

Online Learning Delivery Policy and Guidance

Expectations for Online Behaviour: Students

The following expectations around student conduct and engagement in relation to learning via digital platforms apply;

- i. Students engage with the assigned digital tools and infrastructure in order to effectively and actively participate in learning. This includes testing audio, webcam/cameras, and other required technology;
- ii. Where possible, Webcams/cameras must be switched on;
- iii. Students commit to asking questions or raising queries where they do not understand any aspect of their online lesson. This to be by the appropriate functionality depending on the online platform being used and as established by the tutor responsible;
- iv. Student conduct for online learning follows that required within the FRA Rules and Regulations, as outlined in the *Student Charter* or *HE Student Code of Conduct*. Failure to adhere to these expectations and requirements may result in disciplinary action (as defined within the *Disciplinary Policy* as outlined in all Student Handbooks);
- v. Students must present themselves in a professional manner at all times. Students should use professional language and behaviour should match that expected for face-to-face teaching;
- vi. Students should attend online lessons according to the timings outlined within their confirmed timetable. Where it is not possible for a student to log on to a scheduled online learning activity, they must formally record their absence as per the FRA Attendance Policy in the normal way. Failure to do so will impact on attendance records and may result in disciplinary action;
- vii. Students effectively allocate time to prepare for scheduled digital lessons and other online learning activities, as prescribed by the tutor responsible;
- viii. Students are not permitted to record classes or take screenshots without the advance permission of the tutor;
- ix. All assessment will be submitted online via the platform confirmed by the responsible tutor and is required to adhere to the confirmed deadline. (Students should be mindful that some documents may take time to upload and should account for this when working to deadlines).