



## APPENDIX B: ALX ONLINE COMMUNITY GUIDELINES

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This policy is reviewed periodically and any updates will be published on this website, effective upon posting. For significant changes, we may also notify you directly or highlight the update prominently.

### 1. Purpose

- 1.1. This appendix outlines the standards of behavior and ethical guidelines expected from learners when engaging in online and hybrid learning environments associated with ALX. It aims to:
  - 1.1.1. Promote a culture of academic integrity, digital safety, and collaborative ethics.
  - 1.1.2. Establish clear expectations for appropriate conduct, fair collaboration, and respectful communication in all ALX-related platforms.
  - 1.1.3. Protect the rights and contributions of all learners, especially in group work and public representation.
- 1.2. This appendix is a simplified and printable reference version of the full ALX Code of Conduct outlined in the Learner Policy. It is designed to help you quickly recall key principles, expectations, and acceptable behavior when engaging on our platforms. While it serves as a useful summary to keep on hand, the full Code of Conduct remains the official and comprehensive source. If anything is unclear, please consult the full policy document or reach out to ALX Support for clarification.
- 1.3. You waive any right you may have to receive specific notice of such changes or modifications, and your continued access to or participation in the Legacy Rewards program following any such changes or modifications confirms your acceptance. If you do not agree to these Terms of Use, you can choose not to use your Legacy Points or not redeem any reward.

### 2. Scope

- 2.1. This appendix applies to all learners and contributors engaging in activities or communication within the following platforms and tools:
  - 2.1.1. Learning Management Systems: e.g., Savannah
  - 2.1.2. Community Platforms: e.g., ALX E-Hub
  - 2.1.3. Event & Engagement Tools: e.g., Zoom, Microsoft Teams, YouTube, Slido, Kahoot, Menti, and similar

### 3. General Principles

- 3.1. Plagiarism (Academic Integrity): We take the integrity and authenticity of our learners' work very seriously. Do not copy or plagiarize internet content or the work of your online classmates.



For content submitted with data from the internet, always reference your sources and ensure that your content is organic. Should you use AI to produce material, be sure to reference it.

- 3.2. Be aware of cultural differences: Remember that members of the community may come from different cultures and backgrounds. Be respectful of these differences and avoid making assumptions or generalizations.
- 3.3. No spamming or self-promotion: Do not post promotional content or spam messages. Posting relevant links or content is acceptable as long as it is not excessive nor aggressive.
- 3.4. Keep it legal: Do not post any content that is illegal, promotes illegal activity, or violates any laws.
- 3.5. Digital inclusivity (Prohibited Behaviour): We believe that everyone has the right to a safe and respectful online environment, free from cyberbullying and other forms of digital abuse.
- 3.6. Use of AI for good: as AI becomes increasingly present in our daily lives, commit to finding ways that can help you and your peers improve your workflow.

#### 4. Collaborative Integrity & Group Work Ethics

- 4.1. We value teamwork, mutual respect, and fair recognition of each learner's contributions. To ensure integrity in group settings, the following conduct is not acceptable:
- 4.2. Using group work without consent: This includes pitching, submitting, or repurposing team projects (during or after the program) without the clear permission of all contributors.
- 4.3. Claiming shared work as individual: Submitting collaborative efforts as solo milestones or showcasing them in public portfolios without proper credit to teammates.
- 4.4. Excluding teammates from further development: Continuing a team project independently without informing or involving original collaborators.
- 4.5. Misusing shared materials: Using group-created code, assets, or ideas in other settings without consent or attribution.
- 4.6. Lack of clarity in roles and ownership: Not establishing or documenting responsibilities can lead to disputes and confusion.
- 4.7. Group work is a shared responsibility. We strongly encourage teams to agree early on about roles, expectations, and how shared work may be used in the future.

#### 5. Do's and Don'ts

- 5.1. A quick reference guide based on our Code of Conduct & CHAIR values

<b>Respect &amp; Inclusion</b> Aligned with: Humility, Courage, Integrity	
<b>Do's</b>	<b>Don'ts: Unacceptable Conduct</b>
Treat everyone with respect and kindness – be nice and inclusive.	Harass, troll, bully, or use derogatory or discriminatory language.

Respect the opinions, backgrounds, and identities of others.	Share personal information (your own or others') without consent.
Use respectful language and be mindful of tone in all communication.	Perpetrate or ignore public or private harassment, including unwanted messages or comments.
Report any inappropriate behavior or harassment to the ALX team	
<b>Academic Honesty</b> Aligned with: Integrity, Courage	
<b>Do's</b>	<b>Don'ts: Unacceptable Conduct</b>
Submit your own work. Show <i>Integrity</i> by being honest and original.	Plagiarize assignments or milestones — whether from the internet, peers, or past learners.
Credit all sources when using content or tools in your assignments.	Use AI, external content, or other tools without proper citation.
	Cheat or impersonate others in assessments or discussions.
<b>Professional Conduct</b> Aligned with: Initiative, Integrity	
<b>Do's</b>	<b>Don'ts: Unacceptable Conduct</b>
Keep your profile updated: use your real name and a clear photo of yourself.	Use channels for one-on-one DMs. Use private messages for personal chats.
Be clear and respectful when reaching out to ALX staff.	Impersonate another member (e.g., using their name/photo).
Support your peers with kindness and professional feedback.	Engage in actions that disrupt learning or teamwork.
<b>Digital Etiquette</b> Aligned with: Integrity, Adventure, Resilience	
<b>Do's</b>	<b>Don'ts: Unacceptable Conduct</b>
Post in the correct channels — read the description before posting.	Spam channels with irrelevant content or repeat posts.
Provide context when sharing links, resources, or asking for reviews.	Share copyrighted material or external group links (e.g., WhatsApp, Telegram).

	Post just a link or ask for help without explaining your request.
<b>Community Contributions</b> Aligned with: Initiative, Adventure, Resilience	
<b>Do's</b>	<b>Don'ts: Unacceptable Conduct</b>
Share your time, feedback, and support generously.	Dismiss others' questions or discourage new learners.
Participate in activities, discussions, and projects actively.	Disrupt the flow of conversations with unrelated or offensive content.
Be patient when waiting for support from staff or peers — everyone is learning.	

5.2. Violations of these guidelines may lead to corrective action as outlined in the Learner Code of Conduct. Actions may include written warnings, suspension, removal from the program, or further escalation in line with ALX policy.

## 6. HOW TO CONTACT US

Lot O2, Floor 1,  
 CentrePoint  
 Trianon  
 Mauritius  
 Email: [support@alxafrica.com](mailto:support@alxafrica.com)

You agree that the only way to provide us legal notice is at the above email and physical address.