



## **Student and Ethical Code of Conduct and Expectations**

### **Scope of Rules**

These rules exist for the purpose of establishing appropriate skills and instilling proper professional behavior in students entering the Cybersecurity profession.

These rules may be superseded, added to, or modified by the school or instructor offering or teaching the program, upon providing written notice to enrolled students.

The student understands that technology is developing and progressing at an exponential pace and the program reserves the right to amend and adjust course material and subject order according to market demand, current, and new industry standards.

### **Attendance and Equipment Requirements**

The student understands that attendance is a requirement of this Program.

Students must adhere to the following in order to receive a passing grade in this Course:

The student understands that at least 80% attendance is required to be eligible to receive a passing grade. Each class session must be attended, in full, in order for a student to receive attendance credit for that class date. Students who are more than 15 minutes late or leave with 15 minutes left with no prior communication with instructor(s) or the Student Success Manager will have points deducted from the overall attendance score.

The student understands that communicating with instructor(s) and/or the National Admissions Advisor is required should the student miss class for any reason. Extenuating circumstances must be notified via email with the appropriate documentation. No makeup classes will be scheduled for unattended classes, nor extra credit offered for missed time.

The student understands that this Program is proud to use experienced digital and technology professionals. As a result, there may be rare occasions when an instructor is occupied with a meeting or another professional matter. While such an event is unlikely, in such circumstances a substitute Instructor will be assigned, otherwise, students are required to wait a minimum of 25 minutes past the class start time (unless otherwise informed). If an instructor has not arrived by that point, students are free to leave and students will receive an attendance credit for that class.



## Hardware Requirements

The student understands that it is the responsibility of the student to bring a working laptop computer and charger to each class session with the minimal specifications, according to Program standards. The student also understands that it is the responsibility of the student to ensure access to standard stable Internet or Wifi for the duration of this Bootcamp.

The student understands that the **minimum** specification requirement for a laptop to participate in this Course are as follows:

|  |                 |
|--|-----------------|
| <b>i7 Core Processor</b>                             | <b>Required</b> |
| <b>16 Gigs of ram</b>                                | <b>Required</b> |
| <b>500 Gigs of HD</b>                                | <b>Required</b> |
| OS is possible, but Windows is strongly recommended. | Recommended     |
| External hard drive                                  | Recommended     |
| Second Monitor [if enrolled in a virtual class]      | Recommended     |

## Student Feedback

The student understands that feedback is a foundational element of the program and that participation is critical. The student understands that feedback helps us track student progress and respond to student needs directly. Feedback will always remain anonymous to the Instructor(s).

The student understands that each survey must be completed in order to obtain access to the next modules in the syllabus.

## Coursework and Grades

The student understands that this Course is scored on a **Pass | Fail** system, with a passing score being a cumulative grade of 70% or higher based on final exam score and instructor recommendation. .



The student understands that all assignments are to be turned in on the designated due date unless prior arrangements have been made with the instructor, in writing, at least 48 hours prior to the due date. If 48 hours prior notice is not provided, students must provide documentation of an extenuating circumstance for the cause of their late assignment in order to avoid penalties.

### Minimum qualifications to pass the Intro Course

|   | Minimum required to pass | Percentage of Final Grade |
|---|--------------------------|---------------------------|
| Final Exam  | 70%                      | 40%                       |
| Instructor Recommendation   | Positive recommendation  | 50%                       |
| Attendance  | 100%                     | 10%                       |
| A student who scores a 69% or below on the final exam may be admitted into the Extended program with a unanimous positive recommendation from the Instructor, Student Success Manager, and Senior Admissions Advisor. |                          |                           |

## Communication

There are 3 main methods of communication that should be used through the duration of this Program.

### 1. Slack

No later than the first day of class, there will be a Cohort Slack channel set up in order to communicate about things relating to the course, assignments, current events, and being available to assist, as needed, during off class hours.

### 2. Email

For any official communication or announcements, an email should be sent to all the relevant parties. [Examples: Absence from class, Late assignments, Concerns, Tutor requests, etc...]

### 3. Canvas

There is a section in Canvas where information pertaining to your entire Cohort will be announced. [Such as a reminder of an upcoming review session]. You may also use Canvas to privately communicate with your Instructor.

Students should recognize and acknowledge that the program instructors are full-time practicing professionals. Please allow at least 48 business hours for a response.



Students are expected to be professional and respectful towards instructors, administrators, guest speakers, and fellow students during all forms of communication and correspondence. Students have the right to be free of any action by another student that unduly interferes with the learning environment.

Failure to correspond or communicate in a professional and respectful manner during interaction with students, instructors, or administrators or failure to comply with federal regulations may subject the student to dismissal from the program.

### **Intellectual Property and Appropriate Use**

The student agrees to not, in any manner, directly or indirectly, for the student's own behalf or on behalf of any other person or entity, solicit, recruit, offer or otherwise provide services that are the same or similar to any of the programs offerings to any of the current or prospective program employees. The student also understands that the Course, nor any portion thereof, may be reproduced, duplicated, copied, sold, resold or otherwise exploited for any commercial purpose. For the avoidance of doubt, this provision shall be in force following any completion or cessation of Programs by students.

The student understands that recordings of the classes are not allowed and distribution of any provided recordings is strictly prohibited. All materials distributed are intended for the exclusive use of students who are enrolled in the American University Cybersecurity. The unauthorized showing, copying, distribution or uploading of the Program's copyrighted material, including those in the Zoom virtual environment, to anyone outside of the class is strictly prohibited. The student may not share any slides, videos, labs or resources with anyone who is not a student of this Cybersecurity Course.

