



COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S



Learner Guide to Online Classes and 'Netiquette'

This guide aims to help the learner prepare for online classes and sets out good practice and expectations for behaviour and communication while online.

Preparing for Classes

- Choose a good location for your online classes. Ideally it should be private and without distractions. You can select a background filter to minimise the possibility of activities around you being seen.
- The class is for the invited class group. Do not share your login details, the link or your screen with others.
- Be punctual for your online classes and stay until the end of the class.
- Let your lecturer know in advance if you cannot attend for some reason so that the class is not delayed waiting for you.
- Be prepared. Have what you need within easy reach.

During Online Classes

- It is suggested that you have your video switched on for classes. Being able to see each other creates a sense of community in the virtual classroom. Having the video switched on is particularly important when contributing to class discussions, asking questions or doing a presentation.
- Put your microphone on mute unless you are speaking. This cuts down background noise and interference.
- If the lecturer invites the class to discuss topics, do participate. This helps the lecturer get to know the class and helps to create a sense of community within the class.

- Indicate you wish to speak by raising your hand. Do not interrupt the lecturer or speak over other class members.
- If the teacher places the class in breakout rooms, remember that the same protocols apply.

Using the Chat Function

- The lecturer may invite questions to be put into the chat or may use the chat function for discussions.
- Some things are best discussed in private rather than in your class group. Should you need to do so, contact your lecturer or other Carlow College directly by email or other means.
- If using the chat function be aware of your language and show respect for the opinions and sensitivities of others.
- Contribute positively. DO NOT TYPE IN CAPITALS. This looks as if you are shouting!

Recording

In general, learners are not permitted to record classes from their computer or other device by any means. Please note that recording class without permission is considered to be an infringement of the *Carlow College Learner Code of Conduct and Disciplinary Policy*. Disciplinary action will be taken in accordance with the [Learner Code of Conduct and Disciplinary Policy](#). Please note the following:

- A very small number of learners are permitted to record classes (audio only). This is a reasonable accommodation due to a learning difference, disability or health condition. This arrangement is also in place for in-person classes. These learners are subject to the [Recording of Lectures, Tutorials and Other Teaching Sessions Policy](#), which contains provisions to protect learner and staff data.
- Learners must delete any class recording in their possession by the end of the academic year in question at the latest.

Breakout Rooms

- Learners are not to record breakout rooms
- Learners are not otherwise to share breakout room chat or files with other people, and should use such material only in connection with their programme of studies.

Collaborating outside of the classroom

- If modules require you to participate in group work or collaborative assessments, make sure that you engage with these.
- The IT Department will provide advice on how to schedule and conduct meetings, e.g. setting up a team in MS Teams and sharing documents in the files section.
- Apply the protocols used in formal classes to your group meetings. Have videos on and mute your mic when someone else is talking. Be considerate and encouraging to group members.
- Classes may sometimes set up a WhatsApp Group to keep in touch. The College doesn't administer this, but students remain subject to the College's communication expectations.
- When sharing content on a social networking/media platform as part of their studies, work placement, as a member of a college club or society, as a learner representative or Officer of the Students' Union, Learners should conduct themselves in a professional manner that fully adheres to this Policy and associated guidelines; <https://carlowcollege.ie/media/SocialNetworkingAndSocialMediaPolicyForLearners.pdf>