Code of Conduct Online Teaching and Classroom Participation 2020/2021

This code of conduct establishes guidelines for teaching and learning via remote environments, or any form of education that relies primarily on IT services. The term e- resources is used throughout the code to refer to any type of tool, resource, or platform that may be utilized for educational purposes.

For students

1. Remote classroom

a) Set up your own study space well in advance of a remote lesson. Make sure you can work quietly, in an environment where you can focus without being disturbed by family members or housemates.

b) Be aware that you are on camera, use professional language when speaking during remote teaching sessions, and conduct yourself in a respectable manner, in line with face-to-face teaching – towards your peers and your teacher.

c) Comply with the rules your teacher will establish inside the online classroom, e.g., your audio/video settings and how to ask questions or interject during a live session.

2. Communication outside of remote classrooms

a) Respect the methods and times established by your teacher for contact hours.

b) Abide by the rule on professionalism in all electronic education-related communications.

c) Frequently check your e-mail and other communication channels provided by LanguageUK to stay up to date with any changes or new information shared with you by your teacher or LanguageUK at large.

3. Accessibility

a) Where possible, make use of the software provided/recommended by LanguageUK to avoid technical issues.

b) Inform us in advance if you do not have access to a stable internet connection, and/or a desktop/laptop/mobile device on which you can attend sessions and hand in assignments.

4. Privacy & General Data Protection Regulation Compliance

a) It is prohibited to share documents and/or communication that are exclusive to the course with outsiders or third parties.

b) It is prohibited to take screenshots of, or record any of the e-resources used within the course. The teacher may, however, choose to record sessions for students to watch remotely or to use for subsequent groups for educational purposes. The teacher will clearly announce it in advance if a session is recorded. The sessions will not be distributed to third parties outside LanguageUK and will only be stored in and made accessible only through LanguageUK platforms. Exceptions can be made if explicit permission is given by all who appear in the recording.

c) You may inform your teacher if you do not wish to be filmed/recorded and can subsequently choose to turn off your webcam. You still need to meet attendance requirements.

d) Student will handle privacy issues responsibly.

5. Tips to avoid unnecessary pressure on the network

a) Do not send or circulate videos

b) You can turn off incoming videos to save bandwidth.

c) Turn off your microphone unless you are speaking. In meetings with multiple people, the teacher may use the 'Mute All' button to enforce this.

d) Do not use the background blur if it is not completely necessary.

e) Turn off your video unless it is necessary (e.g., only the presenter/teacher needs to have their video on).

f) Do not use live captions unless necessary.

6. Consult with fellow students

a) Students who want to consult with each other via a secure app can download the 'Teams' app from

the Microsoft website. You can then log into the app with languaegeuk.com e-mail and password, which is provided by LanguageUK only.

b) To not increase the pressure on the network unnecessarily, we ask you to consider the above tips when using the Network.

For teachers

1. Formal clarity

a) Clearly inform students on what e-resources you will be using.

b) Explain what the e-resources will be used for.

c) Inform students how their data will be used and stored. Remember to delete data when the retention period expires.

d) Instruct students on how to work with, and/or access these e-resources.

2. Assignment clarity

a) Specify in advance how, where, and when students must upload their online assignments.

b) Use standardized software/files as much as possible to minimize technical issues for students.

3. Information on communication

a) Instruct students on how you will communicate with them, and how they should communicate with you – via LanguageUK e-mail address and on Teams, etc.

b) Please stick to the normal schedule as much as possible when it comes to available virtual office hours. Remote platforms lower the threshold of constant communication – be mindful of work/life balance.

c) Emphasize to students that they will be asked to be more flexible to changes to the course.
It is important to keep them informed and updated on what to expect.

4. Recording quality

a) Use a platform that can blur out your background or have a quiet and neutral backdrop for your live sessions – e.g., a plain wall. Avoid having sensitive documents lying around that may be visible when broadcasting/(pre-)recording.

b) Check whether you have a stable internet connection, and a properly working camera and microphone. Students should be able to rely on the quality of your broadcast/ (pre) recording

5. Online Etiquette

a) Start your course with instructions on what you expect from students in terms of behaviour, e.g., how they may signal that they have a question, and whether they should mute their microphones (possible to enforce by using the mute all button) and turn on or off their webcam at the start of each session.

b) When sharing your screen, close all sensitive documents or tabs. Check your browser bookmarks and other open applications and furthermore, be aware that you are on camera.

c) When presenting live, consider there might be some time lag –check regularly with students if they are able to follow along, and provide enough time to comment/ask questions when prompted.

d) Ensure that content shared with students is appropriate and accessible to all and is course related.

e) Moderating online discussions requires extra care from the teacher. If you feel uncomfortable in that role, ask a colleague to help moderate or try to avoid sensitive topics where possible.

f) Clarify when the live session has ended and wait for all students to log off/leave the session.

6. Privacy & Compliance

a) Students cameras should be off unless it is of added value to your classes to switch them on. Students may always choose to switch them on voluntarily.

b) Inform students in advance of live sessions if they will be recorded and only record sessions if this is of added value to your classes. Students may then choose to turn off their webcam if they do

not wish to be part of the recording – this should not affect their attendance.

c) The sessions will not be distributed to third parties outside LanguageUK and will only be stored in and made accessible via LanguageUK. Exceptions can be made if explicit permission is given by all who appear in the recording.

d) Teachers must secure sensitive data they may use while operating from a remote workplace.

e) Images involving third parties (e.g., guest teachers, test subjects etc.) may only be part of a recorded session if the third party agrees to.

f) If a third party is part of your (non-recorded) session, then you should stay within a reasonable level of expectation of the third party involved regarding the use of their images.

SIGNED……………………………………………………

DATE………………………………………………………