



# STUDENT CODE OF CONDUCT

**WORLDWIDE**  
SCHOOL OF ENGLISH



## Introduction Code of Conduct for Students

This Code of Conduct outlines the expected standards of behaviour for all students at Worldwide School of English.

### 1 Respect and Inclusivity

*Respect for Others:*

Treat all individuals with dignity and respect, regardless of their:

- Age, gender, sexual orientation, gender identity, ethnicity, religion, disability, socioeconomic background, or any other personal characteristic.
- Academic, personal, or professional viewpoints.

*Inclusive Environment:*

Create and maintain an inclusive learning environment where all students feel valued, respected, and safe.

Challenge discriminatory or disrespectful behaviour.

Be mindful of the impact of your words and actions on others.

Examples of unacceptable behaviour include but are not limited to:

- Using derogatory language or making offensive comments based on:
  - Age, gender, sexual orientation, gender identity, race, ethnicity, religion, disability, socioeconomic status, or any other personal characteristic.
  - Making unwelcome sexual advances or engaging in sexual harassment.
  - Bullying, cyberbullying, intimidation, or creating a hostile environment for any student.

## 2 Academic Integrity

### *Honesty and Integrity:*

- Complete all academic work honestly and independently, unless explicitly permitted to collaborate.
- Acknowledge and properly cite all sources of information used in your work.
- Avoid plagiarism, cheating, and any other forms of academic misconduct.

### Examples of unacceptable behaviour include but are not limited to:

- Plagiarism: Submitting someone else's work as your own, without proper attribution.
- Cheating on tests or assignments e.g., Using unauthorized materials, copying from others, or fabricating data.
- Falsifying attendance or academic records.
- Inappropriate collaboration: Working together on assignments when individual work is required, without proper authorization.

### *Responsible Use of Resources:*

- Use all Worldwide School of English resources responsibly and ethically, including:
  - Library materials, technology, and equipment.
  - Online learning platforms and resources.

### Examples of unacceptable behaviour include but are not limited to:

- Damaging or misusing Worldwide School of English property, including equipment, technology, and library materials.
- Unauthorized access to WWSE systems or networks.
- Violating copyright laws by illegally downloading or sharing copyrighted materials.

### 3 Payments and Financial Responsibilities

#### *Payment Requirements:*

- Students must pay all required fees in full in order to access and continue using Worldwide School of English services.

#### *Accommodation and Extensions:*

- Students requesting accommodation or an accommodation extension must pay all required fees before the check-in date. Worldwide School of English cannot confirm or secure any accommodation services until all fees are paid.

#### *Consequences of Non-Payment:*

- Refusing or delaying payment may result in:
  - A formal warning, and/or
  - Cancellation or suspension of services.

#### *Student Responsibility:*

- It is the student's responsibility to ensure all payments are made on time as per the invoices, due dates, and payment instructions provided.

#### *Examples of unacceptable behaviour include but are not limited to:*

- Failing to pay required fees by the specified due date
- Requesting services (including accommodation) without completing the necessary payments.
- Delaying payment after multiple reminders from Worldwide School of English and refusing to pay outstanding fees while continuing to use services.
- Disrupting administrative processes due to repeated non-payment or late payments.
- Abusing, harassing, or threatening staff while refusing to pay outstanding fees.

## 4 Professionalism and Communication

### *Professional Conduct:*

- Attend classes and participate actively in discussions.
- Be punctual and prepared for classes.
- Adhere to all Worldwide School of English policies and procedures.
- Communicate professionally with administration and academic staff, and fellow students.
- Resolve conflicts constructively and respectfully.

### *Effective Communication*

- Communicate effectively and respectfully in all forms of communication, including:
  - Oral presentations, written assignments, and online discussions.
  - Email and other electronic communication.

### **Examples of unacceptable behaviour include but are not limited to:**

- Failing to respond to emails or other forms of communication from teachers or staff in a timely manner.
- Using inappropriate language or tone in communication with teachers, staff, or fellow students.
- Failing to adhere to Worldwide School of English policies and procedures.

## 5 Digital Etiquette

- Use digital devices responsibly and ethically.
- Do not engage in cyberbullying or share inappropriate content.
- Recording or taking photographs is not permitted without prior consent; any photography or filming must have the teacher's approval, and no other students may be included without their explicit consent.

Examples of unacceptable behaviour include but are not limited to:

- Sending harassing messages,
- Sharing explicit content, or
- Hacking into systems.
- Recording a class without the teacher's consent.

## 6 Online Behaviour

- Participate in online classes and forums respectfully and constructively.
- Use appropriate language and tone in all online communications.
- Protect your personal information and respect the privacy of others.
- Do not share or post offensive, inappropriate, or copyrighted content without permission.
- Follow the institution's guidelines for online conduct and digital security.

Examples of unacceptable behaviour include but are not limited to:

- Posting offensive comments,
- Sharing personal information without consent, or violating copyright laws.

## **7 Health and Safety**

*Safety and Wellbeing:*

- Adhere to all health and safety regulations on campus.
- Report any safety concerns or hazards to appropriate personnel.
- Maintain a healthy and respectful learning environment.

Examples of unacceptable behaviour include but are not limited to:

- Consuming alcohol or drugs on campus
- Smoking in non-designated areas.
- Ignoring safety warnings or procedures.

## **8 Consequences of Violations**

- Violations of this Code of Conduct may result in disciplinary action, up to and including:
  - Verbal Warning
  - Written Warning
  - Suspension
  - Expulsion

## **9 Review and Updates**

This Code of Conduct may be reviewed and updated periodically by the Worldwide School of English.