

## Guidelines for participating in online learning

Online learning is an extension of the professional classroom, and comes with its own set of important reminders. These guidelines have been designed to help you make the most of your online engagement at La Trobe University.

### 1. Privacy

When participating in an online session involving participant audio or video, it's important to take steps to safeguard the privacy of others. For example:

- Online sessions using webcams are not to be recorded without the consent of all parties;
- If you are joining in a session from home, please ensure other parties who may come into view (or be overheard) via your webcam are aware of this.

### 2. Environment

- All parties visible via webcam must be clothed – no towels, please;
- Before joining a session via webcam, please take care to position yourself so that any posters/items in the background which may be offensive or inappropriate for the context cannot be seen.

### 3. Online forums and communication channels

Online forums should be used to communicate relevant academic content to your classmates and lecturers; these forums, and communication channels embedded within the online academic context, should never be used to solicit dates and/or sex.

If choosing to share content in an online forum, please ensure it:

- Augments the professional learning experience by expanding the scope of knowledge, understanding and/or discussion;
- Reflects careful consideration of the audience;
- Adheres to behavioural expectations as outlined in the [Student Behaviours Policy](#) and [Charter of Student Rights and Responsibilities](#);
- Does not include information of a personal nature, such as references to family matters or personal illness.

Students are strongly encouraged to use official communication channels for group work, rather than personal social media accounts. It's important to note that unacceptable or concerning communications between students, even if occurring via private social media accounts, is covered by La Trobe's policy framework.

Unacceptable or concerning behaviour in online spaces may result in a referral to [General Misconduct](#). For more information about these behaviours, please visit [www.latrobe.edu.au/speakup](http://www.latrobe.edu.au/speakup). You are also encouraged to review the aforementioned policies.

**If in doubt, leave it out.** Once shared, online content is hard to take back. If you wouldn't say it in person, it's probably not in your best interest to post it online.