o Appropriate classroom behaviour and appropriate non-offensive language is expected at all times.

o Treat all other participants and facilitators with respect throughout the event.

o Do not use your mobile phone during the session. If you are using your mobile phone to participate in the online event, then please do not use other apps, messaging platforms, etc., while the event is ongoing.

o If you choose to have your video on, be conscious of the environment you are in and ensure you have nothing personal or sensitive / offensive in nature in view. Try to avoid a bedroom space where possible if your camera is on.

o Your screen name for all sessions should be your first name and surname initial only (e.g. Hayley S).

o If the session you are participating in is being recorded, you will be informed about this at the beginning of the session. We ask that participants do not record any content using their own devices and do not take screenshots or photographs of any of the content presented. Using and/or sharing recorded or copied content without the permission of the presenter or other participants is illegal and could be considered a data breach.

o This event is considered a secure environment and it is not acceptable to share details of other participants outside of the event without their direct permission. This, too, could be considered a data breach.

o When posting comments and questions or sharing your views, please make sure to consider whether they could cause hurt or upset to others before sharing.

o Event chats should be used for event-specific content only. Please do not use them to have conversations with participants that are not relevant to the event, as it can make the content hard to follow for others. You should also never post any personal contact details in event chats.

o Should you be adversely affected by anything that occurs during the duration of any event and do not feel comfortable with discussing it with the event leads, please report to safeguarding@exeter.ac.uk.