Standards of Netiquette (Staff)

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 staff on setting expectations and good online behaviour.

Taught sessions online provide a valuable opportunity for students to ‘see’ members of staff and their peers in these highly unusual circumstances. In the absence of on-campus sessions, the quality of online interactions will become very important for our students, so it’s worth ensuring that all participants are agreed on the basics.

**Guidance to Staff:**

**General:**

- There are a number of UoB platforms available for online engagement with students. The latest guidance on recommended platforms is available on the [HEFi website](#).
- **Only use your registered UoB accounts for all online engagement with students**
- When setting up your session, ensure that you can restrict access to the session by using the waiting room facility in Zoom or Canvas Conferencing and the lobby facility in Teams.
- Ensure that synchronous sessions run at the timetabled time. Any changes should be shared with students ahead of the scheduled event.
- Address any disruptive or discriminatory comments or behaviour that amount to bullying and harassment of another member of the group and remind all students of the need to be respectful in their comments, and behaviour.
- Close all unnecessary applications to avoid notifications popping up during the session; if an application is required then disable to pop up function. Before sharing your screen, close all sensitive tabs and documents.
- Sessions should be conducted in a suitable space and ensure that backgrounds do not contain anything personal or inappropriate. You may wish to consider the use of suitable virtual backgrounds
- **Group and Personal Tutorials should not be recorded.**
- This document should be read alongside the new guidance on “safeguarding students aged under 18 (U18) in the context of online learning” and updated advice for “recognising and referring” students who are in distress or may need additional support.
Online Sessions:

- In your first session, discuss online etiquette and what you expect from students in terms of behaviour; e.g.
  - How and when to use chat and raise hand function, remind students that they come up in first-come-first served sequence.
  - If using whiteboards, what to post to these as well as the language used in quizzes, particularly open choice
  - Inform students they should mute their microphones unless speaking
  - Inform students they can choose to have their webcams on or off

- Always record your teaching sessions so that students unable to attend can access the recording. Advise students that the session is being recorded, and that they will be prompted to provide their consent to be recorded in a session

- If a student does not wish to be recorded they may leave the session or may continue to participate with their camera and microphone off.

- It is expected that as tutor for the session, your camera should normally be on unless there is a very good reason otherwise (exceptions must be discussed with and agreed by your Head of School).

- Where cameras are on, staff and students should wear appropriate clothing; i.e. as is typical in a face-to-face lecture/classroom context. If, in the lecturers reasonable opinion the student is dressed inappropriately, the staff member may require the student to switch off their camera.

- If using chat, provide guidance about what is appropriate to post in chat and monitor the chat stream and respond to points/questions raised. It is recommended that you turn off private chat in online sessions. Ensure you know how to disable the chat function if content becomes inappropriate.

- If you use breakout rooms, inform students that you may monitor all the rooms rather than remain in one.

- You should ensure you check for virtual raised hands if being used during the session and make sure they are acknowledged even if you don’t go to them straight away

- Session content, including chat files and/or recordings, it will be shared in accordance with the privacy notice, and will not be shared outside of the university without the permission of attendees.

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1 It is permissible to stop a recording where the content of the session becomes personal or inappropriate. Where a lecturer declines to record a taught session, they should provide an acceptable alternative.