

## RECOMMENDATIONS

### FOR APPROPRIATE BEHAVIOR IN VIRTUAL SYSTEMS FOR ONLINE LEARNING AND OTHER FORMS OF WORK IN THE VIRTUAL ENVIRONMENT

#### 1. INTRODUCTION

The Recommendations for Appropriate Behavior In Virtual Systems for Online Learning and Other Forms Of Work In The Virtual Environment (hereinafter: online learning) have been adopted in order to adequately ensure the meaningful implementation of the rules of conduct that apply during the usual forms of learning, i.e. in real classrooms, workshops and laboratories (hereinafter: onsite learning).

The recommendations apply equally to all participants in online learning; teachers, associates and other persons who participate in teaching a particular course (hereinafter: teachers) and students (unless explicitly stated otherwise).

If online learning is required, participants are expected to cooperate, be patient and respect the usual principles of academic integrity which are meaningfully achievable in a virtual environment.

Relevant acts of the University of Rijeka (hereinafter: the University) or its constituents (e.g. the Regulations on Studies of the University of Rijeka and the regulations on studies of individual constituents, the Code of Ethics of the University of Rijeka, the Code of Ethics for Students of the University of Rijeka, the Regulations on the Disciplinary Responsibility of Teachers and Associates of the University of Rijeka, the Regulations on the Disciplinary Responsibility of Students of the University of Rijeka, etc.) shall apply accordingly to the implementation of online learning and the rules of conduct during such learning.

All participants in the learning process shall treat each other with respect and decency while respecting the highest standards of academic integrity, including, but not limited to, mutual respect, acceptance of different opinions, patience and using proper language.

#### 1. APPROPRIATE CONDITIONS FOR THE IMPLEMENTATION OF ONLINE LEARNING

Participants in online learning are expected to try to provide appropriate conditions (working/spatial/technical) for quality and uninterrupted participation in online classes (for example, appropriate equipment and a stable internet connection, not interrupting with videos and/or audio recordings, content not related to the learning process background noise, etc.).

University constituents are obliged to provide appropriate conditions for holding online classes, and exceptionally, if there are appropriate conditions and justified reasons, allow teachers to hold classes from a private space (work from home).

In case the student is not able to ensure technical conditions for following their classes (for example, lack of appropriate equipment or connection), they must immediately inform the management of the relevant University constituent, which shall use existing programs of the University constituent or the University to provide students with IT equipment.

## 2. ONLINE LEARNING OBLIGATIONS

1. During online classes, students are expected to:

- regularly attend their classes
- actively participate in class
- have their camera and microphone turned on during the entire duration of the synchronous class, unless the teacher asks the students to turn them off or there are other justified circumstances of which the teacher is aware in advance
- make sure that their behavior does not interrupt the class, which includes not doing activities not related to the class
- comply with the deadlines for the fulfillment of certain student obligations in their courses (e.g. uploading the file containing a seminar paper, assignment, photo, exercise answers, etc. within the given deadline)
- interact with teachers
- use online consultations as per the teacher's instructions (students should inform the teacher in advance of needing a consultation so that the teacher can schedule individual appointments and inform the students thereof in a timely manner)
- participate in continuous knowledge assessments under their own name and in accordance with the teachers' instructions, while respecting the rules of academic integrity (taking exams individually, no unpermitted help received from or given to others during knowledge assessments, etc.).

2. During online classes, teachers are expected to:

- regularly hold classes as per the syllabus and class schedule
- have their camera and microphone turned on during the entire duration of the synchronous class
- utilize appropriate options of virtual platforms for sharing course content (e.g. screen sharing to show presentations, using virtual whiteboards, etc.)
- keep records of attendance in synchronous classes, i.e. records of accessing asynchronous classes (if the appropriate form of asynchronous classes allows it)
- enable students to ask questions during synchronous online classes, either through the microphone or the chat
- enable online consultations
- provide a schedule of individual appointments for online consultations to all students who announced their need therefor in a timely manner
- give students important information related to online classes (e.g. about the materials, ways of achieving learning outcomes, obligations, tasks, deadlines, etc.) in a timely manner

- provide all feedback related to the course in the virtual environment (e.g. comments and grades on continuous assessments, comments and exam grades, etc.).

### 3. COMMUNICATION IN ONLINE CLASSES AND ON VIRTUAL PLATFORMS

1. Online classes performed in a virtual environment synchronously or asynchronously is official communication. All participants should participate under their own name. Virtual platforms for online classes should not be used to share informal and entertaining content.
2. Virtual platforms for online classes shall not be used to share confidential information and personal data that are not related to the learning process in order to protect such information and data, i.e. to protect safety in the virtual space.
3. All participants are responsible for everything they write, comment, upload in the form of a file or otherwise publish on a virtual platform for implementing online learning (hereinafter: post).
4. By making a post under their own name, participants are responsible for the content they post on the platform intended for the implementation of online learning.
5. When making a post, the grammatical and orthographic rules of the Croatian language, i.e. the language in which the classes are conducted, shall be used and respected.
6. Posts are used to exchange important information related to the learning process among all participants in online learning, i.e. between students and teachers, in order to achieve learning outcomes.
7. A file can be in a text, multimedia or other appropriate format (for example, a photo taken with a smartphone or tablet as per the instructions or in agreement with the teacher, etc.). It is used for the exchange of course materials, the fulfillment of the student's particular course obligation or for another appropriate purpose of achieving learning outcomes during online learning. Each teacher determines the rules for organizing files in their course, to which all students must adhere.
8. The chat is primarily used for personal communication between the teacher and the student, and can, as per the teacher's instructions, also be used for public communication within the student group (e.g. public commenting, question asking or answering).
9. Chatting among students in the virtual classroom is not recommended; if it does occur, it shall not contain content contrary to the following point.
10. During online classes or when using virtual platforms for online learning, any communication contrary to academic integrity standards is prohibited, including:
  - posts of inappropriate content (e.g. posts in any form that contain threats, insults, vulgarities, derogatory, discriminatory or harassing statements, forms of violence, etc.)
  - uploading files with inappropriate names
  - copyright infringement
  - violation of the rules on the prohibition of plagiarism.
11. Violators of the prohibition from the previous point are subject to the relevant acts of the University and its constituents, and especially the rules on the ethical and disciplinary responsibility of participants in the learning process.

#### 4. RECORDING ONLINE CLASSES AND UNAUTHORIZED SHARING OF COURSE CONTENT

1. The teacher reserves the right and possibility to record online classes, of which they must inform class participants before they begin recording.
2. Students are not allowed to record online classes without the explicit approval of the teacher (e.g. taking a screenshot, video and/or audio recording, etc.).
3. Notwithstanding the previous points, it is prohibited to share, publish or make available any form of course content or materials to persons who are not participants in the learning process (persons who are not teachers or students in the course), except for the purpose of teacher evaluation (regular quality evaluation and/or peer evaluation).

These Recommendations have been formulated by the **Working Group on Formulation of the Recommendations for appropriate behavior in virtual systems for the implementation of online learning and other forms of work in a virtual environment**, which consisted of:

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