



# Purple Ruler Learner Handbook and Code of Conduct

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## Introduction

The Purple Ruler Learner Handbook and Code of Conduct outlines the expectations and responsibilities for all learners to create a safe, respectful, and productive learning environment. Adherence to this code ensures that everyone in our community can achieve their full potential in a supportive and inclusive atmosphere. This document provides comprehensive information on the rules and expectations for Purple Ruler online school classes, as well as guidance on accessing support and communicating with the team.

# Getting Started

## Accessing Online Classes

To begin, [please download Google Chrome](#) as your web browser. You will access your classes on a platform called LessonSpace, which functions optimally with this browser.

You will receive a lesson email reminder 24 hours before your class, as well as an email with a lesson link 30 minutes before the session starts. Clicking on this link will open your LessonSpace classroom.

💡 If you're struggling to open the link, try right-clicking the link button - then select copy, and paste it into a new Google Chrome tab.



Dear Samantha McMurdie ,

This is Reminder for your lesson at Purple Ruler.

**[Class ID]**

ABBA-Y11-ENGLISH-G7

**[Class Time]**

2024-02-09 12:35:00 to 2024-02-09 13:35:00

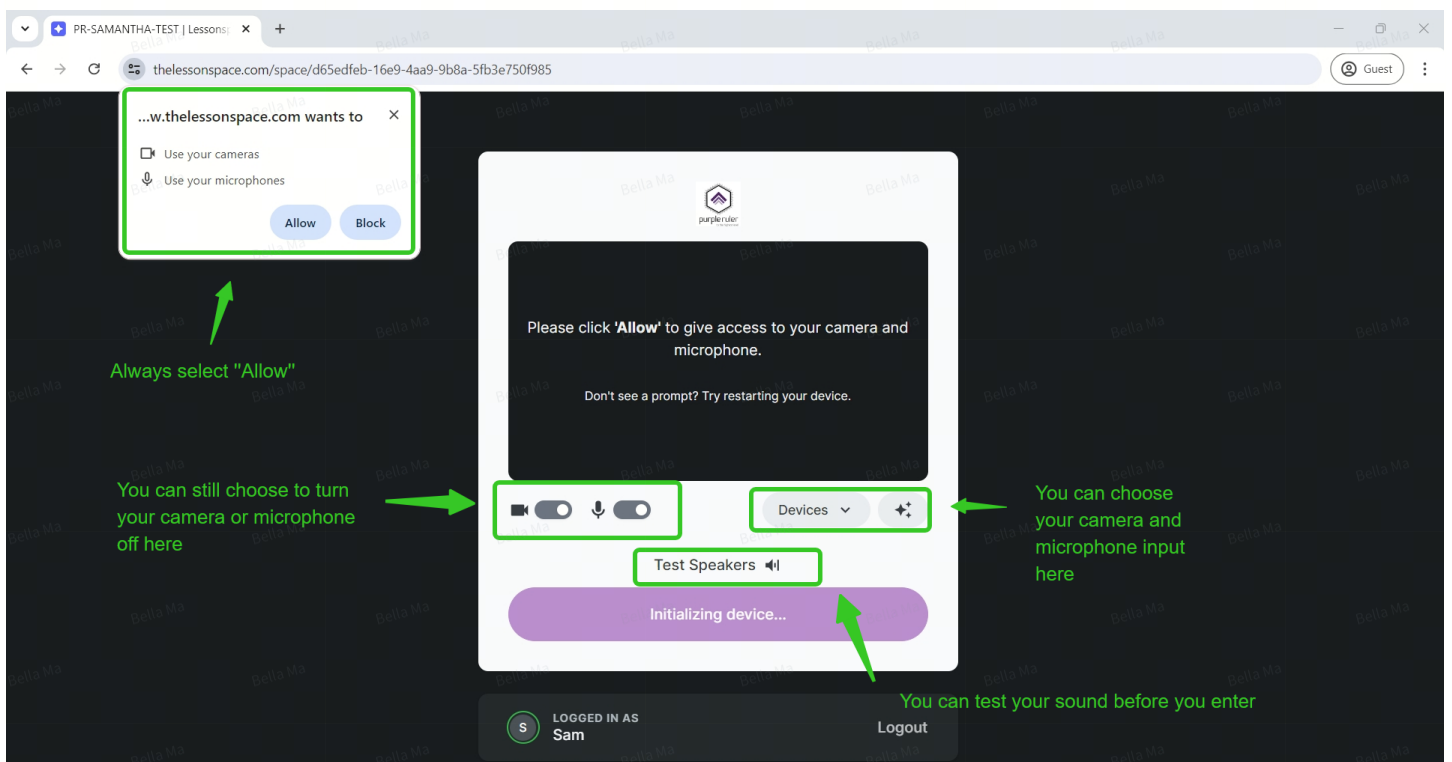
**[Subject]**

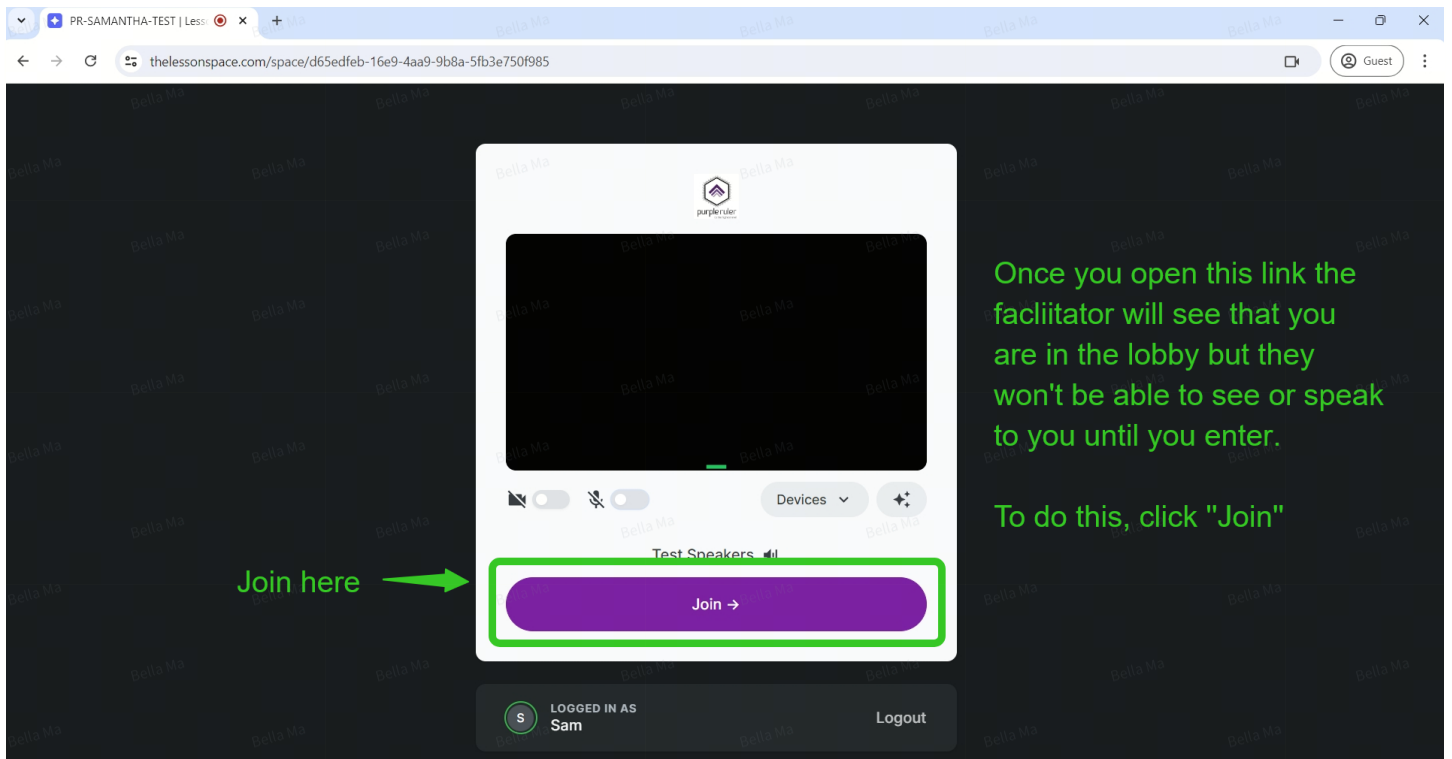
English Language

[Join Your Lesson Here](#)

