

## INTERNATIONAL BUSINESS UNIVERSITY (IBU)

### POLICY CONTROL

<b>Policy Number</b>	1021 (previously 117)
<b>Policy Title</b>	IBU Policy on Online Code of Conduct
<b>Policy Owner / Responsible Offices</b>	Office of the Dean
<b>Approval Authority</b>	Board of Directors
<b>Applies To</b>	All domestic and international students registered in a program at IBU
<b>Approval Date</b>	December 23, 2024
<b>Effective Date</b>	December 23, 2024
<b>Review Date/s</b>	January 2, 2026 (1st review)
<b>Revision Date/s</b>	-
<b>Revision Implementation Date/s</b>	-

### 1. INTRODUCTION AND BACKGROUND

The International Business University (“IBU”) seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, intellectual development, and the general good of society. The online standards of conduct outlined in this policy, together with other IBU policies, promote the safety and welfare of the university community by setting forth expectations of student behavior in online environments.

---

#### GENERAL PRINCIPLES

- **Be Respectful of Others.** Statements and actions that would be inappropriate in a traditional, in-person setting are also inappropriate in an online classroom.
- **Monitor Your Tone.** Read comments aloud before posting and be mindful of how they may be perceived by others.
- **Online Communication.** Communication in online environments occurs within an academic context and should reflect that setting.
- **Online Engagement and Class Participation.** Instructors will communicate expectations regarding frequency, quality, and timeliness of participation, and consequences for failure to participate, at the beginning of the course.

## 2. PURPOSE

The Online Code of Conduct has been prepared to define standards for online communication and behavior to protect the rights and safety of all. It applies specifically, though not exclusively, to the delivery and support of courses offered online by IBU. Online resources include all material that is accessed through a computer or telecommunications network.

In furtherance of this purpose, the policy establishes a clear framework for fostering respectful, professional, and inclusive conduct in online learning environments. It is intended to support effective teaching and learning, protect the dignity and well-being of all participants, and ensure that online academic activities are conducted in a manner consistent with IBU's institutional values, academic standards, and student conduct expectations.

## 3. POLICY STATEMENT

IBU is committed to sustainability, diversity, equality, and inclusion in the promotion of a safe and supportive environment for all. IBU's Online Code of Conduct defines standards of student behavior and makes provisions for student discipline with respect to conduct that jeopardizes the functionality and good working order of IBU's online academic programs and activities. While this policy defines online standards of conduct specifically, all IBU policies, procedures, codes of behavior, and rules also apply when using online

environments and communication. It is expected that all students conduct themselves in a professional and respectful manner while in online learning environments.

#### 4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU.

#### 5. DEFINITIONS

##### **Online Resources**

All material accessed through a computer or telecommunications network, including learning management systems, video-conferencing platforms, discussion forums, and university-supported communication tools.

#### 6. POLICY

---

##### 6.1 ONLINE COMMUNICATION

IBU utilizes its course delivery methods of in-class, hybrid and online education to support the achievement of its unique value proposition that is “personalized learning”. In the online or hybrid delivery methods, class interaction takes place through the use of technology. It is the responsibility of both the instructor and students to monitor and respond regularly to all course, campus community and other information on the My IBU web-based platform. Instructors will be responsible for setting out clear contact information and office hours for students at the beginning of the course.

Students and instructors are expected to familiarize themselves with the University’s “Guidelines and Practices for Course Delivery” found in the IBU Academic Calendar. As

well as attend IBU's Virtual Learning Orientation Course for both Students and Faculty developed and maintained by IBU's IT Director.

---

## 6.2 IBU'S STANDARDS FOR ONLINE CONDUCT

Students are responsible for:

- Complying with applicable IBU policies, procedures and guidelines.
- Treating everyone with respecting and dignity.
- Being punctual.
- Attending and participating fully in the online course. As a general rule, raise your hand and wait to be invited to speak by the instructor, unless other discussion norms have been outlined at the beginning of the course.
- Avoid interrupting the class.
- Limit background noise and distractions and keep your microphone muted when you are not speaking.
- Choose an appropriate workspace, while we understand this may be difficult, please try to find a quiet, professional space in your home where you can join the class.
- Please refrain from using online chats in online courses for conversations and topics outside the scope of the class.

