

## University of Sussex Guidelines for Online Behaviour

These guidelines are intended to inform student behaviour online so that everyone can benefit from the highest possible learning experience. The guidelines reflect the existing good practice of most Sussex students and echo the values of the University: **Kindness, Integrity, Inclusion, Collaboration and Courage** <https://www.sussex.ac.uk/strategy/>

1. The same standards of behaviour are expected of all students irrespective of whether learning occurs in-person, online or in a blended format. The standards include demonstrating the values highlighted above so that each student respects others ability to learn.
2. To improve the learning experience, we recommended that you use a headphone/microphone, and that you are mindful of other learners around you. Please mute your microphone to help eliminate background noise that could distract others. If you wish to speak, you should raise your hand (either physically, or via the function) and wait to be invited to speak.
3. To help with group engagement and non-verbal communication, you are encouraged to keep your cameras on during teaching sessions (you can blur your background if you prefer). We recognise that due to various factors this might not always be possible e.g. Internet conditions.
4. To help avoid distractions during sessions, we ask that you close other apps and programs running on your device that are not being used as part of the teaching session.
5. Please respect the privacy of tutors and your peers. You should not record any teaching session - this includes: capturing screenshot images or screen video recordings, saving images and videos to your own device or any device, and onward sharing/posting of captured images/videos. This is important for ensuring personal privacy is respected as well as copyright and other regulatory frameworks.\*
6. Sometimes the content of your session could include discussion of material that is maybe professionally sensitive or commercially sensitive and you should not share this material outside the in-person or online classroom.
7. Be considerate and constructive when using a chat function or online discussion forum and be mindful that you are always building your online identity and that how you behave online forms part of your future online footprint.

\*Some students may have a reasonable adjustment recommendation to record a session. The student must seek permission to make a recording and this must only be for their own learning and not shared in any way.

### Concerns

If you have any concerns about the conduct of a fellow student during a face to face, online or blended session please raise it with the lecturer. If you have a concern about the lecturer, raise it with your Director of Teaching and Learning.

### Sanctions

Failure to adhere to the guidelines may result in referral to your School. Depending on the severity of the actions you may be referred to the disciplinary process. Courses that have a professional body accreditation may refer breaches to Fitness to Practice.