## **Introduction**

While new technologies are enhancing communication and creativity some are also challenging the definitions and boundaries of the education and training environment. As active participants in an online delivery for our learners’ using range of different platforms including Zoom and Teams. Our aim is to provide learners with the knowledge, skills and confidence to become safe and responsible users of technology.

## **Scope**

For all learners

This policy relates to all learners of the Wise Origin College, who have access to and are users of IT systems and resources, and applies to all electronic devices and services provided.

This document applies to the use of computers, mobile phones and related equipment, regardless of ownership, where they are used on premises for which Wise Origin College has responsibility and use an Internet or other network connection for which Wise Origin College has responsibility.

All learners should be aware of the following when using online platforms for their learning, and even when at work;

**1. The same rules apply!**

Whether you are at home or face to face, the same rules apply around behaviour and conduct. Please consider your language, and how you treat others, and behave as you should in the workplace.

Whether you are in college, the workplace or online in lessons, you should not take photos or record the sessions. If it is appropriate this will be done by your tutor and shared with you.

**2. Dressed appropriately**

If it is appropriate for you to have your camera on in the session, please dress appropriately as you would be expected to in college or in the workplace. Whilst it might be tempting to stay in your pyjamas, this is not acceptable for work, so make sure you are fully dressed for your session.

**3. Where you are**

Please make sure that you are in a quiet space, ready to learn or work. Think about what is happening in the background as this may be heard by others in the session. Set yourself up in a comfortable, quiet space with good internet access. Remember to use your microphone mute if you are not speaking - and remember to turn it on when you are!!

Where possible we will still try and deliver one-to-one sessions face to face. However, this often isn’t possible. It is helpful for tutors to see you in the session to see how you are doing, as well as for the Safeguarding Manager if we have any concerns and need to make sure you are safe and well. If we do have concerns and you do not have access to a camera, then we may need to arrange a face to face session instead.

**4. Zero tolerance to bullying**

Wise Origin College has zero tolerance to bullying. We are working in a safe space for all, and expect all staff and students to be respectful of others views, opinions and beliefs. If you are being bullied online during sessions or by other learners, notify your tutor immediately and we will resolve the issue.

**5. Ready to learn!**

For each online session, make sure you have all the equipment you need ready before the session - pens, paper and anything else you might need. Check your Wi-Fi before the start of the lesson and notify your tutor if you are having problems connecting. Remove any distractions such as TV or music in the background, turn your phone to silent mode so you are not receiving calls during the lesson.

**Review of the Guidance**

The Learner Online Behaviour Guidance will be revised annually by the Senior Management Team and Director.

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| Policy Review | Review Date | Next Review Date | Approved by |
| Annually | 08 Sept 2021 | 08 Sept 2022 | Asif Khan |