

CKH INTERNATIONAL SCHOOL

ONLINE STUDENT TERMS & CONDITIONS AND CODE OF CONDUCT

Official School Policy • Version 1.0 • Effective: 28 August 2026

Policy Owner	School Leadership / Administration
Applies To	All enrolled students and, where applicable, parents/guardians
Review Cycle	At least annually or when required
Status	Approved / Controlled Copy

School Motto

Empowering Minds, Transforming Futures.

1. Purpose and Scope

This policy establishes the standards of conduct, responsibilities and acceptable use expected of students enrolled at CKH International School, an online learning institution. It applies to live and recorded lessons, the learning management system, student and teacher portals, assessments, school communication channels, discussion forums, digital resources and other school-approved platforms.

2. Student Responsibilities

Students must attend lessons regularly, participate actively, complete learning activities on time, follow teacher instructions, maintain accurate account information, protect their login credentials and use school technology responsibly. Students are expected to take ownership of their learning and seek help when needed.

3. Online Classroom Etiquette

Students must join lessons on time, be appropriately dressed, use a suitable and quiet learning environment, mute microphones when not speaking, use chat appropriately, avoid interrupting others, and communicate respectfully. Cameras may be required during selected lessons or assessments where reasonably necessary for teaching, participation or safeguarding, subject to school procedures.

4. Respect, Inclusion and Anti-Bullying

CKH International School is committed to a safe, inclusive and respectful learning community. Bullying, cyberbullying, harassment, threats, intimidation, discrimination, hate speech, sexual harassment, impersonation and deliberately disruptive behaviour are prohibited.

5. Attendance and Punctuality

Students are expected to attend scheduled live lessons and complete required asynchronous activities. Repeated lateness, unexplained absence or non-participation may result in contact with parents/guardians and appropriate intervention.

6. Academic Integrity

Students must submit their own work and must not cheat, plagiarise, collude without permission, impersonate another student, share assessment answers, falsify records or use unauthorised assistance. AI tools may be used only when permitted by the teacher or assessment instructions and must never be used to misrepresent work as the student's own.

7. Assessments and Examinations

Students must follow all examination and assessment instructions, including identity verification, time limits, permitted materials and online-proctoring requirements where applicable. Breaches may lead to an investigation or academic sanction.

8. Technology and Acceptable Use

School systems are for lawful educational purposes. Students must not attempt unauthorised access, bypass security controls, share passwords, install malicious software, upload harmful files, disrupt services, or misuse another person's account or

information.

9. Privacy, Recording and Digital Content

Students must respect the privacy of classmates and staff. They must not record, screenshot, photograph, reproduce or distribute lessons, chats, student work or personal information without school authorisation and any required consent.

10. Communication

Students and parents/guardians should use official school communication channels. Messages must be courteous, relevant and sent at reasonable times. Students must not contact teachers through personal social-media accounts or other unauthorised channels for school matters.

11. Safeguarding and Student Welfare

CKH International School places student safety and wellbeing at the centre of online learning. Any concern involving abuse, exploitation, grooming, self-harm, threats, inappropriate adult contact or another safeguarding risk should be reported immediately through the school's designated safeguarding process.

12. Parent/Guardian Responsibilities

Parents/guardians of minors are expected to support attendance, provide a suitable learning environment and reliable internet/device access, encourage academic honesty, review school communications, support safe technology use and cooperate with the school when concerns arise.

13. Fees, Enrolment and Access

Students and parents/guardians must comply with the school's published enrolment and fee arrangements. Access to courses or services may be affected by outstanding fees, withdrawal or other enrolment conditions, subject to the school's applicable fee and refund policy.

14. Student Accounts and Security

Each student must use only their assigned account and must keep passwords and authentication information confidential. Suspected account compromise must be reported promptly.

15. Misconduct and Consequences

Depending on seriousness and circumstances, the school may use measures including a reminder, warning, parent/guardian meeting, restricted platform privileges, removal from a live session, academic sanctions, suspension or termination of enrolment. Serious matters may be referred to relevant authorities where appropriate.

16. Complaints and Appeals

Students and parents/guardians may raise concerns through the school's official complaints process. Academic or disciplinary decisions may be appealed where the relevant school procedure permits. Retaliation against a person who raises a genuine concern is not permitted.

17. Changes to the Policy

CKH International School may review and update this policy to reflect changes in educational practice, technology, safeguarding requirements, applicable law or school operations.

18. Acceptance

By enrolling at CKH International School, the student and, where applicable, parent/guardian acknowledge that they have read, understood and agree to comply with this policy and other applicable school policies.

Student & Parent/Guardian Acknowledgement

We confirm that we have read and understood the CKH International School Online Student Terms & Conditions and Code of Conduct and agree to comply with them and with other applicable school policies.

Student Name	
Student Signature	
Parent/Guardian Name & Signature	

Date	
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