

Stay Safe, Stay Happy Online - a guide to etiquette for anyone participating in an online learning activity

Before the online activity begins

✓ Find a good place to sit for the duration of the activity - try to avoid your bedroom or an area that has background noise or distractions.

✓ Try to sit with your back towards a wall rather into the room or window

✓ Dress as you would if you were on campus (e.g. not in your pyjamas)

✓ Let others in your household know you are about to take part in an online activity as part of your course

During the online activity

✓ Be on time for the start of the activity. If you are running late, discretely join as soon as you can

✓ Turn on your webcam - you can blur the background if you prefer (most versions of Teams now support this feature). If you need to turn it off for a short period, that's fine too

✓ Treat the online activity exactly as you would if you were on campus - be on time, be respectful, give the activity your full attention and don't do anything you would not do if you were on campus (e.g. vaping during the lesson)

✓ Mute your microphone if you are not the person currently speaking

✓ Use the 'raise hand' feature to alert your lecturer then wait to be invited to speak

✓ Listen and be respectful to others at all times

✓ Ask questions by raising your hand or using the chat feature. If it's more appropriate, you can email your lecturer.

Technical Issues

Don't worry if you experience a technical issue. These things happen to us all.

Join as soon as you can or message your lecturer - you can be marked as engaging even if you were unable to attend a lesson and this will not affect your funding unless it becomes a regular occurrence.

Our [Student Technical Team](#) may also be able to help resolve technical issues.

Microsoft Teams and Social Media etiquette

If it has the potential to cause offence to someone, don't write it, say it or do it!

Whether you are using Microsoft Teams, Facebook, Twitter, Instagram, WhatsApp or any other form of social media or online communications platform - it is important to be respectful to staff and students at all times.

If you need help or have a concern, raise this with your lecturer in a calm and professional way - for example, an email explaining the situation. Most issues can be quickly resolved.

If things are not being resolved, contact your Course Leader, your Class Rep or Students' Association Officer (sa@wcs.ac.uk), or Student Advisor (info@wcs.ac.uk)

Student Behaviours Framework

Our [Student Behaviours Framework](#) can be downloaded [here](#)

Wellbeing

If there is something worrying you or something does not seem right, let your lecturer know.

Our Student Wellbeing Advisor can also be contacted by sending an email to Kirsty.MacEwan@wcs.ac.uk