# WORKING SAFELY ONLINE

It is important to recognise that the online classroom is in fact a classroom and certain behaviours are expected when you communicate with those engaging with you. These guidelines are known as netiquette.

**GENERAL GUIDELINES**

* Be on time. Sessions will start and finish according to the timetable. If you join late, please don’t interrupt the session. Remain silent. Your tutor will support you.
* Be prepared. Come to the session with any course materials or resources that you have been asked to have ready.
* Where possible, choose a quiet location where you will not be interrupted – away from pets, children, music playing etc.
* Be ready to take part and contribute to the session. This can be difficult, especially when you don’t already know other learners. However, to make the most of your learning experience we ask that you share ideas, ask questions, and contribute to the discussions.

**SECURITY**

* Don't share your password with anyone – this will protect you from online scams etc.
* Change your password if you think someone else might know it.
* Only share an email address or other personal information if necessary.
* Be prepared to be visible. Think about what is behind you in view – is it something you don’t want others to see, please ensure you have no personal photos of family on show? Teams allows you to blur your background if needed.

**When working online you should always:**

* Be respectful of others and their opinions.
* Be careful with personal information (both yours and others’).
* Dress appropriately
* Beware of using reply all – not everyone may need to see your message.
* Remember to stay on topic.
* Remember to listen and not talk over each other – this comes with practice! Mute your speaker when not talking.
* Treat everyone with respect. Your virtual classroom should be a safe place. Remember your tutor and classmates are real people.
* Do not use strong or offensive language.
* Please do not to write or say anything that you wouldn't say to someone in person, and bear in mind how you would feel if you were on the receiving end.
* Please remember we still need to keep each other safe. If you are concerned about your own or another person's safety, please tell your tutor or report it using the Safeguarding number. (0788 301629)

Adapted from:

<http://www.bbc.co.uk/webwise/guides/about-netiquette>