



### ● TIME-KEEPING

As in face-to-face lessons, it is desirable that you connect on time at the beginning of the lesson.

Consult the lesson calendar to check your online appointments and consider technical connection times.

### ● VIRTUAL "BACK-PACK"

Before the lesson, prepare what is necessary, or make sure you have everything you need to connect, organise the work material in advance, as requested by the teacher through the Virtual Classroom.

### ● PRIVACY

The online lessons are dedicated to your course, therefore, strangers or people who do not have the right to attend the course cannot enter: It is forbidden to give to them the link of the online meeting.

Online lessons are protected by privacy: it is forbidden to record, take screenshots of the screen, and spread them.

### ● EMAIL

Outside the time of the distance lesson, do not send messages via chat to the teacher! For any asynchronous communication, use the email provided by the University (@ Liuc.it), and not your private email account.

### ● CHAT

In chat, writing in "correct" language is equivalent to resorting to "good manners": a well-written sentence is a polite sentence, as well as understandable.

### ● COMMUNICATION

It is necessary to respect the teachers and classmates: remember that what you write on the chat remains. Online (in emails or in chat) writing in capital letters can be interpreted as a way to SHOUT at others.

### ● DRESS CODE

Just as in the classroom where you would not enter with inappropriate clothing, so in the distance lesson adequate clothing is required (no pyjamas, for example).

### ● HEALTH

If you have to leave the lesson, it's polite to say "goodbye" in chat before leaving the connection.

### ● WEBCAM

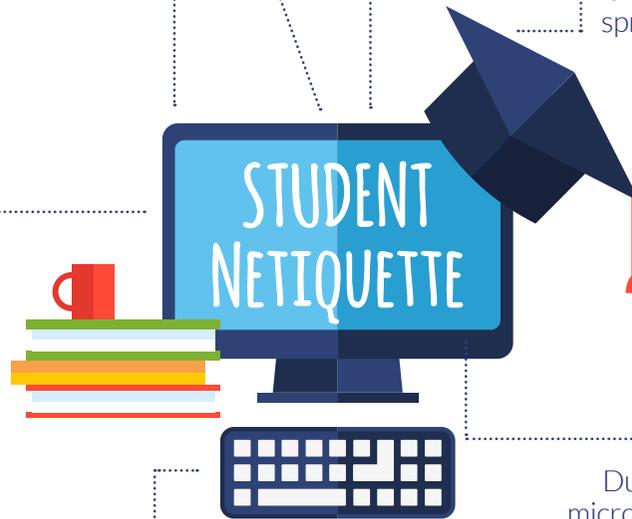
It is important for the teacher and for your classmates to know that you are there! In general, keep the webcam activated during the lesson. In particular, if your teacher requests the active webcam and you don't activate it; they have the right to remove you from the meeting.

### ● MICROPHONE

During the lesson turn off the microphone and turn it on only if you want to intervene.

### ● RAISING YOUR HAND

If you wish to speak, ask for permission via chat or "raise your hand" on Microsoft Teams.



# LIUC

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