



# ONLINE CODE OF CONDUCT FOR LEARNERS AND APPRENTICES

March 2021

Original Policy issued:	May 2020
Next review date:	May 2022
Name originator/author:	Joss New - Deputy Head of Lifelong Learning
Contact details:	Joss.new@richmondandwandsworth.gov.uk T: 020 8871 5372   M: 07867 151502
Target Audience	All

## Be respectful

It is good netiquette to use respectful greetings and signatures, and “please” and “thank you” as you would use in real life.

## Think before you type

A comment in class can be forgotten a few minutes later, but what you share in an online classroom is part of a permanent digital record. Once it is written in the chat function it will stay there! Be as respectful to others as if you were sitting in a room together.

## Be Punctual

Join about 10 minutes before the start so the tutor can admit you to class. We ask all of our learners/apprentices to have their camera switched on but if there is a specific reason why you cannot please discuss with your tutor before the lesson.

## Dress as you would for class

Remember that your tutor and your classmates will be able to see you!

## Think about your background

Before logging onto the lesson check your area and make sure that there is nothing there that you don't want to show i.e. photos, laundry, personal items. If others in your household are working from home or you have children in the background, just make them aware that you are online as they may not want to be on camera.

## Switch off the microphone when you are not speaking

This cuts out background noise. Turn it back on again if you want to speak or take part in a group discussion.

## Remember when the camera is on others will see you

Remember that everyone can see you. Avoid yawning, eating, walking about or checking your emails etc. Learners/apprentices are not allowed to record classes

## Speak clearly and take your turn

Try to speak as clearly as you can so others can hear. It is especially important online not to have everyone talking at once. So be careful not to talk over someone else.

## Stay Safe

Remember not to share any personal details or contact information while you are online. If you have any concerns please speak to your tutor or contact a member of the safeguarding team:

**Joss New** – [joss.new@richmondandwandsworth.gov.uk](mailto:joss.new@richmondandwandsworth.gov.uk) or

**Paul Brimecome** – [paul.brimecome@richmondandwandsworth.gov.uk](mailto:paul.brimecome@richmondandwandsworth.gov.uk)