

How to keep safe during online classes

Real people.
Real results.





Staying safe
online is
very
important!

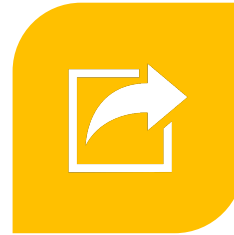
Keep it private



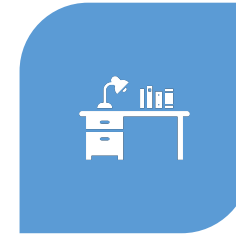
YOU CAN TURN
OFF YOUR
CAMERA



YOU CAN TURN YOUR
MICROPHONE
TO '**MUTE**' AND
SELECT '**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.



TELL YOUR
FAMILY THAT YOU
ARE DOING AN
ONLINE CLASS.

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

Ground rules for learning online



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

Look for secure webpages

- Look for evidence that a webpage is secure and legitimate before you enter sensitive data
- Good signs of a secure connection include a web address that starts with https (“s” stands for secure) and a closed padlock



If you can, use the Wi-Fi



Try to access your learning session via Wi-Fi if you are using your phone. If you do not have a Wi-Fi connection, check you mobile data



Using a mobile phone to connect can also drain your battery very quickly. Use a computer if possible

Enjoy!

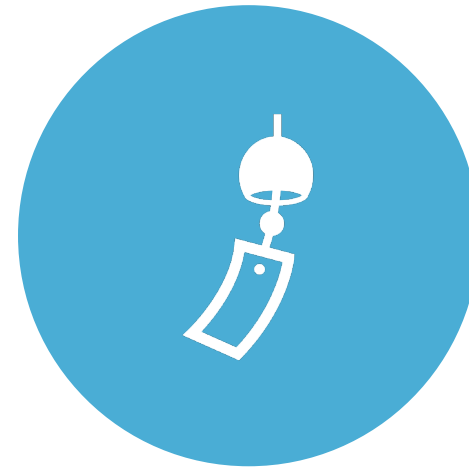


Learning is fun!

Need help?



courses@londonlc.org.uk



020 8774 4040