

## **Policy for Online Interaction and Behaviour for E-Academic Students**

### Personal Presence / Image

a. When you are presenting yourself / are required to be seen live, you should not display any offensive material (for example in the background) and should dress appropriately for an academic setting.

### Behaviour in Communication

- a. Ascencia Malta does not tolerate any derogatory or stereotypical remarks or mocking, mimicking or belittling of others.
- b. During debates or discussions, your comments are to remain respectful and constructive – they are offered in the spirit of helping to improve or build on a classmate's work, not in order to target an individual or group with personal criticism.
- c. Respect cultural, religious, professional, academic and economic backgrounds, skills, abilities and contributions at all times.
- d. Be mindful that your colleagues and teachers may be facing difficulties that you are not aware of, so be sensitive always.
- e. Do not give out any personal information that you would not usually share with people you do not know – remember this is an academic platform.
- f. Check that you're in the right place – ensure that you post in the correct area of the forum or the discussion board.
- g. Reread and check your posts – practice professionalism by being mindful of how you will seem online as others will likely judge the tone and quality of your writing. Reread your posts and edit for clarity and mechanics.
- h. If you use a source, cite it properly.
- i. Stay on topic – stick to the discussion topic and avoid going off on tangents.
- j. Avoid using emojis, abbreviations or slang in your messages. Remember this is an academic platform, not a social media site.
- k. Be patient – read everything in the discussion thread before adding. This will help you avoid repeating something someone else has already contributed. Acknowledge the points made with which you agree and suggest alternatives for those with which you don't.
- l. Language – all posts must be in English. Comments in any other language will be deleted.

### Repercussions

- a. If you post something inappropriate, the e-academic team will delete the post and contact you privately to explain why. This type of behaviour is subject to disciplinary action.
- b. Cyberbullying: if a student engages in behaviour that is cruel, inappropriate or threatening, including behaviour that is harassing or abusive, the student will be subject to immediate disciplinary action.