



## Rules and regulations (Online Workshop)

### General Conduct:

1. **Punctuality:** Join the workshop at least 10 minutes before the scheduled start time to address any technical issues and be ready when it begins.
2. **Respectful Interaction:** Treat instructors, peers, and workshop staff with respect. No disruptive or disrespectful behavior will be tolerated.
3. **Full Participation:** Active participation in discussions, Q&A sessions, and coding exercises is encouraged and expected.

### Technical Requirements:

6. **Stable Internet Connection:** Ensure a stable and reliable internet connection to minimize disruptions during the workshop.
7. **Required Software:** Install any required software or tools (e.g., code editors, programming environments) as communicated by the workshop organizers prior to the session.
8. **Functioning Equipment:** Use a computer with a functioning camera and microphone. Audio and video must be tested before the workshop begins.

### During the Session:

9. **Mute When Not Speaking:** Keep your microphone muted when not speaking to avoid background noise. Unmute only when prompted by the instructor or during discussions.
10. **Use of Chat:** Utilize the chat feature appropriately—no spamming, unrelated conversation, or disruptive behavior.

**11. Raise Hand to Speak:** Use the “Raise Hand” feature or type “Question” in the chat/Pigeonhole Live when you wish to speak or ask questions.

**12. No Unauthorized Recording:** Do not record, screenshot, or distribute any part of the workshop without express permission from the organizers.

### **Assignments and Exercises:**

**13. Submission Deadlines:** Complete and submit tasks on time. Extensions may be granted only under exceptional circumstances and with prior approval.

**14. Original Work:** Ensure that all submitted code or projects are your own. Plagiarism or code copying will not be tolerated and may lead to removal from the workshop.

**15. Seek Help Responsibly:** Ask questions when necessary, but first attempt to solve problems independently.

### **Breakout Rooms and Group Work:**

**16. Collaborative Conduct:** Be respectful and cooperative during group work. Contribute equally and support team members when needed.

**17. Stay on Task:** Use breakout room time productively for workshop-related activities. Do not engage in unrelated discussions.

### **Code of Ethics:**

**19. Integrity and Honesty:** Approach all activities with honesty. Falsifying results, misrepresenting work, or engaging in dishonest behavior is prohibited.

**20. Respect for Diversity:** Be inclusive and respectful of all workshop participants, regardless of background, experience level, or coding proficiency.

## Technical Support:

21. **Report Issues Promptly:** Inform the technical support team of any issues with the platform or tools as soon as they arise to minimize disruptions.
22. **Backup Plan:** Have a secondary method of accessing the workshop (e.g., phone app or alternate device) in case of technical difficulties.

## End-of-Session Etiquette:

23. **Complete Feedback:** Participate in feedback surveys at the end of the workshop to help organizers improve future sessions.
24. **Stay Until Dismissed:** Remain online until the instructor concludes the session or indicates it is appropriate to log off.
25. **Follow-Up:** Review any additional tasks (If possible)

## Consequences of Violations:

- Failure to adhere to these rules and regulations may result in warnings, restricted access to workshop features, or removal from the workshop without refund (if applicable).
- Failure to attend three workshops without prior notification to the organizer will result in removal from all current and future Kids Learn Code workshops, unless an appeal is submitted to and approved by Kids Learn Code.

**Note to Students:** Adhering to these rules will ensure a smooth, productive, and enjoyable learning experience for everyone involved.