

Codes of Practice for Online Learning

The Department of Computing and Information Systems has formulated a Codes of Practice for students undertaking lectures and webinar sessions using online communication platforms e.g., Zoom, Microsoft Teams, and Google Meet.

Admission to lecture or session

- Students need to arrive 5 minutes before the scheduled time. The student will be admitted to the “waiting room” before being admitted to the class.
- The device being used should be identified by the student’s name (First name Last name), which is the name the lecturer or host will see on the Zoom “waiting room”. In the case of an unknown name, the participant won’t be allowed to join the meeting.
- Changing the name to something inappropriate is unacceptable behavior and the lecturer or host may refrain from admitting such students to the class.
- With the addition to the class, please make sure to **keep your microphone muted** to avoid unnecessary disturbance.
- If you are keeping your video feeds open, please make sure you are properly groomed and dressed for the class. Posture before the camera must be conducive to active learning and participation. The student’s full face must be visible in the camera frame.

During the lecture or session

- Zoom sessions can be considered a virtual classroom; therefore, students need to adhere to all rules and ethics of a traditional classroom.
- During the session, if a student **needs to raise a concern or ask a question**, they can use either the “Raise hand” option or the “Public chat” option in Zoom.
- If a student is given the chance to express ideas by the lecturer or the host, he or she needs to keep it short and simple.
- Students always need to keep their microphones muted unless they are given a chance to express their ideas, raise concerns, or ask a question.
- As expected of any class interaction, students are to treat each other with courtesy and respect. Offensive or inappropriate language or gestures should not be used in any form of communication.
- Students with disruptive or unethical behaviors will be removed from the class and will be kept in the waiting room.