

Netiquette Guidelines for Students

1. Make sure that you sign into any online lessons that have been assigned to you
2. Arrive early – aim to be logged in at least 5 minutes prior to the start of the session
3. Don't try to multitask – close down as many open tabs, as possible and put your phone away
4. Suitable clothing should be worn at all times – no PJ's, offensive clothing etc
5. Cameras must be turned on at all times, unless there is a legitimate reason for not doing so. Please inform your teacher / Personal Achievement Tutor if there is a problem
6. The background of your camera should be blurred, wherever possible or be aware what is behind you and ensure it does not disclose anything personal
7. Language must be professional and appropriate, including any family members in the background
8. You should have your microphone muted, unless asked specifically to unmute it
9. If you have a question or are not sure about something, you should use the chat box or 'raise your hand' depending on the platform being used
10. When typing in the chat box, keep this professional. Limit the use of emoji's and do not type in capital letters as this can be seen as shouting
11. Make sure that appropriate spelling and grammar is used in the chat box – no text talk
12. Remember that typed text doesn't always come across the same as if it was said verbally and can sometimes be read differently to how you meant it
13. If you have a question, make sure that someone else hasn't already asked it otherwise your tutor may think that you haven't been paying attention
14. Think before you type – online lessons create a digital footprint and words aren't as easy to take back, as they are verbally
15. Remember chat boxes can move quickly with a lot of comments/questions so be patient when waiting for a reply
16. Always be kind to your tutor and your peers
17. Lessons and 1-1 video chats will be recorded
18. Pay attention to your whole lesson and make sure that you stay on topic with questions or statements
19. Take your own notes as you would in a classroom setting – you will need these at a later date to help with completing coursework, assignments etc.
20. Follow the student code of conduct as you would if you were in a classroom setting
21. Please do not expect an immediate response to your email or Teams message from staff. They will acknowledge receipt of an email within one working day* between 9am – 5pm and for a Teams message by the next working day*, between 9am – 5pm.

** Staff will inform you if this is different due to their work patterns etc. If you have a safeguarding concern or feel you are at risk outside of working hours, please call the Police or speak to a trusted adult.*