

NOVA LMS

Code of Conduct for Instructors and Students

1. Purpose and Scope

This Code of Conduct establishes mandatory standards of professional behavior for all **Instructors (Tutors, Facilitators, Mentors)** and **Students** using the NOVA LMS platform.

Its objectives are to:

- Protect students, instructors, and the platform from abuse, exploitation, and misconduct
- Ensure a safe, respectful, and effective online learning environment
- Maintain instructional quality and academic integrity
- Enable accountability, moderation, and dispute resolution
- Safeguard NOVA LMS from legal, reputational, and operational risk

This Code applies to **all activities conducted on or in connection with NOVA LMS**, including live classes, recorded sessions, messaging, assessments, feedback, and support interactions.

SECTION A: INSTRUCTOR CODE OF CONDUCT

2. Professional Standards of Conduct

Instructors on NOVA LMS are expected to conduct themselves as **professional educators** at all times.

Instructors must:

- Act with integrity, honesty, fairness, and respect
- Maintain appropriate professional boundaries with students
- Deliver instruction competently, responsibly, and in good faith
- Comply with all applicable laws, platform policies, and contractual obligations
- Represent NOVA LMS in a manner consistent with its educational mission and values

Unprofessional, abusive, manipulative, or exploitative behavior will not be tolerated.

3. Teaching and Learning Responsibilities

Instructors are responsible for providing a high-quality educational experience.

This includes:

- Teaching prepared, relevant, and accurate content aligned with the course description
- Treating all students equally regardless of age, gender, race, religion, nationality, disability, or background
- Encouraging respectful discussion and constructive participation
- Providing clear explanations, guidance, and feedback
- Avoiding misleading claims, false credentials, or exaggerated outcomes

Instructors **must teach**, not intimidate, harass, belittle, or emotionally manipulate students.

4. Student Treatment and Safeguarding

Instructors must:

- Maintain a respectful, supportive, and safe learning environment
- Refrain from any form of harassment, discrimination, or abusive language
- Never engage in sexual, romantic, suggestive, or inappropriate communication with students
- Avoid coercion, favoritism, threats, or retaliation
- Immediately report any safeguarding concerns to NOVA LMS administration

Any behavior that places a student at risk will result in immediate disciplinary action.

5. Communication and Platform Exclusivity

To ensure transparency, moderation, and user protection:

All instructor–student communication must occur exclusively within NOVA LMS.

Instructors are strictly prohibited from:

- Requesting or encouraging communication via WhatsApp, Telegram, Facebook, Instagram, Discord, email, phone calls, or any external platform
- Sharing personal contact details with students
- Moving lessons, discussions, or support off the platform
- Conducting private, unrecorded tutoring sessions outside NOVA LMS

This policy exists to:

- Protect students from exploitation or grooming
- Ensure academic accountability
- Enable dispute resolution and moderation
- Prevent fee circumvention and platform abuse

Violations will be treated as serious misconduct.

6. Confidentiality and Data Protection

Instructors must:

- Respect student privacy and confidentiality
- Not record, share, distribute, or reuse student data or content without authorization
- Not publish class recordings or student work outside NOVA LMS
- Comply with applicable data protection and privacy laws

7. Prohibited Instructor Conduct

The following actions are strictly prohibited:

- Harassment, bullying, discrimination, or hate speech
- Soliciting money, gifts, or favors from students
- Academic dishonesty (plagiarism, selling answers, falsifying assessments)
- Misrepresentation of qualifications or expertise
- Circumventing platform systems, payments, or policies
- Encouraging students to leave the platform
- Any conduct that harms NOVA LMS, its users, or its reputation

SECTION B: STUDENT CODE OF CONDUCT

8. Student Responsibilities and Expectations

Students are expected to:

- Treat instructors and peers with respect and professionalism
- Participate honestly and responsibly in learning activities
- Follow course rules, schedules, and assessment guidelines
- Communicate appropriately using platform tools

- Refrain from harassment, abuse, or disruptive behavior

Students must engage in learning respectfully and in good faith.

9. Student–Instructor Interaction

Students:

- Should communicate with instructors only via NOVA LMS
- Must not request or pressure instructors to use external platforms
- Must respect professional boundaries
- Should report any inappropriate instructor behavior immediately

Instructors are required to **teach and support students**, not intimidate or misuse authority.

10. Academic Integrity

Students must not:

- Cheat, plagiarize, or submit work that is not their own
- Share answers, credentials, or restricted materials
- Misuse recorded content or platform resources

Violations may result in disciplinary action.

SECTION C: PLATFORM ACCOUNTABILITY AND ENFORCEMENT

11. Monitoring and Moderation

NOVA LMS reserves the right to:

- Monitor communications and activities on the platform
- Review recorded sessions, messages, and interactions
- Investigate complaints, reports, or suspicious activity
- Enforce this Code at its sole discretion

This is done to protect all users and maintain platform integrity.

12. Reporting Misconduct

Any user may report misconduct through NOVA LMS reporting tools or support channels.

Reports may include:

- Abuse or harassment
- Boundary violations
- External communication attempts
- Academic dishonesty
- Any behavior violating this Code

All reports are handled confidentially and fairly.

13. Consequences of Misconduct

Violations of this Code may result in one or more of the following actions:

For Instructors:

- Formal warning
- Temporary suspension
- Permanent removal from the platform
- Withholding of earnings where contractually permitted
- Reporting to relevant authorities if required by law

For Students:

- Warning or restriction of access
- Suspension or termination of account
- Invalidated assessments or certifications

Severe violations may result in **immediate termination without notice**.

14. Acceptance and Compliance

By using NOVA LMS, all instructors and students:

- Acknowledge that they have read and understood this Code
- Agree to comply fully with its terms
- Accept that failure to comply may result in disciplinary action

15. Amendments

NOVA LMS reserves the right to update this Code of Conduct at any time. Continued use of the platform constitutes acceptance of any revisions.

