



PARTICIPANT REMOTE LEARNING + PROFESSIONAL BEHAVIOR GUIDELINES

To support a positive, safe, and productive remote learning training environment for all in attendance, all participants are expected to follow the general *Participant Remote Learning & Professional Behavior Guidelines*. Participants who violate any of the following will be removed from the training and may be prohibited from attending future training. These Remote Learning Guidelines include, but are not limited to:

1. **Disruptive Behavior:** Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of the mode of delivery or class setting), or disrupts the general operation of training as well as any function authorized or supervised by trainers/vendors
2. **Narcotics/Alcohol:** Using and or being under the influence of alcohol and/or drugs while in attendance of training or any function authorized or supervised by trainers/vendors. Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remain illegal under federal law.
3. **Non-physical abuse,** threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive, or persistent that it alters the conditions of the learning environment.
4. **Knowingly falsifying, publishing, or distributing, in any form, material** that tends to impeach the honesty, integrity, virtue, or reputation of another person.
3. **Harassment and/or Discrimination:** Discrimination or harassment based on sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
4. **Violation of Rules and Directives:** Failure to comply with the rules and directives of instructors acting within the scope of their duties, including those directives issued to ensure the safety and well-being of others as well as the learning environment for others.
5. **Unacceptable Use of Network or System:** Unacceptable uses of any trainer/vendor owned or operated equipment, network or system including, unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.
6. **Communication and Collaboration** Review any communications from your instructor and familiarize yourself with any updates to the course structure, syllabus, communication preferences, etc. Make a list of your questions not yet addressed.
 - I. Some courses may ask that you join a live Zoom or Microsoft Teams meeting. You can join these meetings using your smartphone, tablet, or laptop. See student tech how-to for guides and tutorials on using Zoom.
7. **Attendance:** To receive a certificate of completion for the training, participants must attend the full training.

I, _____(participant), acknowledge that I have read and fully understand the Remote Learning & Professional Behavior Guidelines.

Participant Signature

Date