**Edinburgh College**

**College based ESOL**

**Student Code of Conduct for Online working**

1. I will always dress appropriately for a classroom situation.
2. I will always check that my background is free from any items or pictures that may cause offence, or provide personal information that should not be shared.
3. I will always use my real name when online.
4. My video camera will always be on.
5. My mobile phone will be on silent and I will not check it during class unless it is part of a class activity.
6. I will participate fully during the class.
7. I will always treat other students and the teacher with respect and politeness.
8. I will not share inappropriate images or online content with other members of the class.
9. I will not record, screenshot or take photos of the class without asking permission from the teacher first.
10. I will immediately report to the teacher and/or college safeguarding team any online activity that causes concern during the class or in breakout rooms.

**I have read the code of conduct. If I am under 18 I have shared this form and class timetable with my parent/ guardian. I fully understand it and agree to abide by it.**

Signature of student:

Name in block capitals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: