

Online Code of Conduct for Hydro-Jules Education Students

Hydro-Jules Education (HJE) provides an inclusive approach to learning. We believe that our students should be treated with respect by the organisers, UKCEH staff and fellow participants. In return, we also expect that all attendees will behave respectfully towards everyone involved with the online programme.

The Code of Conduct is to set out expectations for all our attendees in the programme and to establish guidelines for teaching and learning via remote environments.

By signing up to and enrolling on the HJE programme, participants agree to:

- Frequently check their e-mail to stay up to date with any changes or new information shared by programme organisers.
- Do their best to minimise background noise by attending from a quiet location, when possible
- Inform the organiser if they do not have access to a stable internet connection and ensure that they have an appropriate device with access to the software recommended by UKCEH prior to the start to avoid technical issues.
- Turn off or keep their mobile phone(s) on silent during virtual sessions so as not to distract the rest of the group.
- Dress appropriately.
- Are on time for all Virtual sessions. Let us know in advance if attendance at any of the sessions is not possible by emailing alabod@ceh.ac.uk.
- If speaking, do not diverge too far from topics related to the course during virtual sessions and in the discussion forums or breakout rooms. Conduct in discussion forums / breakout rooms will be monitored.
- Mute microphones unless they are speaking. In sessions with multiple people, the presenter may use the 'Mute All' button to enforce this.
- Comply with the rules established by the organiser inside the online classroom, e.g., audio/video settings, how to ask questions or interject during a live session or discussion.
- Participate in and complete all tasks and assignments required of them on time and to the best of their ability.
- Help to establish and maintain a positive and supportive online learning environment
- Use professional language when speaking during virtual sessions and conduct themselves in a respectable manner.
- Not to share documents and/or communication that is exclusive to the course with outsiders or third parties.
- Not to take screenshots of, or record any of material used within the programme. UKCEH will use recorded sessions for educational purposes and outreach activities. Recordings will be available via official UKCEH social media accounts.
- Be present and participate in discussion, including being visibly present, when possible. (i.e. with camera on)

By signing up to and enrolling on a Course, students agree NOT to:

- Share their username and password with students who are not enrolled on the programme.
- Use racist, sexist, homophobic, abusive terms, swear words or language that may cause offence in the virtual conference site, or any othering conferencing sites used for the duration of the event. Attendees should immediately share any concern that they have about another participant with the organiser by emailing alabod@ceh.ac.uk.
- Attempt to contact their tutor(s) except through the HJE email addresses provided.
- Post or upload anything off-topic, offensive, abusive, or illegal to the conference site or the virtual classroom; or
- Post or upload inappropriate messages, content, unauthorised advertising, promotional material or spam to the discussion forums, conference site or the virtual classrooms.

By enrolling in the programme, you are agreeing to the terms outlined in the UKCEH guidance on Privacy & General Data Protection Regulation Compliance. A link to our policy can be found [here](#).