# LessonSpace

- When you open the link you will see a box appear that asks you to provide LessonSpace with permission to access your microphone and camera. Always select "Allow".
- If you prefer not to use your microphone or camera, you can switch them off after you have granted permission.
- You can test your sound before you enter the class using "Test Speakers"
- You can select your input devices (camera and microphone) using the 'Devices' button.

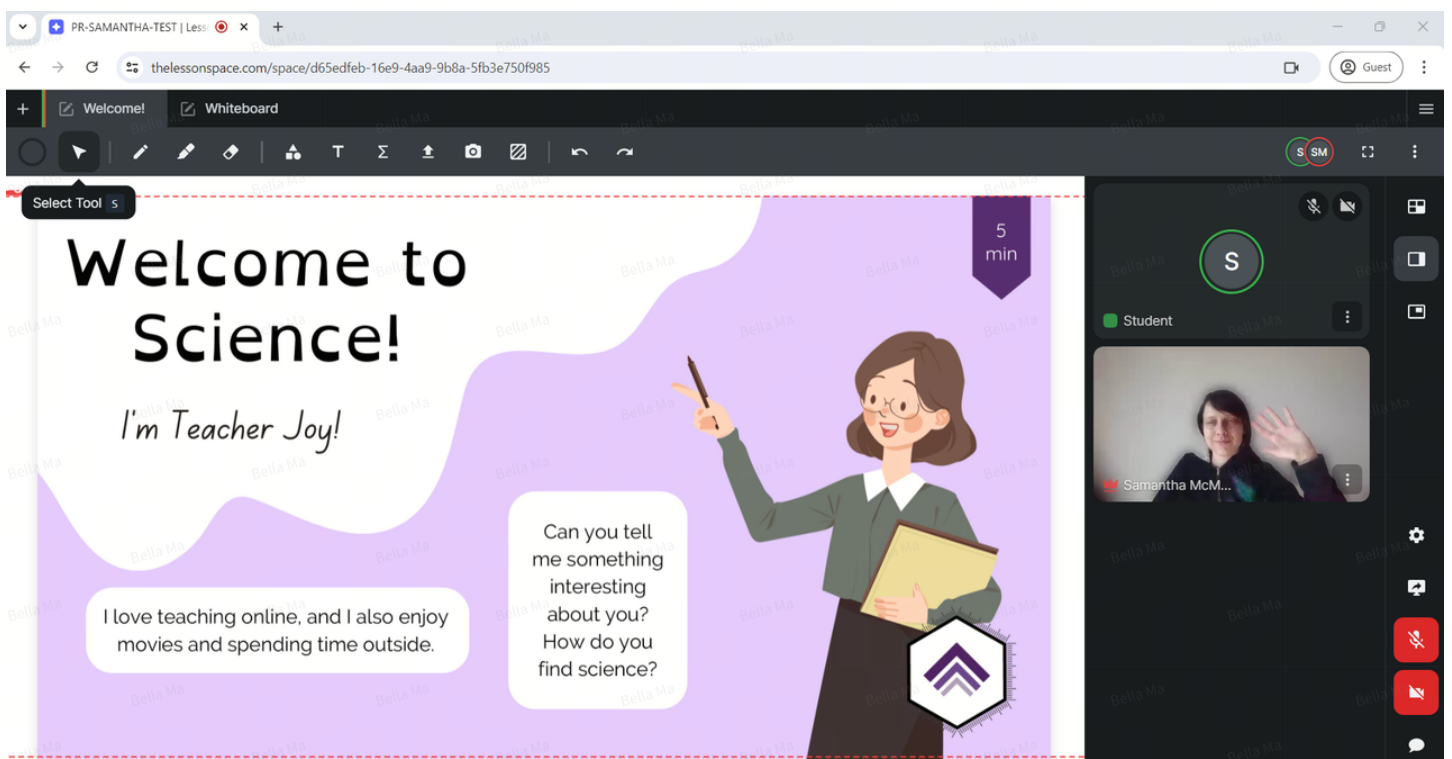




While it is not compulsory, we do encourage the use of your microphone and/or camera to facilitate better communication and more productive sessions.

