



DIME ONLINE E-CODE OF CONDUCT

1 Introduction

1.1 All DIME ONLINE courses are delivered exclusively online. In order for students to experience an enjoyable, positive and rewarding learning environment, it is important that all students understand and comply with DIME ONLINE'S E-Code of Conduct. This document outlines the safe and appropriate use of the Canvas "virtual learning environment" (VLE) and other online social media platforms.

1.2 All new students will be required to complete an online induction prior to the commencement of their studies. The induction introduces the Canvas VLE and the defining characteristics of studying a degree online.

1.3 This Code of Conduct is applicable to all DIME ONLINE students and staff, and should be read in conjunction with **DIME ONLINE'S E-Learning Policy**. Additionally, students registered on a Falmouth University award should familiarise themselves with the University's **Social Media Good Practice Guide**, available at: www.falmouth.ac.uk/studentregulations

2 Key Principles

2.1 The spirit of studying with DIME ONLINE should be characterised by support, positivity and team spirit.

2.2 The course requires students and staff to engage with each other through the Canvas VLE and, as such, they will be asked to regularly comment on each other's work. This feedback is extremely valuable and it is expected that students will learn a great deal from this process. When giving feedback DIME ONLINE asks that all students and staff give thought to the context of the task and performance, so that their views are informed and considered. DIME ONLINE expects students and staff to give honest, thoughtful and constructive criticism, pointing out the areas of strength as well as weakness where appropriate.

2.3 Members of the DIME ONLINE community are reminded to keep their user account details **confidential** and to not disclose their user ID and/or passwords to fellow students, staff, friends and/or family.

2.4 The following regulations apply to all modes of online communication – within and outside of the Canvas VLE – used by a student as part of their studies at DIME ONLINE, including e-mail, instant messaging, social networks, Skype/video conferencing, and online forums and discussion boards.

2.5 Under the DIME ONLINE E-Code of Conduct it is deemed an offence to:

- i. Initiate or partake in online or offline bullying and/or harassment (defined as teasing, undermining, or intimidating behaviour, or any behaviour that causes deliberate personal distress to another member of the DIME ONLINE community).
- ii. Intentionally view or distribute content that incites hatred, and/or is offensive and/or discriminatory, towards individuals and/or groups of people with protected characteristics as set out in the Equality Act 2010.
- iii. Upload and/or distribute material owned by another and protected by copyright (where in doubt, students are advised to contact their Head of Education).
- iv. Partake in any fraudulent activity, such as making deliberate attempts to use and/or infiltrate other user accounts, and/or partake in any activity that contravenes the Computer Misuse Act 1990, the Data Protection Act 1998, and the General Data Protection Act (from May 2018 onwards).

2.6 Any student or staff who commits one or more of the above offences will be subject to one of the following relevant disciplinary action:

- i. Falmouth University registered students: **DIME ONLINE's Student Disciplinary Procedures.**
- ii. Any student studying on a DIME ONLINE professional, non HE accredited course: formal written warning, or, depending on the severity of the transgression and/or repetition of offence(s), permanent removal from the course.
- iii. Member of DIME ONLINE staff: Staff Disciplinary Proceedings.

3 Links to relevant external legislation

- The Computer Misuse Act 1990 <http://www.legislation.gov.uk/ukpga/1990/18/contents>
- Data Protection Act 1998 <http://www.legislation.gov.uk/ukpga/1998/29/contents>
- The General Data Protection Act (from 25 May 2018 onwards) <http://www.eugdpr.org/>