Your Future – Your Choice Year 10 Summer School
Online Code of Conduct

We are looking forward to working with you online so that you can find out more about the University and can meet some of our staff and students. To ensure everyone has an enjoyable and safe experience we ask you to read the guidance below carefully. It outlines our expectations during online activity and how the university will act to keep you safe.

You must not share any web links to online sessions with anyone except your parents/guardians or teachers. The university will enable an online waiting room for online sessions and only participants who have pre-registered will be admitted.

We would like our online outreach activities to be as interactive as possible but please remember that during an online session you may be visible to other people that you don't know so it is important that you behave and communicate appropriately.

- If possible, logging into the sessions from a distraction-free, quiet environment.
- Being polite and respectful in all your verbal and written communication. The chat function is public (everyone can see it).
- If you would like to speak or ask a question, using the raise hand function then unmuting yourself to speak.
- Muting your microphone when you are not speaking.
- Only sharing your first name on the screen.
- Dressing appropriately as if you were attending the University in person.
- Not taking photographs of the screen or sharing any images of the online sessions.
- Not sharing your video unless you are comfortable doing so and ensuring your background is appropriate.
- Not using your mobile phone during sessions, unless an emergency.
- Follow the instructions of the event leader for how to interact safely.

You must register for online outreach activities with your email address (please use an official school email address where possible).

The university will only contact you via official University of Birmingham accounts such as email addresses ending in bham.ac.uk and licensed versions of software such as Zoom.

The university will seek parental consent for pre-16 Outreach activities and school coordinators will be kept informed of all sessions.

University staff running online outreach activities will be DBS checked. The university will set up the video conferencing software so that audio, and screen sharing are disabled by default for all participants other than the host. Private chat functions between participants will also be disabled. Participants who behave inappropriately in the online session will be muted or removed. There will always be more than one member of university staff present in the session to allow us to monitor what is going on and take appropriate action.

These guidelines have been produced with reference to online safety advice from the NSPCC which can be found here:https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety#heading-top