

# RMIT Training Remote Learning Guidelines

## What is it?

The following guidelines are for all students of RMIT Training to understand their rights and responsibilities in relation to remote learning and the recording of online classes.

## Who is this for?

These guidelines apply to all students and is a reference for all RMIT Training staff and educators.

## Guidelines

### **RMIT Training teachers and students agree and understand that:**

- Attending class with your camera on provides the best teaching and learning experience.
- Teachers may record online classes.
- The recordings must be used for personal study and review purposes only.
- Access to class and recordings will be made available through Canvas only.
- If a session is being recorded, there will be some indication of this on your screen.
- If a session is being recorded, messages in the chat are also recorded.
- Assessments will be recorded for moderation and compliance purposes.
- Attendance checks will be conducted at the beginning and during class time.
- Unless a student communicates and discusses this with the teacher beforehand, during class time, a student's camera is expected to be on.
- If a student has their camera off, a teacher may request that a student turn their camera on at different times during the class to verify attendance and for classroom activities.

### **As an RMIT Training student you are expected to:**

- Start class with your camera on and leave it on for the duration of the class for a better learning experience. (Technical support is available during class time for connection issues.)
- Read the information that your teacher shows on the screen at the start of class.
- Email your teacher if you have any questions or concerns about being recorded or appearing on camera.
- Be aware and notify others around you that when your microphone or camera is turned on during the session, anyone and anything in the background is recorded.
- Mute your microphone if you are not speaking.
- Make sure you are in a quiet space with an appropriate background.
- Dress appropriately.
- Ensure you have an appropriate profile picture.
- Send your teacher a private chat message or email if you need to talk to them about something private.
- Keep your login details secure and confidential and do not share them with anyone else.

### **As an RMIT Training student you must not:**

- Make your own recordings of the class, download class chat messages or take any screenshots of the class.
- Share the recording with anyone else or publish it anywhere, including on social media.
- Use the recording for anything other than personal study and review purposes.
- Type private information in the class chat area. This will appear in the recording.

## Stay safe online

It is very important that you are safe online, if you are ever concerned about someone or something online, please let us know. You can speak to your teacher or contact any of our student service areas listed below for advice and support about inappropriate behaviour online.

## Your privacy

Class recordings are for your personal study and review purposes only. You will be informed in advance if RMIT Training wants to record or use your image for promotional or training purposes.

Your privacy is important to us and you must also respect the privacy of your teacher/s and other students in your class. You can read more about privacy at RMIT in the [RMIT University Privacy Policy](#).

## Contact information

If you have any questions or concerns about any of the information in these guidelines, talk to your teacher or contact any of the support areas listed.

### Student Services

Phone: + 61 3 9657 5800

Email Foundation Studies: [foundationstudies@rmit.edu.au](mailto:foundationstudies@rmit.edu.au)

Email Academic English: [rewstudent.services@rmit.edu.au](mailto:rewstudent.services@rmit.edu.au)

### RMIT Training Wellbeing Team

Phone: +61 3 9925 8172

Email: [wellbeing@rmit.edu.au](mailto:wellbeing@rmit.edu.au)

### RMIT Safer Community

Phone: +61 3 9925 2396

Email: [safercommunity@rmit.edu.au](mailto:safercommunity@rmit.edu.au)

### [IT Help Desk](#)

[Ph: +61 3 9925 8888](tel:+61399258888)

## Other core information

- Guidelines are given to students at enrolment. The student's understanding of the guidelines is recorded on iQ.
- RMIT Training will send a copy of the guidelines to parents of students under the age of 18. Their understanding of the guidelines is recorded on iQ.

## More information

RMIT Training Remote Learning Guidelines for Educators

## Document history

Version	Last updated	Authority	Author	Register reference
1.0	August 2020	Not applicable	LC	