



Code of Conduct: Self Study through Virtual Learning Environments

Your safety is our top priority. TIDE has introduced a Code of Conduct that sets out the behaviours everyone should follow to ensure that a safe and secure virtual learning environment is provided. Please follow this Code alongside any health and safety information provided by relevant authorities or institutions. The Code cannot cover all eventualities but please ensure your judgement is consistent with the essence of the safety procedures outlined below.

Do:

1. **Stay informed and compliant with Ministry of Education (MoE) instructions** – Comply with MoE and institutional Covid-19 instructions, policies and guidance
2. **Maintain social distancing** – You are required to study and take part in TIDE activities by yourself alone and preferably at home. All TIDE study programmes have been adapted to a self-study asynchronous model. TIDE activities no longer require physical or online collaboration beyond online communication with others
3. **Limit video-streaming to briefings and meetings only** – Occasionally video-streaming might occur for briefings and meetings. However, when video-streaming does take place, all participants will be required to join individually, complete a pre joining form, and ensure their names are displayed accurately on screen
4. **Be mindful when video-streaming** - Consider others by turning off microphones when not speaking and where possible be in a quiet place. Be aware of potential risks in your environment. For example, if at home revealing personal information or children within camera range. If at an internet café, wear headphones to avoid the risk sharing sensitive information to other customers. Feel free to switch off cameras, if you think it might compromise your safety or make you feel uncomfortable.
5. **Notify TIDE Project Team of any security and/or safety problem on TIDE devices and/or educational platform** – Your security and safety is a high priority. Please use the contact email details at the end of this page to report any concerns
6. **Ensure virtual learning platforms and apps are up-to-date and use a strong password for your accounts.** TIDE activities will be conducted via OpenLearn Create, Zoom video conferencing and social media platforms such as Facebook

Do not:

7. Arrange or attend physical study groups or learning activities
8. Make jokes or remarks that may be inappropriate about people's appearance, gender, religion, culture, habits, economic status, etc
9. Photograph, video or screenshot of participants or content from a video-stream without prior consent
10. Give out personal details except for names on TIDE Facebook groups. For example, do not share telephone numbers
11. Post or share photos of children (under 18 years old) on TIDE Facebook groups

By taking part in TIDE activities, you confirm that you agree with the above and will adhere to this Code of Conduct when undertaking studies or work with TIDE project.