If you are more reserved or uncomfortable, you are welcome to interact using the chat box. Additionally, you can utilise the highlighter, drawing, and typing tools to engage with the lesson material.

This is what you will see when you enter the classroom. Your facilitator camera view is on the right, and the toolbar is at the top. You can view the right-hand side toolbar for settings, like muting your microphone or turning on your camera.



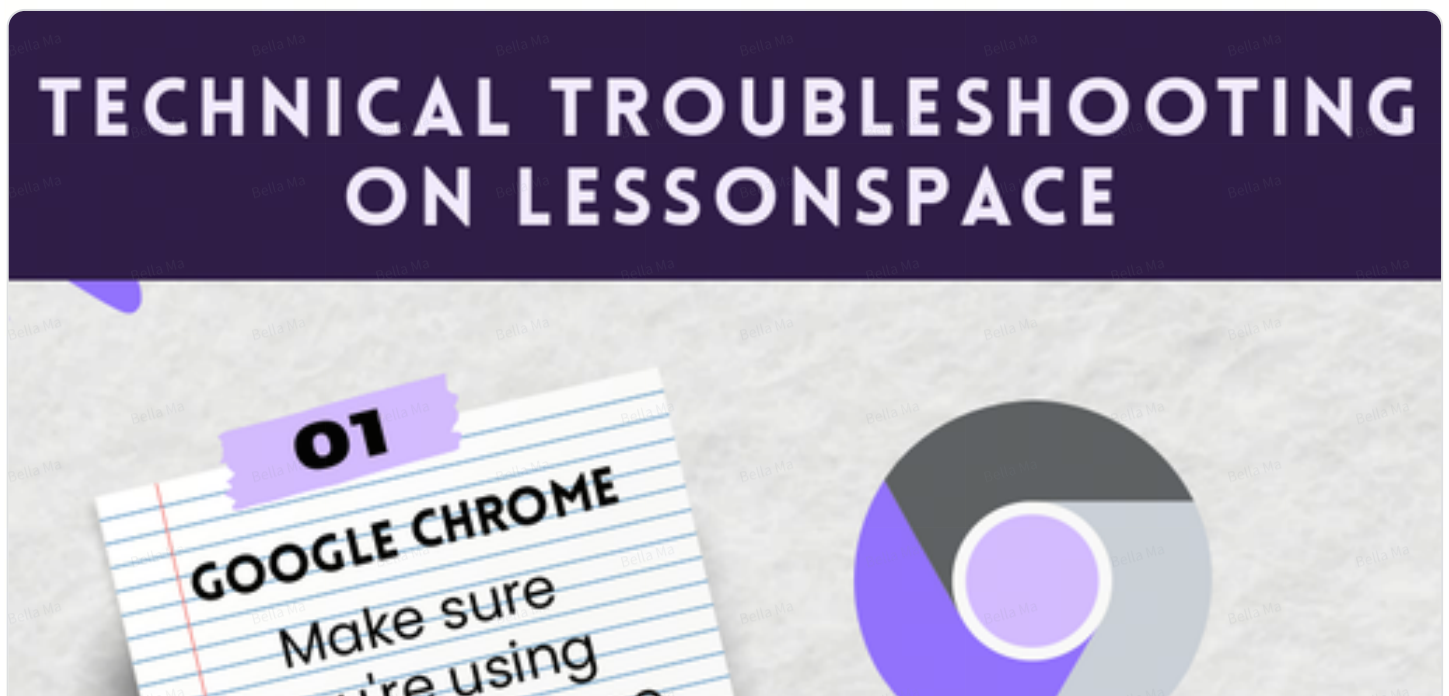
# LessonSpace Tools

You can view the guide below to understand the LessonSpace tools.



## Technical Issues

If you experience any technical issues, please keep the following tips in mind.





your  
Google Chrome



**02**

**CHECK YOUR CAMERA +  
MICROPHONE**

Powered on?

