

## 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.

### **BASIC PROVISIONS:**

- 1. Profile on Virtual Conference Platforms:** Students will create their respective profiles on teacher-designated platform/s for online sessions:
  - A. 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.
  - B. Students will use their complete and duly registered names (as found in OLFU's enrolment list) as their identifier during online sessions. Screen names and aliases are not accepted. Instructors will check participants and will exclude anyone and dropout as necessary.
  - C. 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.
  - D. 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.
- 2. Online Ethics:** 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.
- 3. Online Etiquette and Behavior:** To ensure a thoroughly conducive learning experience while online, please observe these rules of engagement---

- A. **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.
- B. **On Video Feeds and Attire:** Students may be in dress-down attire during online classes. The minimum requirement is a decent, short-sleeved T-shirt. Sleeveless blouses, sandals, spaghetti straps and distressed shirts are not acceptable.
- C. **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.
- D. **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.
- E. **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.
- F. **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.

#### 4. **On Intellectual Property:**

- A. OLFU holds proprietary rights over all courseware resources used during online/flexible learning sessions. As such, these resources are for the sole use of a student and must not be shared with entities outside of the OLFU Community; be it for personal or commercial gain.
- B. The use of courseware resources conforms to the stipulations in Republic Act 8293 (Intellectual Property Code) and Republic Act 10173 (Data Privacy Act).

Disciplinary sanctions will be given depending on the severity of the offense, the damage done and the circumstances by which conduct integrity is compromised. A student may be given both a disciplinary sanction and an academic sanction depending on the offense committed as stipulated in the university Student Handbook.