

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Zoom Policy

Code of Conduct for Online Instruction

A&J Zoom meetings & Blackboard content is solely intended for those enrolled and employed.

All A&J standard classroom policies are to be upheld by all students utilizing the distance learning format.

Attendance – Students must type the word “HERE” in the chat room upon entering the meeting. This will be used to verify attendance. Students must register under their legal name or name on file with their local union. An alias or AKA will not receive attendance credit. The existing attendance policy is applicable to online training.

Chat Room – The first 10 minutes of class will strictly be used for attendance. After the first 10 minutes, the chat room can only be used for questions pertaining to the course material or Blackboard. In consideration of students who have legitimate questions, the chat room cannot be used as a platform for social discussion. All chats are recorded and subject to later review.

Camera & Participation – Students are required to have cameras on and visually engaged in class for the entire duration, no exceptions. Students are expected to enter class meetings on time and participate in open discussions and live quizzes when prompted by the instructor. Quizzes will not be scheduled. Instead, they will be administered spontaneously to ensure student engagement for the duration of the meeting.

Environment – Students must do their best to create a suitable environment for distance learning. One that will not be a distraction for the individual or classmates. It is never acceptable to enter a class meeting while driving a vehicle. This will result in immediate dismissal. It is neither safe nor conducive to class participation or completion of assignments and quizzes.

**For tips on creating a space suitable for distance learning click [HERE](#).*

Behavior and Etiquette – Students are on live camera and all meetings are recorded and cataloged for later review. Students are not allowed to appear anonymous, therefore the use of avatars is not acceptable. There will be zero tolerance for abusive or offensive behaviors. These behaviors include sharing of inappropriate materials, creating negative images of meetings, using screenshots or screen recordings of instructors or fellow students, causing distractions and the use of offensive language or gestures. Background images shall not be of an offensive, political, or distracting nature.

Clothing and Appearance – Appropriate clothing must be worn for the entirety of class. A sleeved shirt is required. Students wearing tank tops or shirtless will be dismissed from the meeting and will not receive attendance credit. Clothing with offensive language or images will also result in dismissal.

Complaints – Legitimate complaints, questions or concerns must be addressed privately in an email to the instructor and will be passed on to the appropriate personnel if necessary.

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Discussions during class regarding complaints, concerns and inquiries that do not pertain to the course material will be considered a class disruption and treated as such. Class time is not a forum for unrelated discussion to class material.

Discussion of Politics - Class is a neutral learning space. The discussion of politics, of any sort, will result in immediate dismissal from the meeting.

Disciplinary Action – Failure to follow this policy will result in immediate dismissal from the meeting and possible suspension from online training. All incidents will be reviewed by A&J administration and the student's local JATC.