



# CLTI Code of Conduct – online programmes

# Code of Conduct

## Introduction

All registered users of the online learning platform are required to read this Code of Conduct when they log in for the first time. Please note that the conditions apply to the whole duration of your course and if you breach any of the conditions, CLT International may regard this as misconduct.

This document contains the following topics:

- Security
- Communication
- Copyright
- Information we collect
- Disclaimer

If you have any questions about the conditions, please feel free to contact us at [cltinternational@centlaw.com](mailto:cltinternational@centlaw.com).

## Code of Conduct

### Security

Each individual is responsible for the security and use of their username and password, and you must not disclose your username or password to anyone else. You are also not allowed to use the account, username or password of any other user.

You must not misuse the online learning platform by knowingly introducing viruses, trojans, worms, logic bombs or other material that is malicious or technologically harmful. You must not attempt to gain unauthorised access to the online learning platform, the server on which the platform is stored or any server, computer or database connected to the platform. You must not attack the online learning platform via a denial-of-service attack or a distributed denial-of-service attack.

CLT International will report any such breach to the relevant law enforcement authorities and we will co-operate with those authorities by disclosing your identity to them. In the event of such a breach, your right to use the platform will cease immediately.

CLT International will not be liable for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programmes, data or other proprietary material due to your use of the platform or to you downloading any material posted on it, or on any website linked to it. You should ensure that you have appropriate protection against viruses and other security arrangements in place when using the internet.

### Communication

When using the communication facilities on the online learning platform you must:

- Respect other people's views and beliefs
- Only post comments that are appropriate to the particular discussion
- Remember that you are conversing with real people, so it is important to communicate in a polite manner

This will create a friendly and positive learning environment for all delegates and tutors. By posting messages in any forum on the online learning platform you are granting a licence to CLT International to reproduce the content of your post(s), and you are also granting a licence to other users to download or copy the content in accordance with these conditions.

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When using the communication facilities on the online learning platform, you must not:

- Post anything abusive, defamatory, obscene or otherwise illegal
- Copy or forward e-mails or any other private messages without permission
- Include material that is confidential or the copyright of which is owned by someone else, unless you have first obtained permission
- Post material that contains viruses or other programs that might disrupt CLT International's systems
- Post any advertising or promotional material
- Behave in an impolite or offensive manner

CLT International reserves the right to remove, vary or amend any of the content that appears on the platform at any time and without prior notice.

When posting messages or submitting assignments on the online learning platform you must give due acknowledgement for material quoted from other sources, both within the platform and elsewhere.

### Copyright

CLT International is the owner, or the licensee, of all intellectual property rights in our site, the technical infrastructure relating to them, and in the learning material published on them.

For the purposes of this agreement, 'learning material' means the online course reading, assignments, specimen examination papers, podcasts, webinars and all other material produced in support of a learning programme. Those works are protected by copyright laws and treaties around the world. All such rights are reserved.

Subject to the restrictions set out below, you may access the learning material, including the online course reading, on the site using two computers and you may print and save one copy of the learning material for your own personal and non-commercial use only. No other use is permitted without our prior written consent. In particular, you may not use any part of the materials on our sites for commercial purposes or distribute the content of the learning material (whether in hard or digital copy) to third parties without obtaining our prior written consent.

You must not modify the paper or digital copies of any materials you have printed off or downloaded in any way, and you must not use any illustrations, photographs, video or audio sequences or any graphics separately from any accompanying text. You must not reproduce any part of the material or transmit it to or store it in any other website or disseminate any part of the material in any other form, unless we have given you prior permission in writing that you may do so.

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Further, you are not allowed to download or print the material, or extracts from it, in a systematic or regular manner or otherwise so as to create a database in electronic or paper form comprising all or part of the material appearing on this site.

CLT International's status (and that of any identified contributors) as the authors of material on our sites must always be acknowledged. No trademark, copyright or other proprietary notices contained in or appearing on material from our site should be altered or removed in whole or in part.

CLTI reserves the right, in its discretion, to determine whether there has been a breach of these restrictions. When a breach of these restrictions has occurred CLTI may take such action as is deemed appropriate.

Failure to comply with the restrictions as laid out above constitutes a material breach of the CLTI Code of Conduct and consequences may include the following actions being taken:

- Immediate, temporary or permanent withdrawal of your right to use the learning material
- Legal proceedings for reimbursement of all costs on an indemnity basis (including, but not limited to, reasonable administrative and legal costs) resulting from the breach
- Further legal action that may be deemed appropriate
- Disclosure of such information to law enforcement authorities as CLTI feels is reasonably necessary

### Information we collect

In order to use the online learning platform you must have 'cookies enabled' on your web browser. By accepting these conditions you agree to allow certain information about you to be collected from the platform, through the use of cookies.

Cookies are small file structures used by the platform to 'request' information from the computer you are using. This information is then returned to the platform and stored. The types of information we collect may include usage statistics, for example when users last logged in to the system, when they accessed certain activities, or when they uploaded their assignments.

We use this information to help improve the platform's services by ensuring that the material and content of the courses accord with the users' requirements and also to make sure users are not having problems with accessing the platform or material.

The usage statistics are visible to the administrators of the platform.

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### Disclaimer

Whilst CLT International will endeavour to ensure that this online learning platform is available 24 hours a day, it will not be liable if, for any reason, the site is unavailable at any time or for any period. Access to this site may be suspended temporarily and without notice in circumstances of system failure, maintenance or repair or for reasons beyond the control of CLT International.

This platform may contain links to other websites outside of CLT International's control; CLT International is not responsible for the content of these sites. CLT International gives no guarantee that these links will work all of the time and it exercises no control over the availability of the linked sites. Likewise, references and links to any such websites must not be taken as an endorsement by CLT International of opinions expressed on those sites or services provided by those sites. CLT International takes no responsibility for the privacy policies of any linked websites.