WCLL LEARNER ONLINE CODE OF CONDUCT

BEFORE CLASS

- Join your virtual session in advance and allow time to log-on.
- Ensure you have what you need to take notes from the session.
- Leave your camera on during class and be aware of what others will see in your background.
- Mute your microphone when you are not talking.
- Choose a suitable workspace for the online classroom, in a quiet place.
- Wear appropriate clothing for classes. No caps, hats or hoods to be worn in lessons.

DURING CLASS

- Be prepared participate and engage in the session. Your Tutor will guide you on how to raise a question.
- Be tolerant and respectful towards all and respect everyone's views online.
- Do not use mobile phones or other devices during classes.
- No food or drink (other than water) to be taken while online, unless advised by your tutor.
- Do not smoke of vape during your lessons.
- Do not take screen shots or photos of others online.

BEHAVIOUR

- Observe all WCLL policies and procedures during your course.
- Display a positive commitment to your learning and attend 100% of your sessions.
- Be punctual and inform WCLL of any reason for absence, in advance.
- Harassment, bullying, discrimination, swearing, racist, homophobic, or sexist terms will not be tolerated.
- Do not post or share words or images that bully, harass, or that could be deemed to be offensive.
- Behave responsibly and safely so as not to endanger yourself or other people.

If you are unsure about anything or require a re-cap on anything, please make your tutor aware of this during your course.

If you have any concerns or wish to raise a safeguarding issue, please contact a member of our Safeguarding Team. Contact numbers and email addresses are in your learner handbook.

By signing your Individual Learning Plan (ILP), you are agreeing that you have been fully informed of what is expected of you and that you will always follow the WCLL Online Code of conduct during your learning.

Wandsworth Lifelong Learning Worth it

THE BRIGHTER BOROUGH
Wandsworth