



Online Learning Code of Conduct



Last approved: April 2020

Approved by: Academic Board (Chair's Action)

Next review due: April 2024

Introduction

This Code of Conduct is designed to protect the rights of all members of the diverse community within BIMM Institute, whether Staff, Lecturers or Students, to participate freely in the activities of the Institute, both formally and informally.

The Institute expects all Staff, Lecturers and Students to show respect for one another in all aspects of their contact, to conduct themselves with due regard for their own legal responsibilities and in a way that preserves and enhances the Institute's good name and reputation.

This Code of Conduct applies to all Staff, Lecturers and Students at the Institute, and any breach thereof will be taken seriously and, where deemed necessary, dealt with in accordance with the relevant disciplinary procedure. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

Enrolling at BIMM Institute confirms that students are willing to comply with the Institute's rules, regulations and procedures. Students are expected to keep themselves familiar with those rules, regulations and procedures and with this Code of Conduct.

The Institute has assessed numerous online platforms which may be used to conduct Classes and Tutorials, all of which are GDPR compliant and enable us to record and store online activity for up to 7 years.

Code of Conduct

- Online learning activities should be conducted in a suitable, quiet area, and webcams should ideally be sited against a neutral background or, where possible, a virtual/blur background should be used. If no such area or background is available, only audio should be used.
- Content/subject matter covered should be relevant to teaching and learning, and neither the Lecturer nor Student should make comments of a personal nature.
- Language must be professional and courteous at all times, including that used by any family members in the background.
- Staff, Lecturers and Students must wear suitable clothing, as should anyone else who might be visible on screen in both the Lecturer's and the Student's households.
- Staff, Lecturers and Students should be mindful of any personal information that may be on their computer desktop. Before sharing their screen on a video call, computer desktops should be cleared of any materials that will not be used.
- Staff, Lecturers and Students are expected to respect and observe the rules and regulations of BIMM Institute at all times while engaged in online learning activities.
- If a Student's behaviour is deemed to be in breach of this Online Code of Conduct, they will be removed from the Class, or the Tutorial will be ended, and the Student will be subject to investigation in accordance with the BIMM Institute Student Disciplinary Procedure.
- Breaches from Staff and Lecturers will be subject to investigation in accordance with the appropriate disciplinary process.

Online Learning Involving Vulnerable Adults & Students Under-18

- All one-to-one online learning activities involving Vulnerable Adults or Students under the age of 18 must be agreed in advance with parents/carers. Such activities must then take place only at the days/times agreed with parents/carers, and only when they or another responsible named adult are present.
- All Classes/Tutorials must be recorded and backed up onto an approved safe, secure workspace to provide a record and to protect both the Lecturer and the Student.
- A Student Support Officer should be enrolled as the Safeguarding Lead for the workspace.
- An Estates & Facilities Team member should be enrolled as Moderating Officer of the workspace.
- In addition to being subject to investigation, any breaches of this Online Code of Conduct involving Vulnerable Adults & Students Under-18 will be reported immediately to the Safeguarding Lead and Moderating Officer.