Online

Students are expected to be respectful of the online classroom environment with suggested dress similar to regular academic classes & the following online professional behaviors:

1. Dress Code
   - Clothing that is appropriate for the virtual classroom: polo shirts, button down shirts, blouses, t- shirts, sweatshirts, or sleeveless dresses or shirts with straps no less than 3" wide.
   - Clothing that is inappropriate for the online classroom: hats, shirts with offensive logos or messages, ripped or torn clothing, pajamas, etc.
2. Follow all Hunter Business School acceptable use policies for technology resources.
3. Be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other's ideas.
4. Keep your image "live" during class sessions. It is important to make eye contact into your camera to demonstrate your commitment to learning to your classmates and teacher.
5. Microphone Awareness
   - Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV sounds, whispering, chewing, sneezing, and tapping your pen or pencil, etc. so please keep distractions to a minimum or mute your microphone. It is preferable that you find a quiet place in your home to isolate and be free from distraction.
6. Camera Awareness
   - During periods of synchronous online classes, it is required that you be live on camera the entire time that the class is in session. Instructors will be cognizant of your presence and are required to maintain an ongoing record of your adherence to this policy. This is really the only way instructors can verify your attendance and credit you for the full time of the class. There will be consequences for violating this policy which can lead to dismissal from the course and school.
7. General Online Etiquette
   - Avoid side conversations and multitasking.
   - Save your meals and snacks for between your classes; eating during class is generally frowned upon and being in an online classroom is no different.
   - When in doubt, pretend you are in your regular academic classroom and put your best 'virtual' foot forward!

Interactions with Faculty and Staff

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. Use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff. These actions are prohibited.

5. Students must use their Hunter Business School email address only in this educational environment. If profile pictures are used it should be a headshot of the student only and may not be offensive or inappropriate in any manner.

Interactions with Other Online Classmates

1. All communications with other online students in any forum, course related email, discussion post, etc., must be polite, courteous, respectful and be of a course-related nature.
2. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy that is accepted as part of our institutional code of ethics.
3. Do not collaborate with other students (work with) on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so.
4. Parents may not login to a student account and complete coursework on behalf of the student.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

Appropriate Use of the Internet

1. Students are subject to all local, state, and federal laws governing the Internet and will be subject to disciplinary action that may result in removal from course(s) and school if violated.
2. Protect your privacy and that of others by:
   - Not giving out personal information including full names or contact information.
   - Only uploading or using images where you have permission from the people in those images.
   - Not giving out your password(s).
3. Protect and respect the hard work of others by:
   - Only uploading images, music, videos or other digital content that is created by you or is not subject to a copyright and follow copyright procedures when using any digital content.
   - Ask permission and cite sources
4. Talk to your Instructor or another Hunter Business School Staff member if you:
   - Need help online.
   - Feel the welfare of others is being threatened by online activities.
   - Come across websites that are not appropriate for your school or project.
   - Feel uncomfortable by something someone writes or makes.