

THE INSTITUTE OF CLASSICAL ARCHITECTURE & ART **CLASSROOM CODE OF CONDUCT**

PRIVACY PRACTICES

The Institute of Classical Architecture & Art (ICAA) endeavors to create the most effective learning environment to discover and disseminate knowledge and skills. To do so, our interactions, discussions, and activities must remain private and free from external intrusion. As members of our program community, we have obligations to each other to preserve privacy, cultivate fearless inquiry, respect the individual dignity of all, and refrain from actions that diminish others' ability to learn. Please note the following:

Use of learning materials

All program materials (handouts, presentations, etc.) are for use in this program only. You may not upload them to external sites, alter them, share with others outside of this program, or post them without the ICAA's written permission.

Sharing student information

Student work, discussions, and all other forms of student information related to this course are private and may not be shared with others. The ICAA will not provide students with the personal contact information of other participants, staff, instructors, or teaching assistants without the express permission of those individuals. If someone agrees to share their contact information with an individual student, this information may not be distributed to others.

Sharing program information with others

Sharing private information about the ICAA community (including discussions, activities, presentations, student work, etc.) with others for the purpose of inviting external attention, intrusion, ridicule, or harassment is a breach of trust and not permitted.

Sharing program experiences on social media

Program participants are welcomed and encouraged to share their experiences on social media in order to promote and increase the visibility of the ICAA's educational programs as long as they do not share the identities, personal details, or work of other participants. By tagging the ICAA's instagram account, @classicism_org, posts may be reshared to the ICAA's full audience on that platform.

STUDIO POLICIES & CONDUCT

All participants are responsible for knowing and following ICAA studio rules. The following are offered as reminders of critical items.

During Class Hours

1. Each student is responsible for his or her own workspace and for respecting the workspace of others. Keep your space (floor, desktop and tabletop) orderly and clean and be mindful of others work areas.
2. Keep valuables secured. Ask before borrowing items. Promptly return them.
3. Our workspace is a public room and is to be treated and decorated in a respectful, professional manner. Indecent, uncivil, or disrespectful material is not permitted.
4. An effective learning environment involves mutual encouragement and thoughtful critiques among students when work is going on in the classroom. Each student learns from his or her peers in the studio as much as they learn from lectures or desk critiques.

EQUITY, DIVERSITY & INCLUSION

The ICAA is committed to greater equity and inclusion in all aspects of our organization and programming. We share that commitment and strive to maintain a positive learning environment based on open communication, mutual respect, and non-discrimination. In this class we will not discriminate based on race, color, sex, age, economic class, disability, veteran status, religion, sexual orientation, gender identity, or national origin.