TOP 3 VIRTUAL CLASSROOM EXPECTATIONS



1 PARTICIPATE



2 RESPECT OTHERS



3 STAY SAFE

VIRTUAL CLASSROOM EXPERIENCE OFF CAMPUS

Version 9, September 2022

VIRTUAL CLASSROOM EXPECTATIONS

The same rules of conduct apply within virtual classrooms as in other TAFE NSW learning spaces. In a successful virtual classroom students participate, respect others and stay safe.

1 PARTICIPATE

Turn on your camera or microphone when asked.

Participate in activities and submit your work if your teacher asks for it.

Be in a private distraction-free space that allows you room to move.

Dress as though you were going to campus.

Ask questions to stay motivated and on track. Don't wait too long to ask for help if you're feeling unsure of something!

Remember ...
You may be penalised if you disrupt your class, harass students or teachers, damage property, cheat in examinations, or otherwise act in a way contrary to the good conduct of TAFE NSW.
*See the **TAFE NSW 2021 Student Guide** for more information.*

If you are experiencing technical difficulties with accessing the virtual classroom, please call the **Student Tech Issues – ICT Student Technology Service Desk 131 601** and follow the prompts.

Students who may be Deaf or hard of hearing, can seek assistance through the *National Relay Service* or may lodge an enquiry using the *Get Technology Help form*.

2 RESPECT OTHERS

Listen actively and stay on mute until you need to speak.

Check your background is appropriate and no one else is listening in to the class for privacy reasons.

Please consider what you say and how as it may affect other people in the class. This includes in chat fields and on other shared platforms and online forums.

Keep discussion to class-related topics.

Do not use cameras, or recording devices or take screenshots without the consent of any person being recorded.

3 STAY SAFE

Know your environment regardless of where you are. Take note of your closest exit in case of emergency.

Let your teacher or another TAFE NSW staff member know ahead of time if there are any topics coming up that you may find difficult so they can put a plan in place.

Don't overshare personal information – it could distress others.

If you feel unsafe or distressed unexpectedly during class or you see a classmate experiencing distress please contact the teacher.

IN ADDITION ...

In addition, your teacher will:

- Provide clear instructions on what is expected and check in with you regularly.
- Contact you if you leave the class upset or without notice to check you are ok.
- Connect you to additional TAFE NSW supports if needed.

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