

# Code of Conduct Remote or Hybrid Teaching – Online Classroom Participation

Date: 15 October 2021

This code of conduct establishes guidelines for remote teaching and learning, including the online aspects of hybrid teaching. This code will also apply to any other form of education that relies primarily on online services. The term “e-resources” will be used throughout this code to refer to any tool, resource, or platform utilized for educational purposes.

This document replaces any previous code of conduct relating to remote and online education and teaching published in 2020 and beyond.

## For students

### 1. Remote classroom

- a) Set up your personal ‘classroom’ in advance of a remote class or lecture. Make sure you are in a relatively quiet environment where you can focus without being disturbed by family members or housemates.
- b) Be aware that you are on camera. Remain professional when speaking in a remote teaching session and conduct yourself respectfully—as you would in a regular classroom—towards your peers and your teacher, especially should you have your camera on.
- c) Comply with any rules your teacher may establish for their online classroom.

### 2. Communication outside of remote classrooms

- a) Respect the methods of communication and contact hours established by your teacher.
- b) Abide by the aforementioned rule on professionalism in all education-related communications.
- c) Frequently check your e-mail and any other communication channels used by your teacher to stay up to date with any new information shared by your teacher or Leiden University.

### 3. Accessibility

- a) Only make use of the software supported by Leiden University to avoid any technical issues and access support.
- b) Inform your study advisor if you do not have access to a stable internet connection, or if you have no access to a device (e.g., laptop, PC, or tablet) through which you can attend classes or hand in assignments.
- c) You can use live captions, for transcription and/or accessibility purposes.

### 4. Privacy & General Data Protection Regulation (GDPR) Compliance

- a) It is prohibited to share documents or other materials provided in the course with external parties.
- b) It is prohibited to take screenshots of, or record any of the material or communication used during the course.
- c) Participants must always be made aware sessions are being recorded, this can only be done by teachers and using the Leiden University supported software.
- d) Recorded sessions must not be downloaded and must not be distributed to external parties, Recordings will only be made available on Leiden University platforms (e.g. Brightspace).
- e) During a recorded session, a student may be asked to turn their camera on, for example for grading and attendance reasons. Should they have an issue with this being recorded this should be discussed with the teacher.
- f) You can contact your [faculty's privacy officer](#) if an issue should arise.
- g) Leiden University cannot guarantee your privacy or security when using tools and software that is not supported by the university.

### 5. Managing your bandwidth

- a) Do not send or circulate large files unless absolutely necessary.
- d) Turn off the background and/or blur if bandwidth is limited (be aware of your background when doing this).
- c) Turn off your video if necessary to save bandwidth. In most cases, only the presenter/teacher needs to have their camera on.
- d) Turn off incoming videos.
- f) Mute your microphone always when joining meetings and unless you are speaking.
- g) Only use live captions if necessary for transcription or accessibility purposes.

# For teachers

## 1. Transparency

- a) Clearly inform students regarding the tools you will be using, and for what purpose.
- b) Clearly inform your students about what sessions will be recorded, remind them at the start of each (recorded) session.
- c) Inform students how their data will be used and stored. Remember to delete data when the [retention](#) period expires.
- d) Instruct students on how to access and work with these e-resources.

## 2. Assignment clarity

- a) Specify in advance how, where, and when students should upload their assignments, or how assignments should be using e-resources.
- b) Design assignment using standardized software/files as much as possible to minimize technical issues for students.

## 3. Communication with students

- a) Inform students how you will communicate with them, and vice versa – e.g., via Kaltura, uMail, Brightspace, Teams.
- b) Share resources on how to access and work with these e-resources should they need it.
- c) Please stick to your regular teaching schedule as much as possible when it comes to your availability and communication with students. For example, host an online open office hour like the one you would have hosted in person.
- d) It is also important to keep students informed and updated to any upcoming or current changes to any changes to the course, teaching methods and/or schedule.

## 4. Privacy and Recording

- a) Use a Leiden supported platform that can blur your background or have a quiet and neutral backdrop for your live sessions – e.g., a plain wall. Avoid having sensitive documents or private information being visible when broadcasting or recording, remind students to do the same.
- b) Check in advance whether you have a stable internet connection, and that there are no issues with your camera or microphone.

## 5. Online Etiquette and Decorum

- a) Remind your students of how you would like them to engage and interact during the course. For instance, you should inform students at the start of the course how they may signal/ask questions, whether they should mute their microphones (keep in mind you can use the 'mute all' button to mute all microphones), and whether turn on or off their webcam.
- b) If you are sharing your screen, please close all sensitive and private documents, as well as browser tabs. Check your browser bookmarks, other open applications, and other on-screen information. Be aware that this will all be visible to your students. Remind students to do the same.
- c) When presenting live you may experience latency – check regularly with students if they are able to follow along and provide extra time to comment or ask questions if you notice a delay.
- d) Ensure that content shared with students is accessible to all and is appropriate and related to the course.
- e) Moderating online discussions may require care and may increase your workload. If you need [support](#), or feel uncomfortable taking on the role of moderator, ask a colleague to take on moderating duties. Try to avoid sensitive topics if no moderator is present.
- f) Announce when the online session and its recording has started and ended.
- g) Wait for all students to leave the session before closing it.

## 6. Privacy & Compliance

- a) Students should not be obliged to have their camera on unless you believe it necessary to have them turned on, for grading purposes.
- b) Only record sessions if deemed to be of some added value to your students. Inform students in advance that the session will be recorded. Inform students they may choose to turn off their webcam if they do not wish to be part of the recording (please note this should not affect their grade or attendance).
- c) Recordings are not to be distributed to external or third parties outside Leiden University and will only be stored on and made accessible through university platforms.
- d) Teachers must take care when storing or handling [personal or sensitive data](#) while working remotely/online. Store personal or sensitive data on university drives only, not on personal storage devices/hard drives.
- e) Images involving external parties (e.g., guest teachers, test subjects, bystanders etc.) may only be part of a recorded session if the third party has given their consent. Allow external parties to not be recorded if they do not wish to be.
- f) Do not use images or recordings for other purposes than those deemed education by Leiden University; in the case of external parties, do not use images or recordings for purposes other than those stated when asking for consent.