



SHC Summer Institute Online Code of Conduct

Code of Conduct:

SHC expects all Summer Institute participants to behave in a manner that is consistent with the Christian principles and philosophy of Sacred Heart Cathedral. Students are expected to be kind and respectful and to use positive words, images, and messages at all times when working and collaborating online. Instructors have the discretion to remove an individual student from their course at any time and without notice for unacceptable behavior.

Zoom Guidelines:

All SHC Summer Institute courses will be conducted via Zoom. Please note that all Zoom meetings will have the following features enabled/disabled:

- Password - All meetings will require a password for entry.
- Waiting Room - The meeting waiting room feature will be enabled for all classes. All students will only be allowed to enter meetings individually by the instructor through the waiting room.
- Video On - In order to maximize engagement, SHC asks that all students have their camera turned on during class each day. All students will “start meetings with participant video on”.
- Chat Feature - The student-to-student private chat feature will be disabled.
- Virtual Background - Virtual backgrounds will be disabled.
- Mute - The “always mute microphone when joining meeting” feature will be enabled. During class, students will be allowed to take themselves off of mute, however, instructors will be allowed to mute individual students at any time.
- Screen Sharing - Only instructors will be allowed to share their screen at the outset of class. Instructors will individually allow students to share their screen and annotate during the class as appropriate.

Each day before class, we ask that students make the following preparations:

- Join from a quiet, private location, and consider camera position, background distractions and room lighting when setting up your workspace.
- Test the Zoom link provided by the instructor and check for connectivity issues. If possible, test in the same space and network used for class.
- Join each session five minutes early.
- Please ensure your name is set to your preferred full name when you join the Zoom session. Do not use any usernames or “nicknames”. Instructors will need to take attendance and call on students.

Enter to Learn, Leave to Serve



During class, we ask the following:

- Wear appropriate clothing.
- Keep the computer microphone muted unless you are speaking.
- Use headphones or earbuds.
- Do not eat during the session.
- Be present and do not multitask.
- Sit on a chair and use a table for your workspace.
- Make the necessary preparations in advance of your online Zoom session (For example, when possible, use the restroom before the session starts).

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