

Oxford Scholastica Online Guidelines

At Oxford Scholastica Online, we want everyone to have a positive, safe and constructive experience across our online courses, internships, conferences and events. In order for that to happen, there are just a few rules that we need everyone to agree to in advance.

This is not school. Just like at university, we want everyone to take responsibility for their own learning. This means taking your work seriously, being online for your sessions a few minutes early, taking initiative to ask for clarification about things you don't understand, and participating fully and enthusiastically – as well as not being afraid to get things wrong!

Some of our programmes may have additional guidance, such as our Conference Guidelines, which we ask students to abide by (these will be clearly accessible in each session).

We hope the rules below are self-explanatory. If you have any questions, just let us know.

Attendance

- We expect our students to attend all academic sessions (except when we tell you that a session is optional)

Academic Work

- We expect you to treat your academic work seriously and to prioritise this. We will be happy to provide a Letter of Recommendation at the end of the course for students taking our courses and internships who impress us with their diligence and hard work. This is at our discretion
- For classes and internships, your Tutors/Mentors will set you work to complete after your classes. This may include some reading, writing an essay, solving a problem or preparing a presentation. We expect you to complete this in time for the next session
- If you are finding your work difficult, or if you are ill, please let us know as soon as feasibly possible
- Please note that plagiarism is unacceptable and will be treated seriously. Please don't copy from another student, from a book or from the internet
- Please don't use your phone during academic sessions and instead give the session your full attention

Our Team

- Our team will treat you with respect, and we expect you to act respectfully towards them
- It is part of our policy that staff and tutors should not correspond with students via their personal email accounts, personal mobile phone or personal social media (such as

Facebook/Twitter/Instagram/LinkedIn), or give them gifts. It is important that you don't correspond or try to correspond with staff members unless it is through official Oxford Scholastica Academy email accounts/phones/social media. Our Twitter account is at www.twitter.com/oxscholastica and our Facebook account is www.facebook.com/OxfordScholastica and our Instagram is www.instagram.com/oxford.scholastica

Technology and being on camera

- We record our online sessions and may share them with other students/parents so they can watch them back (if you don't want to be on the recording please turn your camera off)
- Parents are fully responsible for their child's use of devices and their behaviour while at home
- Any devices and computers used should be in appropriate areas. There should be nothing unsuitable in the background that people can see. Blurred backgrounds can be set
- You must wear suitable clothing, as should anyone else in your household who might be seen on camera
- We have a live chat facility available to students during certain types of academic sessions, where students can add questions and contribute to discussions. Please note that students who add inappropriate content to the chat, or are disruptive in class, may be removed by Oxford Scholastica from the course without refund, and the content may be deleted
- Please note, it is an important part of our safeguarding policy that students and parents must not download, film, take photos or record any sessions

Behaviour and Discipline

- Language must be appropriate, including from anyone in the background
- Any form of bullying, harassment or racism will not be tolerated. If you are being bullied, or witness bullying, please let us know immediately
- We reserve the right to remove you from the course in accordance with our Terms & Conditions if you fail to abide by these Online Guidelines, or our other policies

If you have any concerns at any time, please contact Lavinia via info@oxfordscholastica.com or 01865 522 166 (the international number is 0044 1865 522 166). Lavinia is our Co-Director, and Designated Safeguarding Lead, and she would be happy to help.