



Code of Conduct - Online Music Production

Welcome to the Online Music Production Course!

To ensure a positive and productive learning environment for everyone, we expect all participants to adhere to the following **code of conduct**:

1. **Respect others:** Treat all staff and fellow participants with kindness and respect. Listen actively and value diverse opinions and ideas.
2. **Be prepared:** Come to each session ready to learn. Have your materials, software, and any required equipment ready to ensure a smooth experience.
3. **Participate actively:** Engage in discussions, ask questions, and contribute to group activities. Your participation enhances the learning experience for everyone.
4. **Stay on topic:** Keep discussions relevant to music production and the course material. This helps maintain focus and ensures that everyone benefits from the session.
5. **Use appropriate language:** Communicate in a respectful manner. Offensive or inappropriate language will not be tolerated.
6. **Follow instructions:** Adhere to the guidelines and instructions provided by the instructors. This includes technical requirements and deadlines for assignments.
7. **Protect your privacy:** Do not share personal information such as your full name, address, or contact details in the chat or during video sessions. Participants must not contact or share any content with staff over social media.
8. **Be supportive:** Encourage your peers and celebrate their successes. Constructive feedback is welcome, but it should always be delivered in a supportive manner.
9. **Report issues:** If you encounter any problems or feel uncomfortable during the course, please report it to staff immediately. Parents can share concerns directly with WSM and report any safeguarding issues immediately to the Assistant Head of West Sussex Music Paul Smyth on paul.smyth@westsussexmusic.co.uk
10. **Have fun and be creative:** Enjoy the learning process! Embrace your creativity and explore new ideas in music production.

Inappropriate behaviour will be dealt with in one or more ways:

1. The student may be reminded of expected behaviour and the code of conduct
2. The student may temporarily miss opportunities to fully participate
3. The parent/carer will be contacted and notified directly by WSM staff

Please note: Inappropriate behaviour may result in exclusion from the sessions. Course fees will not be refunded for missed sessions due to exclusion. By following this code of conduct, we can create a safe, respectful, and enjoyable learning environment for everyone.