---

## 6.3 ONLINE MISCONDUCT

Online misconduct includes, but is not limited to:

All members of the university community and students must familiarize themselves with IBU's

Student Code of Conduct, which details what type of conduct will not be tolerated, and which types of conduct are subject to sanctions. This also includes but is not limited to the following online misconduct:

- Bullying other students, faculty or IBU staff through technology including but not limited to: cellphones, social media, email, university chat rooms and online lectures.
- Engaging in activity that compromises the physical or emotional safety of others.

- Using or threatening to use a physical object to make other participants feel uncomfortable or unsafe.
- Being under the influence of drugs or alcohol during participation in an IBU academic online course or program.
- Using verbal comments to hurt other participants feelings or make participants feel uncomfortable.
- Damaging IBU property.

---

### 6.3.1 CODE-BASED HARASSMENT

Involves referring to or communicating with an individual or group in an unwelcome way based on a protected ground: race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

For example: using homophobic language in posts or messages.

### 6.3.2 SEXUAL HARASSMENT

---

Involves making unwanted remarks on the basis of sex, gender identity, gender expression or sexual orientation. Usually, present is a pattern of repeated behaviors such as offensive jokes, comments, display of inappropriate materials, or stereotyping; though a single serious incident can also be considered harassment.

For example: posting sexual images or making lewd or sexual gestures while on-camera.

### 6.3.3 PERSONAL HARASSMENT

---

Includes any behavior which, while not related to a protected ground, results in an intimidating, demeaning or hostile environment. It can include hostile or offensive comments, or it could mean intimidating or demeaning an individual or group. Personal harassment creates an uncivil, uncomfortable and unsafe learning environment for others and can distract people from their studies.

For example: sending irritated or angry messages to someone such as in all caps.

All members of the university community and students must familiarize themselves with IBU's Sexual Violence Policy.

---

## 6.4 SANCTIONS

All complaints of online misconduct must be submitted to the Office of the Dean/ Vice-President, in writing. Sanctions that may be imposed for misconduct are referenced in IBU's Student Code of Conduct. In addition to the sanctions outlined in the Student Code of Conduct, in the event of online misconduct, IBU may remove participant privileges and if necessary, in the sole discretion of the university, expel a participant if a participant does not behave appropriately in IBU's online courses or programs.

---

## 6.5 REPORTING

Any student or member of the university community who witnesses disruptive or disrespectful behavior online or in person including but not limited to behavior that is affecting the student's own learning; behavior that causes you to worry about the welfare or learning of others; behavior that is violent, aggressive, or hostile or behavior that is sexual, lewd, or inappropriate can take the following steps:

- Check-in with affected persons. If one of your peers is targeted by inappropriate behavior, check to see whether they're okay or in need of support. If you feel comfortable let them know about options for reporting.
- Remove yourself from the situation by choosing not to reply or engage with the persons who are disrupting your learning. If possible, leave the discussion group or chat and send an email to your instructor explaining why you left.
- Document. If the behavior is ongoing, the instructor is not aware, and/or would require evidence to prove, take screenshots and/or make a note about what you witnessed.
- Report the incident to the instructor and submit a formal complaint to the the Office of the Dean/ Vice- President in writing. Complaints can be submitted by email.

## 7. ROLES AND RESPONSIBILITIES

- **Dean/Vice-President (or delegate):** Oversight, monitoring, and intervention.
- **Director of Information Technology:** Technical support and system oversight.

- **Office of the Registrar:** Coordination of reporting and records.
- **Students:** Compliance with standards of online conduct.

## 8. REVIEW

This policy shall be reviewed periodically (once every 3 years) in accordance with the stated review date to ensure continued alignment with legislative requirements and institutional health and safety priorities.

## 9. COMPLIANCE PROCEDURES

Complaints of online misconduct must be submitted in writing to the Office of the Dean/Vice-President, which is responsible for investigation and resolution in collaboration with the Registrar.

## 10. EVALUATION AND QUALITY ASSURANCE

IBU will monitor the application of this policy to ensure consistency, fairness, and effectiveness in maintaining a safe and supportive online learning environment.

## 11. RELATED DOCUMENTS

- Student Code of Conduct
- Sexual Violence Policy
- Academic Calendar
- Guidelines and Practices for Course Delivery