

 Nora Holder

**Learning from Home - Online Agreement**

By you completing and submitting this online agreement you acknowledge and agree to an expected set of online behaviours

**YOUR RESPONSIBILITIES**

As a digital citizen, you will:

1. **Keep it positive.** Respect others online. Do not create or publish content that is indecent, threatening or offensive.

2. **Protect privacy.** Do not give out personal information about yourself or another person. This includes sharing passwords, accessing devices or online sites belonging to others *without consent* and taking screenshots and sharing this content *without consent.*

3. **Act carefully.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.

4. **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is *never okay at any time*, and may breach legislation. If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.

**5. Seek help if you or somebody else is being bullied or harmed online**. This type of harm doesn’t usually just go away. *Stop all contact* with the person or people who are bullying online, or creating harmful or hurtful content. *Report* any problem about an online incident to your tutor or another staff member as soon as you can. Once the College is made aware of a problem, they will work to resolve it.

5. **Check consent.** Before downloading software to the college network or onto devices, seek permission. Interfering with the college systems, digital technologies, equipment/network or the online security of another person is *never okay at any time*.

6. **Recognise others' work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately. Ask your teacher for guidance on referencing.

7. **Respect the rights of others.** Only record and share video, photo or audio content *if the people in it know it has been taken and have provided their consent*.

Required to answerMultiple choice

8. **Required to answerMultiple choiceWhen joining online meetings arranged by your teacher** (*unless asked by your teacher to do otherwise*)Required to answerMultiple choice

I agree to mute my mic before entering the online meeting

I agree to turn off my camera when joining an online meeting

I agree to the Terms and Conditions of online live session learning.

