**October**

2020

**STUDENT CODE OF CONDUCT**

ONLINE LEARNING

**This Code of Conduct sets out expectations for student behaviour during online learning activities and has been produced because of the need to deliver learning remotely or in a blended approach.**

**Regardless of location, all students of New College Lanarkshire are expected to behave in a way that’s appropriate to working in a professional environment, such as an employer’s workplace or college classroom/workshop. This includes any activity, such as being online with other students, staff and external agencies, or placement providers.**

**As a student, you should work with others to achieve an encouraging online learning environment by:**

* Being respectful of all students and lecturing staff, taking time to listen to the views of all.
* Dressing and behaving in a manner that is appropriate for the college as a professional environment (wear day clothes not pyjamas.)
* Using social media responsibly – be kind to others in your posts!
* Being kind also with your comments, if you are providing feedback to others – be honest but tactful.
* Undertaking all reading, directed individual and group tasks, and submitting them within the required timeframe.
* If you can, turn on your camera when attending online learning sessions. This helps build trust and engagement in virtual communications.
* Recording online sessions only if given specific permission, or you have a Personal Learning Support Plan that indicates that recording of online sessions is necessary. If you are allowed to record, then switch off when a group or class discussion is taking place, as that may not be an appropriate part of the session for recording.
* Arriving on time for online learning sessions and if unable to attend, letting Key Support know in the usual way.
* Attending online learning activities from a suitable location. Avoid noisy public spaces, such as the bus or train.
* If possible, wearing earphones or headphones to keep the area you are working in quiet and college information private. You are the student, not the whole household.
* Letting your lecturer know if you feel unsafe during online learning or because of any aspect of it.
* Using the college systems (Head of Faculty/safeguarding team/complaints handler) if you are concerned about your interactions with staff.

**You should avoid the following:**

* Using your mobile phone during online learning - it may distract others and is disrespectful.
* Wearing possibly offensive slogans on clothing – if in doubt, do not wear it!
* Posting pictures or comments that are negative about other students, your placements, or staff.
* Sharing the link for any online session with anyone else or facilitate others attending who are not authorised to do so.
* Sharing personal details with other students and lecturers, unless it is an essential part of the course.
* Using crude language (such as swearing) when writing or speaking during online interactions.
* Posting or uploading anything that is rude or abusive to the chat section or discussion forum of your programme.

In the event of an emergency or if you wish to contact the college directly, you should do so by dialling **0300 555 8080.**