



Privacy and Responsible Online Learning



Digital Media and IT

Privacy

As we are entering a new world of online learning, we need to consider some thoughts around privacy and what this means.

Since we are attending or teaching these classes virtually using webcams and microphones there are real vulnerabilities within our homes and lives and these lead to privacy concerns both personal and professional.



Since we are all online for post-secondary learning our expectations are aligned with in person classes; that we conduct ourselves in professional manner and participate and engage in appropriate ways.

We are all on camera and/or microphones in our homes amongst our lives, so we need to be cognizant of our participation and how this engagement can be in a controlled and private environment.

The online classroom is still a private entity and not part of your home environment. So if you live with your family or roommates, ensure the space you are in is appropriate and private. Make sure the sound and mic are not vulnerable to sharing other student or instructor discourse or we are able to hear your private lives at home.

Let us keep the classroom, be it online, a safe and private space.





Considerations to Keep Yourself Private





Make Your Workspace Private

As we are sharing personal information and ideas, and the instructors are sharing private feedback and support please ensure you are working in a space that is not public and others can see and hear your interactions.





Make Sure Your Space is Appropriate

As well as being private, make sure your space is appropriate for the online class when on camera. This means if you are in your room, should we see your private space in an unfiltered state?

Ensure your space is free of visual or private clutter that is appropriate for others to see.





Personal Details & Safety

Due to being at your home most often, there are things you may want to ensure people do not see such as the front of your house with address, your family, or children or any other private or location hinting details.

We must ensure the safety of all students so be diligent in protecting yourself, your information and loved ones.





Do's & Don'ts



Do's:

Use headphones with a microphone.

Turn your laptop away from others if in a public space.

Attend class in a private space, whenever possible.

Dress appropriately.

Use background effects in Teams when possible or needed.

Mute microphone.

Use camera cover when possible.



Don'ts:

Attend class in public without headphones.

Have your sound on around your housemates or family to ensure private conversations such as instructor feedback, group reviews and student breakout sessions are kept private.

Engage in your home life (IE: chores, parenting, etc.) while the microphone or camera are on.

Show us private spaces, information or data that can risk your safety.

Have inappropriate artwork, backgrounds (or people) within view.

