

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. This may include joining an online class or watching pre-recorded video clips from your tutor. Your tutor will record online sessions including 1-1's and will inform you verbally this is happening. Recordings will be stored on a secure platform on Teams and will be available for learners to access at the end of each session.

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

Your Safety

If you are concerned about your safety please let your tutor know asap. You can do this by sending your tutor a message during or after the session. Calling your tutor after the session on Teams. If you believe you are in immediate danger you can use the Signal for Help shown in the Safeguarding/Learner Handbook and which your tutor will discuss with you during the course. – see below



Keep it private

- If you are attending a session online, your tutor will request that you turn your video on, particularly during class discussions and other interactive sessions. Please discuss any difficulty you may have with this request with your tutor, ahead of the session if you can.
- When you join a session, turn your microphone to '**Mute**'. This will turn off your microphone so you can hear the tutor, but they cannot hear you (or your children playing in the background!) Click '**Unmute**' or use the 🖱️ sign 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 do not want to share. Set a background, your tutor can show you how to do this
- 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 be 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.
- If you are experiencing difficulty accessing your learning because of lack of IT equipment – pls speak to your tutor as we may have equipment that you can loan.

Ground rules for learning online with London Learning Consortium

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
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