

HOW TO STAY SAFE DURING ON-LINE LEARNING

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

Keep it Private

- Check what is behind you on the wall to make sure you are not sharing personal information by accident.
- Change your background image to a generic or company image, or blur your background
- When you join a session, turn your microphone to 'Mute'. This will turn off your microphone so you can hear the tutor but they can't hear you (or your children playing in the background!) Click '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. Make sure that no one can see any personal details about you, or anything else that you don't want to share.
- Tell your family that you are doing an online class. This should stop them wandering around behind you or interrupting you.

Be professional

- Wear the same clothes as if you were attending a face-to-face programme.
- Remember the normal rules when attending a programme: be polite, turn up on time and let others speak too.
- Be respectful to the tutor and other learners

Technology

- Only access your learning session via wifi if you are using your phone. It can 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.
- Be patient if the technology doesn't always work.

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