



OUTREACH TRAINING INSTITUTE ONLINE CONDUCT CODE

We ask that you observe this online conduct code as if you were attending an in person training, to maintain the highest standards of academic integrity, as well as to ensure compliance with Outreach Training Institute's online policy.

Teaching is conducted online via video conference using Webex. You must have either a computer, lap top or tablet with a functioning camera, microphone and speakers to take this course. A phone is not sufficient for participating in this online training. In addition, you must have reliable internet access. You must use these tools and devices as though you were sitting in class in front of your instructor. Follow directions from your instructors on how the online classroom is to function. If you are unsure of something, ask the instructor for clarification. It is your responsibility to find out more about something you do not understand.

Some things to be aware of:

- Treat your participation as if it were in person.
- You must sign into the virtual classroom using your first and last name.
- Internal Staff can sign into the virtual classroom via the OTI Calendar; which is located in ADP.
- Only enter classes you are registered for, and please enter prior to the start of class.
- Please keep your microphones on mute when you are not speaking.
- Do not use a virtual background. It may distort the person, can also be a distraction, and may make it difficult to verify actual attendance.
- Please situate yourself in a quiet environment that is conducive to learning and behave as if you were in class (at desk or table).
- Please dress appropriately (See page 8)
- Minimize any distractions to your full attention to the class; including other computer use (texting, working, web surfing, answering emails, etc.)
- Minimizing access to others in your physical environment (family members, children, colleagues if at work, pets, etc.) who may take your attention away from being "present" in class.

CHILDREN ARE NOT PERMITTED TO BE IN CLASS. THIS INCLUDES BEING VISIBLE ON CAMERA &/OR BEING HEARD ON SPEAKER. Please make appropriate childcare arrangements. In the event of a childcare emergency, please do not sign into class.

DO NOT ATTEND CLASS IN A CAR, LYING IN BED, WHILE YOU ARE MOBILE (WALKING AROUND), OUTDOORS (PARKS, RESTAURANTS, CAFES) OR TRAVELING (BUS, TRAIN AIRPORT, ETC.)

Individuals who are not in compliance with this policy will be removed from the classroom immediately.

Attendance, Punctuality, Visibility & Technical Issues:

- a. Your camera must be turned on and you must be stationed in front of the camera; visible for the duration of each class.
- b. We understand that technical issues may arise that may prohibit you from being visible at times. Typically, these issues are related to internet connectivity and they only last for a few minutes. Therefore, we will provide allowance for a few minutes of connectivity issues. However, if you are not visible for an extended period of time, then you not be credited as being present during the time that you not visible and you may be required to make up that time.
- c. It is the participant's responsibility to ensure their technical devices are functioning properly.
- d. It is the participant's responsibility to troubleshoot issues with their own device, and to ensure sufficient internet bandwidth to participate in an online training program.
- e. Enter the virtual classroom at least 10 minutes early to ensure that you will not be late for class. (Your time of attendance will be deducted accordingly for lateness and early dismissal.)
- f. Not being present in the virtual classroom while you are signed in is a violation of this online conduct code.
- h. Stay for the entire session until dismissal by the instructor. If for any reason you need to leave earlier, this must be communicated immediately to the coordinator and your instructor.

Confidentiality, Communication and Ethical Behavior:

- a. Maintain confidentiality and ethical behavior at all times during class.
- b. Listen respectfully when the lecturer and fellow classmates speak. Speak from your own experiences.
- c. Treat fellow classmates and Outreach staff members with respect and professionalism.
- d. No solicitation of any kind in the classroom: monetary, political, religious, etc.
- i. No sleeping or any other disruptive behaviors during instructional training.
- l. No cross-talking in the classroom. This includes chat box, emails & public message board. Use judgment before speaking. Improper use of these features can be the equivalent to "cross-talking" – disrupting class by talking to another student or the whole class.

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