NETIQUETTE FOR OLFU STUDENTS

Standards on Behavior at Online Learning Environments

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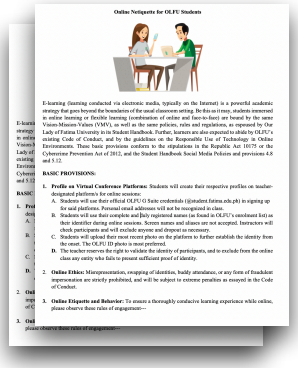
Policies on Digital Behavior


Online Netiquette for OLFU Students

E-learning (learning conducted via electronic media, typically on the Internet) is a powerful academic strategy that goes beyond the boundaries of the usual classroom setting. Be this as it may, students immersed in online learning or flexible learning (combination of online and face-to-face) are bound by the same Vision-Mission-Values (VMV), as well as the same policies, rules and regulations, as espoused by Our Lady of Fatima University in its Student Handbook. Further, learners are also expected to abide by OLFU's existing Code of Conduct, and by the guidelines on the Responsible Use of Technology in Online Environments.

REPUBLIC ACT 10175 - Cybercrime Prevention Act of 2012

REPUBLIC ACT 8293 - Intellectual Property Code

REPUBLIC ACT 10173 - Data Privacy Act

OLFU STUDENT HANDBOOK - Provisions 4.8 and 5.12

STUDENT PROFILE & ETHICS

Profile on Virtual Conference Platforms

Students will create their respective profiles on teacher-designated platform/s for online sessions:

Students will use their **official OLFU G Suite credentials** (@student.fatima.edu.ph) in signing up for said platforms. Personal email addresses will not be recognized in class.

Students will use their **complete and duly-registered names** (as found in OLFU's enrollment list) as their identifier during online sessions. Screen names and aliases are not accepted.

Students will upload their **most recent photo** on the platform to further establish the identity from the onset. The OLFU ID photo is most preferred.

The teacher reserves the right to **validate the identity of participants**, and to exclude from the online class any entity who fails to present sufficient proof of identity.

Misrepresentation, swapping of identities, buddy attendance, or any form of **fraudulent impersonation** are strictly prohibited, and will be subject to extreme penalties as essayed in the Code of Conduct.

ONLINE ETIQUETTE 1

Online Behavior

To ensure a thoroughly conducive learning experience while online, please observe these rules of engagement:

ON PROMPTNESS: For any online class, students must log in at least five (5) minutes before the designated start of the session. Students will wait online for the teacher to begin the class.

ON VIDEO FEEDS & ATTIRE: Students may be in dress-down attire during online classes. The minimum requirement is a decent, short-sleeved T-shirt. Sleeveless blouses, sandos, spaghetti straps and distressed shirts are not acceptable.

