

Blended Learning Code of Behaviour for Learners

General

- Mobile phones are to be switched off or kept silent and may not be answered during class.
- Be prepared and have all the materials you will need ready before class
- Respect other learners and staff, respect everyone's point of view, treat everyone equally and respect the environment you are learning in whether it be face to face or the online environment, including discussion boards. Avoid slang or offensive language.
- Confidentiality—Be aware that if discussing work experience or life experiences related to your learning, you maintain confidentiality about your clients/work placement, etc.
- Be aware that for security reasons, WWETB have Geo-blocking enabled, which means that learners can only log into online classes from within Ireland.

Responsibilities

- Accept responsibility for your learning by making sure you attend class regularly and punctually – Logging in late to live online classes can be a distraction to others.
- Complete your assessments on time and take part in required activities
- If you are unable to attend class or have to leave before the scheduled end of class please contact your course contact in advance of start time if possible.
- Any difficulties with attendance should be discussed with course contact.
- Be respectful in group work. Share tasks fairly and communicate well with peers.
- Submit original work. Avoid plagiarism or copying from others. See Guide to [Academic Integrity](#).

Health & Safety

- Remember smoking/vaping is not permitted in any building and is not appropriate to do so in an online setting.
- Please do not attend class under the influence of drugs or alcohol as due to health and safety you will be asked to leave.

Online Classes

- Cameras must be kept on when possible.
- Make sure that you are in a quiet space for online classes so that you can engage fully, if you don't have a quiet space, please use headphones to protect your fellow learner's confidentiality.
- Treat your online class as if you were going to the centre so dress appropriately, engage fully, try and limit distractions or moving away from the screen too often outside of designated breaks.
- Be aware of your surroundings and that your tutor and classmates can also see behind you. Make sure that there is nothing in the background (traffic, other people, that may distract from the class. you can add a Virtual Background to hide what you don't want seen.