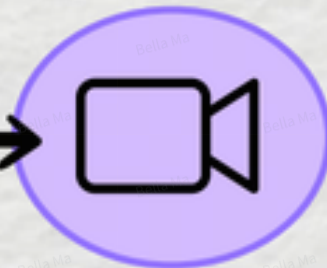
Plugged in?

Installed?

**03**

**CHECK PERMISSIONS**

Click the camera  
button next to the  
web address URL bar



**04**

**CHECK YOUR INTERNET  
CONNECTION**

Do you have signal?

Power?

Plugged in?

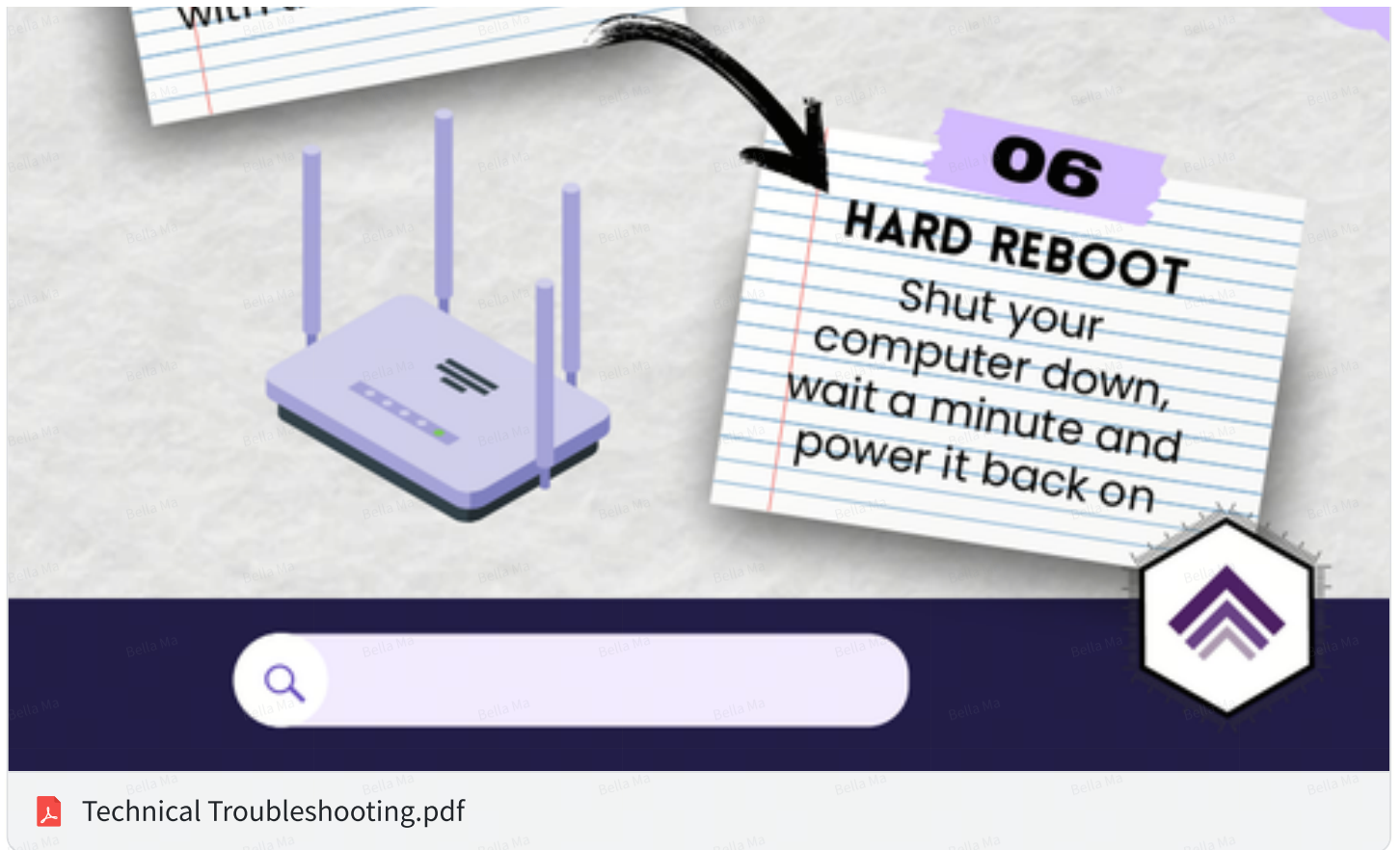


**05**

**REFRESH**

Refresh your  
Chrome tab  
with this button





While it is best to join your lessons from a desktop PC or laptop, you can also join the session on your mobile phone or tablet. The interface will differ slightly, requiring you to switch between slides, but you will still be able to attend and participate, which is the most important aspect.



For assistance with troubleshooting technical issues on **tablets** or **mobile phone devices**, [refer to this guide here](#) 📱➡️📱

## The Support Team

If you are experiencing issues that you can't resolve with the troubleshooting guides above, or you are unable to access your lesson using your lesson link, let us know.



You can email our support team for assistance at [support@purpleruler.com](mailto:support@purpleruler.com)

Purple Ruler will maintain regular communication with host schools and/or parents regarding your progress. This includes updates on your academic achievements and participation in sessions.

We care about you as an individual. We aim to identify and help you develop the skills and acquire the knowledge you need to achieve your goals.

Facilitators will frequently check in with you to discuss your preferred focus areas, needs, and preferences. Please provide us with as much information as possible to tailor our sessions to your optimal learning style.

To help us support you in reaching your potential, it is important to review the Learner Code of Conduct outlined below.

# Code of Conduct

## General Expectations

### 1. Respect and Courtesy

- Treat all members of the organisation, including peers, staff, and visitors, with respect and courtesy.
- Follow the instructions of facilitators and staff promptly and respectfully.
- Respect the opinions, beliefs, and rights of others.
- Respect the diverse backgrounds and perspectives of peers.
- Use polite and appropriate language in all forms of communication.
- Engage positively in school activities.

### 2. Integrity and Honesty

- Be honest in all academic and personal matters.
- Complete all work independently unless collaboration is explicitly permitted.
- Refrain from cheating, plagiarism, and other forms of academic dishonesty.

