Middlesex University London

Principles of online conduct
SEVEN STEPS FOR MAKING THE MOST OF ONLINE LEARNING

1

TEST DRIVE YOUR TECH

Make sure to check that your technology is working well. Wherever possible, do this before any online session that you are due to attend.
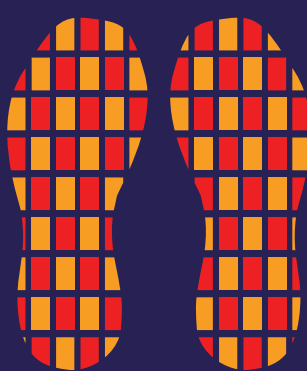
2

FOLLOW THE ONLINE ETIQUETTE

At the beginning of the online interaction, you will be introduced to the expected etiquette for the specific session. For example, this might include how and when to activate and de-activate your microphone or how to raise your 'electronic' hand.

3

ENGAGE IN WAYS THAT WORK FOR YOU

All types of contributions are equally valued, for example: audio-visual or audio; posting in the chat; sharing your screen; responding to a poll or to an online forum. Always follow the moderator's instructions, as every session might offer different options.

4

SHOW RESPECT FOR YOUR STAFF AND FELLOW STUDENTS

Show your spirit of inclusivity through your digital presence and celebrate difference and diversity at Middlesex University. Watch out for each other and intervene where there is concern, as you would do in a physical environment. You don't have to agree with someone, but you do always have to respect them when expressing yourself.

5

MIND YOUR DIGITAL FOOTPRINT

Act responsibly to keep yourself and your peers safe online. Pay attention to your own and other people's rights for digital privacy – e.g. by not sharing personal details. Things that happen online cannot always be taken back.

6

FEEDBACK TO MOVE FORWARD

Offer constructive comments to each other, tutors and the University's services on any aspect of your online interactions that works well or that you feel could be further improved.

7

SEEK SUPPORT TO FIND SOLUTIONS

There are no 'silly questions' when it comes to online interactions. Don't hesitate to reach out and seek support from your peers and tutors or to contact the University's support services for further guidance and training.

Find out more: unihub.mdx.ac.uk/online