

Online learning and teaching is quite new to everyone and we are all still (staff and students) learning and adapting as we go along. While your lecturer will outline any particular requirements or expectations for your course and class there are some general guidelines which, if followed, can enhance the online learning experience for everyone.

Although you might be engaging online in the comfort of your own home, please remember that the Ayrshire College Student Conduct Policy applies the same as if you were studying on-campus.

So, firstly be 'Online Ready'. Before class begins:-

- Ensure your learning environment is comfortable and free from distractions.
- Try to set up a workstation in a quiet space with good internet connection, where possible. A desk or table will be much more comfortable in the long term than a bed or sofa.
- Check that all tech equipment is working and fully charged.
- Familiarise yourself with the VLE or Teams site being used by your class.
- Check that you have adequate lighting.
- Make sure noise is minimised (turn off the TV/Radio etc.).
- Dress appropriately as you would for College or work.
- Be prepared as you would for College – have all the necessary equipment ready for learning (eg pen, notepad, notes).
- Be on time, log in a few minutes before the lesson begins.
- If your video feed is not working or you don't have access to a camera please inform your tutor.

Even though you are learning from home, you should consider it as though you are in a classroom.

During Online Learning:-

- To protect your privacy when turning your camera on blur your background or turn on a background theme.
- Mute your Mic during class unless you are speaking to the lecturer or participating in a class discussion.
- When engaging in online learning, be respectful when the lecturer or other classmates are talking.
- Use the raise hand function to ask a question and remember to unmute when speaking.
- Act as you would in the college environment - inappropriate or offensive language or swear words are not acceptable.
- Only post or ask class related questions and comments.
- Unless you are using it to access your class, your mobile phone should be on silent and laid aside.

- Do not private message other classmates during a lesson.
- Respect the privacy of others, do not screenshot, record, take or share photos during or after a lesson.
- Refrain from smoking or vaping during a lesson.
- Pay attention and be an active participant in class.
- Treat everyone with respect at all times and adhere to the College's policies and procedures (eg Student Conduct Policy, Student Agreement, Computer Use Policy, Health and Safety Procedures, Assessment Policy, Academic Malpractice and Maladministration Policy).

Cameras On/Off?

There is much debate about whether cameras should be on or off during online learning and teaching activities. The college recognises that there are many, valid reasons why a student may wish to keep their camera off during an online learning activity. However, having cameras on promotes a much richer college experience, enables lecturers to better gauge whether learning is taking place and adapt their lesson accordingly and build better relationships.

Lecturers can insist that your camera is turned on in certain circumstances:-

- To confirm your attendance at the beginning of and, at times, during the class.
- To check your engagement with and/or understanding of the lesson.
- To provide support during formative assessment tasks.
- When you are undertaking certain online summative assessments where Awarding Body regulations require this or work needs to be authenticated.

Communicating with Lecturers outwith class time

- Remember, normal College hours are between 9am and 5pm and staff may not be available outwith this time.
- You may send emails to staff or submit work at times that suit you outwith the timetabled class time. However, lecturers may not respond to this outwith normal college working times. They will respond at the next scheduled timetabled class.
- Lecturers will let you know when they are contactable, how they are contactable and when they will respond.
- Lecturers will adhere to the College Safeguarding Policy and Procedure.

Online Etiquette

So, when learning online, please remember to:-

- Treat everyone with respect when communicating. This includes emails, messaging, video calling on Microsoft Teams or when using social media.
- Use clear and appropriate language. Don't swear, use slang or abbreviations. Speak slowly and to camera.
- Do not share your own or other people's private or confidential information (eg your address, phone number or email).
- Make sure you are engaging when learning - private chats with classmates should take place after lessons.
- When using Chat on Teams, be aware of who is receiving your notifications.
- Do not share content that may be deemed inappropriate at any time.
- Be patient and respectful when others are asking questions - some people may learn differently to you and need extra time and support.
- If you are having difficulties understanding any course materials, please ask your lecturer.
- If you can't make the time slot, please drop your lecturer an email. This way they are not waiting on or trying to contact you.

And finally - Be kind to Yourself:-

Take regular breaks away from your screen to relax, eat, exercise and get outdoors (if you can)!