### 3. Attendance and Punctuality

- Attend all scheduled classes and school activities punctually.
- Inform the school promptly of any absences and provide valid reasons. If you can't attend a session, [follow this link and complete the form to submit your leave request](#).
- Participate actively and responsibly in class activities.
- Use the chat and other communication tools constructively.
- Avoid disruptive behaviour that interrupts the learning of others.
- Submit assignments and homework on time and to the best of your ability.



- Refrain from sharing harmful or inappropriate content with peers, members of staff or anyone associated with the school.

#### **4. Dress Code**

- Learners should wear neat, clean, and appropriate attire that is respectful and non-distracting during online classes.
- Avoid clothing with offensive language, images, or logos.
- Shirts, blouses, or tops must have sleeves and cover the shoulders, chest, and midriff.
- Learners should avoid wearing pyjamas or sleepwear, as well as overly tight or see-through clothing.
- Learners must ensure that their background is free from any inappropriate or distracting items.

## **Classroom Behaviour**

### **1. Engagement and Participation**

- Actively participate in class discussions and activities. Whether this be verbally, in the chat box, or using the LessonSpace tools to contribute.
- Complete all assignments and homework on time.
- Come prepared with the necessary materials and a positive attitude towards learning.

### **2. Respect for the Learning Environment**

- Follow instructions given by all members of staff.
- Follow all rules and instructions outlined in the classroom agreement.
- Refrain from disruptive behaviour that interferes with teaching and learning.
- Be proud of your achievements and celebrate the success of others.
- Respect everyone's opinions, listen to others, and allow everyone to take part in learning.
- Respect the digital learning space and avoid using the LessonSpace tools in a manner that causes distraction.

## **Digital Conduct**

### **1. Responsible Use of Technology**

- Under no circumstances may you share your login details, Purple Ruler URL links or organisational content with individuals outside of the school.
- Refrain from accessing or sharing inappropriate content on the platform. This includes typing in the LessonSpace chat box, as well as sharing inappropriate or irrelevant images.
- Use the platform responsibly and for your own educational purposes only.

## Safety and Well-being

### 1. Health and Safety

- Recognise that everyone has the right to learn and the right to feel safe in their environment.
- Do nothing to endanger anyone's health, safety, or secure online learning environment.
- Do not promote or display items, behaviours or actions that are considered inappropriate or harmful for your health (or the health of others). This applies to your messages and camera view in online classes, as well as other parts of the learning platform.
- Follow all online health and safety guidance set by the school.
- Report any hazardous or unsafe behaviour to a member of staff immediately.

### 2. Substance Abuse and High-Risk Behaviour

- While the academic curriculum includes content that can be interpreted as sensitive, such topics must always be reviewed in a balanced and ethical manner in relation to the subject requirements.
- It is our responsibility to prepare learners for the real world, which means addressing uncomfortable and controversial topics in a safe learning environment with strong ethical guidance.
- Where sensitive topics arise that are not related to the curriculum or lesson requirements, facilitators must proceed with caution.
- The encouragement of criminality and inappropriate behaviour is not permitted.
- The discussion of criminality and inappropriate behaviour is permitted in relation to specific curriculum context.
- Any discussions outside of the approved curriculum that could negatively impact the learning or development of other learners and staff are not permitted.
- Learners must refrain from the use, possession, distribution, or discussion of illegal substances, alcohol, or tobacco.

- Learners must report any incidents of substance abuse to a trusted adult or school authority.

### **3. Bullying and Harassment**

- Report any incidents of bullying to a facilitator or staff member.
- Support peers who are being bullied by reporting incidents and offering support.
- Avoid engaging in or encouraging bullying behaviour.

## **Bullying and Harassment**

Bullying in any form, including cyberbullying, is strictly prohibited. Bullying can include, but is not limited to:

- Verbal abuse
- Name-calling
- Spreading rumours
- Verbal or physical threats
- Threats or actions of violence
- Exclusion from groups
- Cyberbullying
- Intimidation
- Harassment
- Mocking
- Making offensive jokes
- Sexual harassment
- Racial discrimination
- Sharing private information without consent
- Sending threatening messages or messages intended to cause harm
- Deliberate exclusion from online activities
- Creating and/or sharing harmful or inappropriate content.

## **Cyberbullying and Online Safety**

- Do not engage in cyberbullying or any form of online harassment.

- Be tolerant of others irrespective of race, gender, sexuality, disability, age, or religion.
- Protect your personal information and respect the privacy of others. Do not share private or sensitive information, or request this information from others.
- Show tolerance and acceptance of everyone.
- Report any incidents of cyberbullying directly to the school

**!** Report any incidents of bullying or harassment to the school by speaking to your facilitator or submitting via the [Bully Incident Record Form].

Your report will be treated as confidential, investigated and discussed with you to resolve the issue.

## Academic Misconduct

Academic misconduct encompasses behaviours that compromise the integrity of the learning process and the fairness of assessments.

1. **Plagiarism:** Presenting someone else's work, ideas, or words as one's own without proper acknowledgement. This includes copying text from a source without citation, using someone else's research findings without credit, and paraphrasing another's ideas without attribution.
2. **Cheating:** Engaging in dishonest practices to gain an unfair advantage in assessments. This includes copying from another learner during an exam, using unauthorised materials or devices during a test, and receiving help from others in completing assignments or exams.
3. **Collusion:** Collaborating with others inappropriately on assignments meant to be completed individually. This can involve working together on an essay or project and submitting it as one's own independent work.
4. **Fabrication:** Falsifying data, research results, or citations. This includes inventing data for a research project, altering experimental results to fit desired outcomes, and creating fake citations for sources that do not exist.
5. **Impersonation:** Taking an exam or completing coursework on behalf of another learner, or having someone else do so on one's behalf.

