# DCG Digital Code of Conduct

- You will behave in a positive, polite and professional way online, as you would in at college or in any workplace.
- You will communicate with respect towards all College employees, other students, employers and visitors to Derby College.
- You will not take part in any acts that would be considered cyber-bullying.
- You will only log-in as yourself and will not attempt to log-in to any College devices as another user.
- If you become aware of another user's login details and/or encounter a device logged-in as another user, you will inform the user or a College employee.
- You will take responsibility and be accountable for any actions taken by another person whilst logged-in as you if you have allowed them access to your College user account either willingly or negligently. If logins are made without your consent and you have taken all reasonable steps to maintain the security of your details, you will not be held accountable for the actions or another whilst logged in on your details.
- If it is compulsory for a session to be attended remotely (online), you will ensure you attend these remote sessions, unless you have already communicated with your teacher that you are unable to do so.
- When attending lessons remotely (online), you will ensure you are ready **before** the timetabled start time and be **ready** to learn. This includes reading and/or completing any work provided by your teacher(s) in advance of an online lesson.
- You will ensure that, if using video call, you are dressed appropriately* during that video call and in a way that does not offend others while at College or undertaking any College activity**.
- **\*Appropriate dress** for College (remote or onsite) is clothing without derogatory, inflammatory slogans, offensive language or anything that incites hatred towards any other person or group. You will also not dress in a way that is inappropriately revealing or overtly provocative.
- You will not share any pornographic, violent or offensive content or media on any College digital platform, including email. This includes as part of your profile picture on College systems, which should only be a likeness of you and not of anyone else.
- You will follow the reasonable instructions, based on this Code of Conduct and relevant College policies, of any College employee.
- You will treat all remote lessons as you would an onsite lesson and, therefore will not "Mute" a teacher or other student or "Request Control" of any presentation unless the teacher has told you to do so.
- You will switch off, or mute, any mobile phone or smart device while in an online lesson, that is not being used for that lesson i.e. gaming devices. You will also close or minimise any unnecessary apps, games or windows that could interfere or interrupt with your lesson or learning.
- Whilst attending live remote lessons you will only consume what would be considered appropriate for an onsite lesson i.e. water. The consumption, promotion (use or sale) or display onscreen of any prohibited substance (drugs, alcohol, psychoactive substances etc.) may result in your ejection from this online session and disciplinary action taken at the discretion of your teacher and Team Manager.

- If you expect an emergency phone-call or any other interruption during the session you will inform the member of staff delivering the online session in order to make appropriate arrangements.
- You will tolerate and respect the views of others, even when they are different to your own.
- You will only record (video and audio), photograph or screenshot employees, other students and/or visitors to your remote lessons with their consent.
- You will only share recordings (video and audio), screenshots and photographs of others anywhere, including social media platforms, (Facebook, Twitter, Instagram, Snapchat etc) with their consent.
- If submitting work online via Microsoft Teams, you will only submit work for marking that is your own and you will reference wherever you include content or quotes from the work of others. This includes text, statistics, pictures and graphical content etc. you have found online or in print (books, magazines and journals).
- You will follow this Code of Conduct while at College or undertaking any College activity*.

**College activity includes accessing College systems, accessing College online learning, using College transport services, being on work-placement (including apprenticeships), while on a trip/residential, or any other activity organised by, or associated with, Derby College.

Any breach of this Code of Conduct may lead to disciplinary action.