



ICHAS

Section 7– Policies and Procedures on Teaching, Learning & Assessment

Subject:	Procedures associated with College Code of Conduct for Engagement in Virtual Learning Environments		
<i>Date Approved by Board of Directors:</i>			
Policy Version	1/2021	Date due for Revision	February 2022
Parent Policy	Policy on Code of Conduct for Engagement in Virtual Learning Environments		

INTRODUCTION

The following procedures outlines the dedication of ICHAS in providing a safe and dignified online teaching and learning environment.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
College Community	Show respect and courtesy to other attendees at all times, ensure a private location without others in close proximity who are able to hear/see others in the virtual space or use a headset to maintain the dignity and confidentiality of in-class discussions If not participating in a private space.
College Community	Report any forms of abuse or harassment to the Programme director and or the Vice President of Academic affairs.
Registrar	In Consultation with the Programme director, Ascertain whether breaches of the Code of Conduct for Engagement in Virtual Learning Environments are deemed breaches of the code of conduct.

Programme Director	Consults with the registrar to ascertain if the matter is a breach of the code of conduct. Deals with issues that are not a breach of the code of conduct informally.
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PROCEDURES

Participants in all learning environments in the College are expected to show due regard to the rights of others sharing the Teaching & Learning Environment. In the context of the Code of Conduct, participants in 'virtual' learning sessions are expected to show respect and courtesy to other attendees throughout online teaching sessions/webinars. All attendees in virtual learning environments are expected to adhere to the following standards of engagement and behaviour. The College will monitor adherence to this code and the co-operation from all participants is expected to help ensure a safe environment for everybody.

When attending classes/webinars or other teaching & learning events online, it is expected that all participants will:

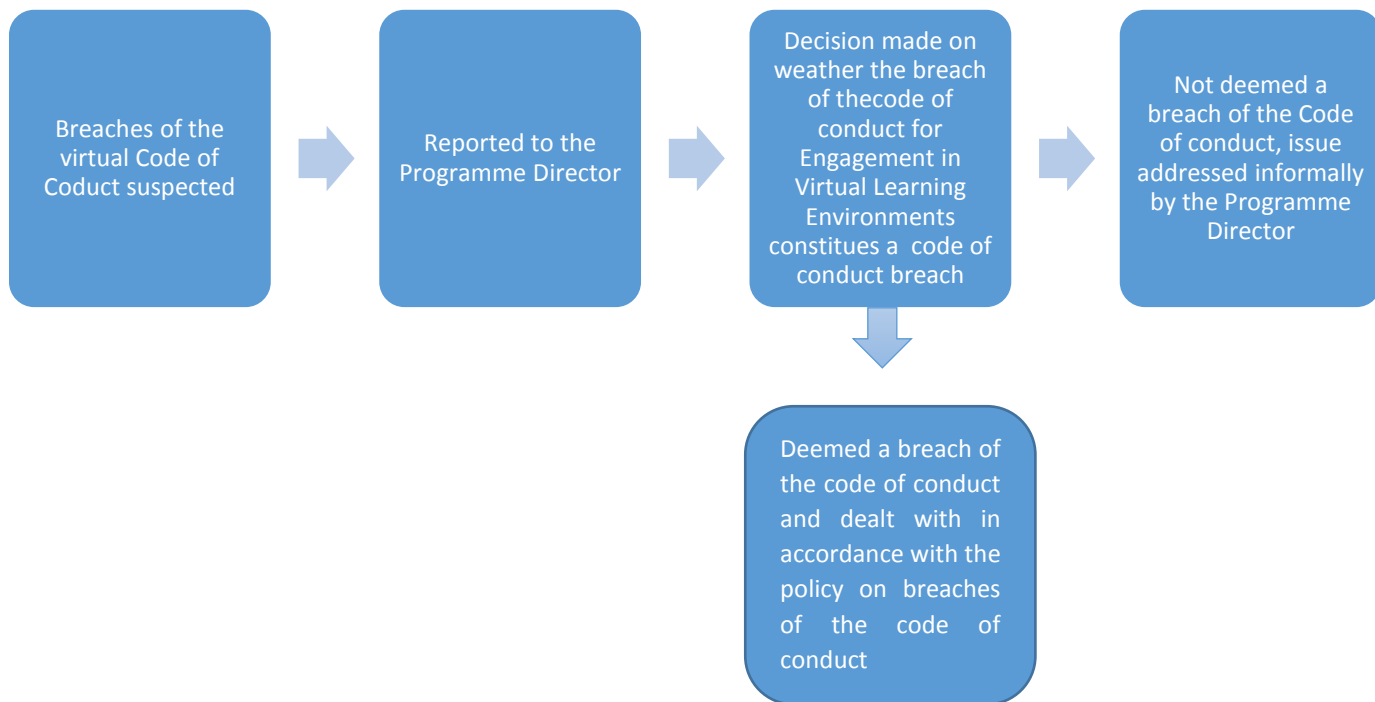
- Have passwords and links readily accessible in preparation for online learning.
- Have consistent/stable internet connection (to the best of their ability).
- Normally access online teaching & Learning sessions via the link provided by the College on LMS.
- Engage (as far as is practicable) with online learning/ webinars in a private location without others in close proximity who are able to hear/see others in the virtual space.
- Use a headset to maintain the dignity and confidentiality of in-class discussions If not participating in a private space.
- Limit background noise, by keeping their microphone on mute when they are not speaking in the class.
Ensure their name (first name and surname is visible on screen.
- Ensure their webcam is normally turned on during class, unless given permission to have it off by the Lecturer/facilitator.
- Show respect and courtesy to each other.

Participants asked to stop any behaviour construed as potentially abusive or harassing in tone or nature are expected to comply immediately and such behaviour will be reported to the programme director by the lecturer, and breaches will be subject to the Colleges Policy on the code of conduct.

The College will offer ongoing support through mutual engagement and reminders of expected behaviour and modelling of expected standards of behaviour. Where Breaches of the Virtual Code of Conduct occur, the College recognises that these may be unintentional and in the case of minor breaches will normally adopt a developmental approach in such situations.

Where repeated or intentional breaches of the Virtual Code of Conduct occur, the College reserves the right to invoke Disciplinary Procedures in line with the procedures on breaches of the code of conduct which will vary depending on the nature and extent of the violation.

GRAPHICAL PRESENTATION OF PROCEDURE



Linked Policies and Procedures

Linked Policies	Policy on the Code of Conduct Policy on Academic Integrity Policy on Complaints Policy on Appeals
Linked Procedures	Procedures associated with Complaints Procedures associated with Appeals Procedure associated with Breaches of the Code of Conduct Procedure associated with Breaches of Academic Integrity