The student understands and acknowledges that all Defensive and/or Offensive knowledge, techniques and tools are to be used in accordance with all state and federal applicable laws and ethical principles, as stated in the Ethical Code of Conduct.

The student agrees to refrain from the use of such knowledge taught for any illegal or inappropriate use and understands the responsibility of obtaining such knowledge and information meant only to be used for the greater good and protecting society from malicious cyber-attacks.

The student understands and acknowledges that all copyrights, trade secrets, patents, trademarks and other proprietary rights in the content and all modifications, enhancements and other works that are derivatives thereof shall be retained by the University provider and its affiliates.

The student understands that neither themselves nor any third party shall acquire any rights, expressed or implied, in either the Programs or modifications, enhancements, or works derivative.



The student understands that while there will be access to the recordings to review after class, that downloading of any classroom recordings is strictly prohibited.

### **Industry Certifications**

The student understands that industry certification prep is not included as part of the Course curriculum.

The student understands that while the knowledge gained in the Program will be useful in pursuing industry certifications, it should not be considered a sole source for exam preparedness.

The student understands that the certification exams are not conducted by the Program or on campus and require additional costs not included in the tuition.

### **Ethics and Plagiarism | Action Required**

Student understands that research and independent work on assignments must be their own. No assignments are considered “group projects” unless otherwise instructed. American University operates on a, “three strikes” policy. First and second offenses will be written up and associated assignments will receive a grade of Zero (0). Third offense will result in expulsion from the program, without refund.

The scope and responsibilities of an Information Security professional are diverse and afford a great deal of responsibility and trust in protecting the confidentiality, integrity, and availability of an organization's information assets. The services provided by an Information Security professional are critical to the success of an organization and to the overall security posture of the Information Technology community. Such responsibilities place a significant expectation on certified professionals to uphold a standard of ethics to guide the application and practice of the Information Security discipline.

The student herein agrees that all Defensive and/or Offensive knowledge, techniques and tools are to be used in accordance with all state and federal applicable laws and ethical principles. The student understands the responsibility of obtaining such knowledge and information is meant only to be used for the greater good and protecting society from malicious Cyber Attacks.

IT professionals, in their roles as protectors of a company’s data, are exposed to a wealth of private and confidential information. This will include a great deal of sensitive information, including but not limited to employees’ personal lives, communications between clients and sales or account relations personnel,



health insurance and medical records, payroll, matters of national security and much more. IT personnel are required to keep what they see to themselves, and they shall not use, sell, transfer, or otherwise make public any private information to which they may be exposed.

The student hereby agrees:


- 1) The student will accept responsibility in making decisions with consideration for the security and welfare of the community.
- 2) The student will not engage in, or be a party to, unethical or unlawful acts that negatively affect the community, their professional reputation or the Information Security discipline.
- 3) The student will protect confidential and proprietary information with which they come into contact.
- 4) The student will not misuse any information or privileges they are afforded as part of their responsibilities.
- 5) The student will not advance private interests at the expense of end users, colleagues, their employer, or the community and society at large.
- 6) The student will only use their technical knowledge to fulfill their responsibilities to their employers.
- 7) The student agrees not to use their technical knowledge to injure others, their property, reputation, or employment by false or malicious action.
- 8) The student agrees to respect intellectual property and will not steal or misuse copyrighted material, patented material, trade secrets, or any other intangible asset.
- 9) The student shall perform their duties with honesty, objectivity, due diligence, and professional care, in accordance with professional standards.
- 10) The student shall refrain from any activities which might constitute a conflict of interest or otherwise damage the reputation of or is detrimental to employers, or the Information Security profession.

Ganick Bazoungoula

10/9/2020

Student Name (Print)

Date

  
Student Signature

### Photo Release & Recordings | ACTION REQUIRED

The student understands that classes and phone conversations will be recorded for internal use and training purposes.

[SIGN HERE]





Please choose **one** option below:

- ☒ I, Ganick Bazoungoula [FULL STUDENT NAME], grant to the university and its authorized representatives permission to record my likeness through digital photography, film, video, or other means of recording. I further agree that any of the material photographed may be used, in any form, as part of any future publications, brochures, or other materials, in any format or medium, used for promotion or education, and further that such use shall be without payment of fees, royalties, special credit or other compensation.

---OR---

- ☒ I, Ganick Bazoungoula [FULL STUDENT NAME], decline the use of my photos in any external distribution.

### Emergency Contact | Action Required

The student understands that the University, and those who act on behalf of the University, will only utilize the emergency contact in cases where:

1. The student is unable to act on their own behalf relating to an emergency situation occurring during class.
2. The student has been absent for (3) consecutive sessions with no communication

Please print the information below clearly:

Emergency contact name Emmanuel Nsingani Relationship Friend  
Phone Number 7179565166 Email emmanuel.nsingani@gmail.com

### Agreement | ACTION REQUIRED

The student acknowledges, understands, and agrees to abide by the above Code of Conduct and classroom expectations.






The student understands that failure to comply with the Code of Conduct may result in disciplinary action and/or expulsion from the Course, without eligibility of refund.

Read, acknowledged and accepted by:

[PRINT FULL NAME HERE] Ganick Bazoungoula

[SIGN HERE] 

[DATE] 10/9/2020