

## **How to stay safe during online learning Tips for learners**

You may be asked to take part in online learning as part of your course over the summer. This may include joining an online class or watching pre-recorded video clips from your tutor.

Staying safe online is very important. Here are a few tips to help you stay safe.

### **Keep it private**

- If you are attending a session online, remember you can turn off your camera. You don't need to show your face to attend a session.
- When you join a session, turn your microphone to '**Mute**'. This will turn off your microphone so you can hear the tutor but they can't hear you (or your children playing in the background!) Click '**Unmute**' any time you want to say something.
- Don't share any personal details or contact information while you are online.
- Think about where you are sitting if you are using your camera to attend an online session. Make sure that no one can see any personal details about you, or anything else that you don't want to share.
- Tell your family that you are doing an online class. This should stop them wandering around behind you or interrupting you.

### **Be professional**

- If you use the camera, wear the same clothes as if you were attending a class in your centre.
- Remember the normal rules of the classroom: be polite, turn up on time and let others speak too.
- There are some extra rules when attending an online session. These are listed in the "Ground Rules for learning online" below.

### **Other issues to remember**

- Only access your learning session via wifi if you are using your phone. It can very expensive to use your mobile data (especially if you use video).
- Using a mobile phone to connect can also drain your battery very quickly. Use a computer if possible.

### **Ground rules for learning online with Lambeth Adult Learning.**

These are the rules for taking part in online learning:

- Do not share any video images, take screenshots or photos of the video screen
- Do not record the session or share any information
- Check what is behind you on the wall to make sure you are not sharing personal information by accident
- Be polite and respectful to the tutor and other learners
- Be patient if the technology doesn't always work
- Be punctual to any live sessions
- Keep your microphone on 'mute' unless you want to say something