

Online Sessions Code of Conduct

June 2020

Our interactive online sessions enable you to connect with staff and student ambassadors at Goldsmiths, University of London. These events are open to everyone and we always have a mix of people attending – school/college students, graduates, employers, parents, teachers, education agents, and counsellors. People can be any age and live anywhere in the world.

By joining a session, you agree to adhere to our code of conduct to ensure your safety and wellbeing, and the safety and wellbeing others.

A safe space

We expect everyone to show courtesy and respect to all staff, student ambassadors, guest speakers, and to one another, regardless of age, gender, ability, race, cultural background, religious beliefs, or sexual identity. Offensive or inappropriate language is not to be used in any form of communication, whether spoken, written, drawn, or displayed.

Joining a session

If a session is by invitation only, please do not share these details with others. Instead, ask them to contact us and request an invitation of their own.

Plan to join a session five minutes earlier than the published start time. You will be admitted to a waiting room and then into the session. If you arrive after a session has started there may be a delay in being admitted.

Please ensure that your camera is off, your microphone is muted, and only your first name is displayed. For some sessions, you may find that the host has set up the online space so that only the presenter's camera and microphone are enabled.

Occasionally, we use break-out rooms and audio/visual functionality for guests may be enabled. When this happens there should be enough light for the presenter to see your face and your background should be neutral and unremarkable.

Asking questions

In many of our live sessions, we will invite questions via the text-based chat function and everyone in the session can read what is posted to the chat. Sessions will be delivered in English (unless otherwise specified) and we ask that questions are also written in English.

Please do not post any of your personal contact details (full name, email, phone, social media, postal address) into a chat for any reason and please do not ask other participants to share personal details.

Questions should be succinct, of general interest, and must not include any private information about you.

For example: “Is there a women’s football team at Goldsmiths?”, not “I’m in the first eleven for Nelson and Colne College’s Women’s Football team. Is there a university team at Goldsmiths?”

Only Goldsmiths, University of London staff and student ambassadors can answer questions and provide information.

Whilst we admire an entrepreneurial spirit, you are not allowed to promote or market any products or services.

Recordings

Taking screenshots or screen recordings of sessions is not permitted. Usually, the slides of the presentation and, when appropriate, an edited transcript of the Q&A will be shared with participants.

Sanctions

If anyone does not adhere to this guidance, staff may remove them from the online session and may bar them from future online events hosted by Goldsmiths. More serious offences will be referred to the relevant authorities.