

# **PARTNERS Online Live Event**

## **Code of Conduct**

### Behaviour

You will be expected to behave responsibly at all times and respect the rights of University staff and other students. Mobile phones and personal listening devices must be switched off or onto silent mode during any live sessions.

In the event of serious incidents of misbehaviour, such as bullying, the use of racist, homophobic or sexist language, using or encouraging the use of illegal substances, the student(s) concerned will not be allowed to continue on the event. Depending on the severity of the incident, your place on the PARTNERS Programme may be in jeopardy.

### Online Usage Agreement

In order to take part in the PARTNERS Live events, you must agree to the following. These points outline how we expect all participants in our online events to behave. We do this to protect everyone taking part in our online events.

- I am responsible for my own behaviour when using the internet, including platforms hosted by Newcastle University. This includes the resources I access and the language that I use.
- I will not give out any personal information online, such as my phone number or address or any other information considered to be personal.
- I will not give out any personal information relating to any other person.
- I will not allow anyone else to access the online platform and I will not reveal my passwords to anyone.
- I understand that my use of the Zoom platform will be monitored and logged and can be accessed by the event organiser.

### Recording

For the security of organisers and attendees, all live sessions will be recorded. This means that you may appear in any recorded footage. If you do not wish to appear in a recording it is your responsibility to make sure that your camera and microphone are turned off. We encourage all attendees to keep their camera on during sessions in order to get the most out of the activities so would like to assure you that recorded footage will not be circulated following the event.

- I understand that any live sessions I take part in will be recorded and retained by the Newcastle University UK Recruitment Team for 12 months, in line with the University's Child Protection Policy.
- If I do not wish to appear in any recordings I understand that it is my responsibility to take the steps to ensure this does not happen.

### Declaration

I understand that failure to adhere to the above code of conduct could result in my removal from the event and jeopardise my completion of the PARTNERS Programme.