## Behaviour to Avoid in the Classroom

### Verbal Disruption



Verbal disruption in online lessons refers to any spoken or written communication that interrupts the flow of the lesson, distracts other learners, or hinders the learning process. This can include, but is not limited to the following:

- Speaking out of turn or without permission
- Making inappropriate or off-topic comments
- Using offensive or disrespectful language
- Engaging in side conversations during the lesson
- Repeatedly interrupting the facilitator or other learners
- Shouting or making excessive noise that disrupts the learning environment

## **Chatbox Misuse**

Chatbox misuse in online lessons refers to any inappropriate or disruptive use of the chat feature that distracts from the learning environment or hinders the educational process. This can include, but is not limited to the following:

- Posting inappropriate or offensive comments
- Sharing irrelevant or distracting images
- Engaging in off-topic conversations
- Spamming or flooding the chat with repeated messages
- Using disrespectful or hurtful language
- Sharing personal or sensitive information without consent
- Posting links to inappropriate or unrelated content

## **Whiteboard Misuse**

Whiteboard misuse in online lessons refers to any inappropriate or disruptive use of the whiteboard feature in LessonSpace that interferes with the teaching process or distracts other learners. This can include, but is not limited to the following:

- Drawing or writing inappropriate or offensive content
- Scribbling or marking over instructional material
- Erasing content added by the facilitator or other learners without permission
- Using the whiteboard for off-topic or irrelevant purposes
- Creating distractions by changing the content or layout

- Posting images or messages that are not related to the lesson

## Bullying

Bullying in online lessons refers to any intentional, repeated behaviour that causes harm, intimidation, or distress to another learner. This can include verbal, physical, or emotional abuse conducted through digital platforms. Examples of bullying in an online learning environment can include, but are not limited to the following:

- Sending threatening or abusive messages through the chatbox or private messages
- Making derogatory or offensive comments aimed at an individual
- Spreading rumours or false information about a learner
- Excluding someone from online group activities or discussions
- Mocking or making fun of a learner's contributions or questions
- Sharing private information or images without consent
- Creating and sharing harmful or inappropriate content about a learner

## Consequences for Misconduct

Everyone is different and learns in their own way. At the start of every course, your facilitator will work with you to create a unique set of rules that apply to your course.

The classroom agreement is created with the class so that everyone has input in deciding the best rules. The purpose of the classroom agreement is to help you achieve your full potential, and create the ideal learning environment for everyone.

**Here is an example of a class agreement:**

# CLASS AGREEMENT

1. Unmute your microphone to share or use the chat box
2. If you need to leave class, please ask permission
3. Appropriate language and discussion only!
4. No use of cellphones in session (except Kahoot)
5. Learn, and give everyone this opportunity

**RESPECT EVERYONE!**



Failure to follow the class agreement will be considered an infraction of the code of conduct, and could result in consequences.

## Consequences for Minor Infractions

In the case of minor infractions, your facilitator will have a discussion with you to better understand where you might be experiencing challenges, and how to help you.

- You might review the classroom agreement and session goals with your facilitator.
- The facilitator will clarify the session expectations and help you complete the session.
- If the behaviour continues, you will receive a verbal warning.
- The school captures information regarding your academic progress and behavioural concerns in the form of lesson reports which will be shared with your host schools and/or guardians.

## Consequences for Major Infractions

In the event of repeated minor infractions that cause disruption to learning, as well as major infractions, further steps will be taken.

- This could result in your temporary suspension from school activities and referral to the school disciplinary committee.

- Possible expulsion may be considered in the most severe cases.

## Conclusion

The Purple Ruler Learner Handbook and Code of Conduct provides you with a comprehensive framework to ensure a safe, respectful, and productive learning environment. By adhering to these guidelines, you can contribute to a positive school culture where mutual respect and personal integrity are paramount. Our community thrives on the principles of respect, courtesy, honesty, and active participation, fostering an inclusive and supportive atmosphere.

We encourage you to engage fully in your educational journey, taking advantage of the resources and support available. Adhering to the Code of Conduct is not just about compliance but about embracing values that promote personal growth and academic success. By following these guidelines, you help create a collaborative and dynamic online learning experience, where every individual has the opportunity to achieve their full potential.

As you navigate through the Purple Ruler online school experience, remain committed to upholding these standards and supporting your peers. Together, we can build a community that is conducive to learning, growth, and mutual respect. Thank you for being an integral part of this journey and for your dedication to maintaining the high standards set forth in this handbook.