

IMPORTANT TIPS FOR ONLINE LEARNING

WESTERN SYDNEY

UNIVERSITY



Online activities follow the same consideration for others and code of conduct rules as for the classroom. General and academic misconduct can lead to suspension or expulsion from the University.



Take some time to familiarise yourself with the following policies:

- [**Student Misconduct Rule**](#)
- [**Acceptable Use of Internet Services Policy**](#)
- [**Student Code of Conduct**](#)

These guidelines are to help you, your fellow students and teaching staff engage in a respectful and safe learning environment.



Netiquette

A word that you will undoubtedly come across is ‘netiquette’. It refers to the written or unwritten rules that you should abide by when participating in online platforms. The University provides a [page for general netiquette](#), but in brief, the following key elements are important:

- Be polite and avoid the use of bad, inappropriate, or offensive language,
- Respect others’ points of view,
- Be aware of cultural differences, and
- Be careful with humour and sarcasm.

GUIDELINES FOR ONLINE LEARNING



Online classes

Online classes provide an opportunity for the class to meet at the same time to learn together and ask questions. It is important that you remain engaged throughout your class time and participate as directed by your instructor and that you take responsibility for your own learning.

Be mindful of the following:

- Enter online classrooms with your **Name** and **Student ID**.
- When using video, present and conduct yourself in a manner that you would in class. Refer to **Netiquette**.
- Be mindful of what is in view of the camera (background etc) and make sure it is appropriate for the classroom (e.g. items or posters that may be offensive).
- Let others nearby know that you will be online and be aware of others that may be in view of the webcam or heard on the microphone. Remember to **mute your microphone when you are not talking**.
- Follow the advice from the instructor about how to ask questions (for example raise your hand first and wait to be invited to speak).
- When discussing other's ideas, remember to thank them for their contribution and discuss the idea and not the person. The [Library StudySmart guide](#) has some good phrase starters but refers to tutorial or classroom settings.
- Remember that learning is the outcome of a collaborative partnership between teachers and students.



TAKE AWAY POINTS



Treat those online the same way you would in person.



It is difficult to take something back once it's shared online.
If in doubt, leave it out.



Help create an inclusive, respectful and safe learning environment for everyone.