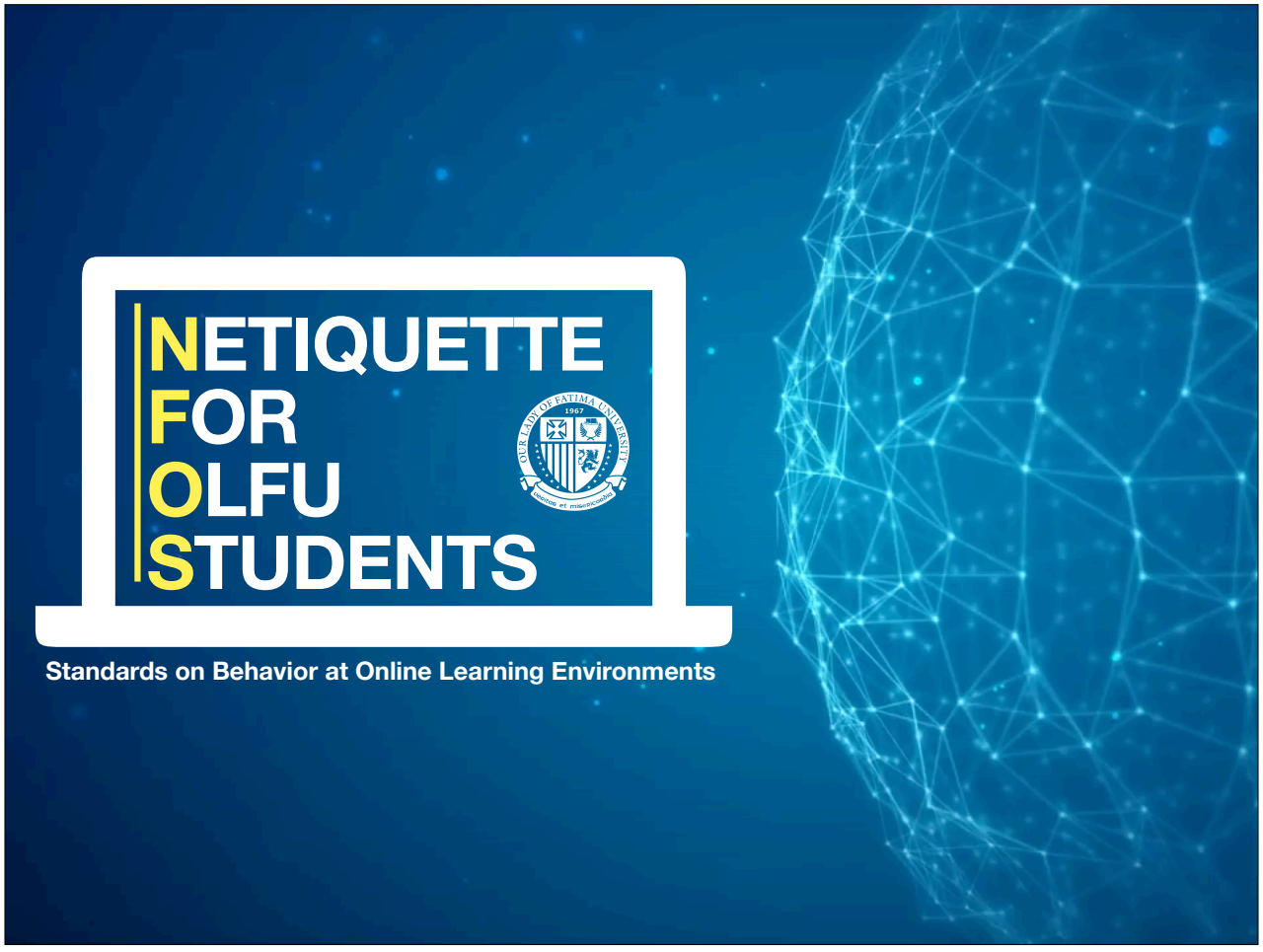
ON MICROPHONES: A participant will always have his/her mic on mute and will only unmute the mic when it is time for him/her to speak. This is salient for minimizing or eradicating background noise which could otherwise be quite counter-productive to the session.

ONLINE ETIQUETTE 2

Online Behavior

To ensure a thoroughly conducive learning experience while online, please observe these rules of engagement:

ON SPEAKING: A participant must signify intention to speak (by using the "raise my hand" icon on the platform or by motioning to the teacher) first and may only do so when the teacher gives him/her permission to speak. This is to ensure that there is an orderly flow to the discussions, and also to avoid unnecessary distractions.

ON SCREEN SHARING: A participant will obtain the teacher's affirmative before sharing the contents of his/her screen. Participants who intend to do screen sharing are advised to close other windows which may otherwise reveal personal matters.

ON CHATS: Virtual conference platforms have chat features that allow attendees to have conversations "on the side" while the session is ongoing. Students are encouraged to use the said feature for conversations relevant to the topic. Recreational or off-topic exchanges are strongly discouraged.