

Thames Valley and Wessex Protocol for Remote Learning 2020

As we will be delivering this course via videoconferencing it is important that we set out some guidance that will facilitate learning for all the participants. Please take a moment to read the following before the start of the course.

This course is for your personal learning and development.

The content MUST NOT be shared with others via any medium including social media

- Participants will be responsible for their own behaviour and conduct when accessing remote learning.
- Sessions will be conducted with the same levels of formality and respect as one would expect on a physical study day.
- Participants will not audio or video record online sessions. Photos of Slides may be taken only with the Presenters' consent.
- Participants should be aware that usage associated with online Learning platforms can be monitored, logged and made available for inspection if needed.

Guidelines (the following key principles of good online 'netiquette' should always be followed when communicating online in a remote learning environment):

- Participants should find a quiet, well-lit and comfortable place; ensure there is nothing offensive or inappropriate on display (both in terms of what you are wearing and what is visible behind you on your webcam). No personal data should be visible on your webcam for both yourself and the people you may live with.
- Participants must ensure their face is clearly visible (focus from shoulder up).
- Participants may drink liquids during online sessions but no eating of food; this is impolite and not pleasant for the other participants.
- As a default, Participants' webcams should be switched on, but their microphone should be muted.
- The speaker will describe how to ask a question and the process for interaction during the session at the beginning of the course.

We hope that you enjoy the session, remember to complete the online evaluation on MaxCourse in order to get your certificate and to complete a reflection on the course content.