

Remember that you will need to adhere to the [University General Conditions of Use of Computing and Network Facilities](#).

This document contains the University's approach to netiquette, and provides guidance to students on what to expect from staff and good online behaviour.

In this highly unusual year, engagement with staff and peers online will be an important part of your educational experience, so it's worth reading this guidance to ensure everyone can make the most of online learning opportunities.

### Guidance to students:

#### General:

- Make sure you have prepared a suitable space for your online lesson and be ready to start on time. Consider the use of appropriate virtual backgrounds.
- Do not screen record sessions, take pictures of the screen or session using phones and other devices, unless you have specific permission to do so. Sessions will be made accessible to you.
- When using the chat or discussion boards, do not post comments or do anything that might be considered disruptive, disrespectful, discriminatory against, or bullying and harassment of, another member of the University community.
- Behave in your online teaching session as you would in face to face scenarios, refrain from inappropriate behaviour, language, and remarks
- Dress appropriately when online, as you would for a face to face session
- Do not share any web links to online sessions with anyone outside of the Class
- Do not invite anyone else to share the session
- Do remain engaged in the session, and when posting questions or comments in the chat or discussion board make your questions relevant, and any comments are constructive or helpful
- **Your Personal and Group Tutorial sessions will not be recorded.**

### Online Sessions:

- **Always log in with your University credentials**
- Your Lecturer will share expectations for the session with you including:
  - o How and when to use chat and the raise hand function,
  - o If using whiteboards, what to post to these as well as the language used in quizzes, particularly open choice
  - o Whether or not you should mute your microphones unless speaking
  - o Whether or not you should have your webcam on or off at the start of each session, you may always choose to switch them on voluntarily.
- You must not write anything inappropriate in the chat area or breach the University's rules on [Student Conduct](#)
- Respect other people's contributions and ideas
- **If the session is being recorded you will be prompted to consent, if you do not wish to be recorded you may leave the session or you may continue to participate with your camera and microphone off.**
- Make members of your household aware when you are in a class or meeting online so that (as far as possible) you are not disturbed