

Code of Conduct for Bath Digital Programme Participants: mA*ths Online Programme

This code of conduct is for students taking part in the mA*ths Online Programme with the University of Bath.

The University of Bath understands the importance of young people being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure they are kept safe at all times. Please contact us on outreach@bath.ac.uk if you have any questions or need further clarification.

Definitions

“Live chat” is a term that refers to scheduled events where you are interacting online with people in real time. This includes, but is not limited to: Lectures, tutorials, webinars, 1 to 1 meetings, Q&A sessions.

“Online Platforms” is a term that refers to any online platform that the University of Bath invites you to participate in during an online programme. This includes MS Teams and Integral provided by MEI.

Anti-Bullying, Respect and Inclusion

The University of Bath is committed to providing a safe, inclusive and supportive environment for all participants on this programme. All students are expected to treat others with dignity, kindness and respect at all times.

Bullying, harassment or discriminatory behaviour will not be tolerated. This includes, but is not limited to:

- **Verbal behaviour**, such as name-calling, offensive jokes, threats, or derogatory comments
- **Emotional behaviour**, such as exclusion, intimidation or deliberately ignoring others
- **Online or cyber behaviour**, including inappropriate messages, images, comments or conduct via chat, email, or any digital platform used as part of the programme

I understand that I must not make comments or behave in ways that could upset, offend or disadvantage others based on race, ethnicity, nationality, culture, religion or belief, gender, sexual orientation, disability, or any other protected characteristic.

If I experience, witness, or become aware of bullying or discriminatory behaviour, I will report this to the Programme Leader as soon as possible. I understand that concerns will be taken seriously and handled appropriately.

Data, Privacy and Use of Online Platforms

I understand that my use of the programme’s online platforms may be **monitored and logged** for safeguarding, quality assurance and programme management purposes.

I understand that:

- Live online sessions may be **recorded** where appropriate
- I must not record, photograph, screenshot, stream, or share any part of the programme, including live sessions or materials, without explicit permission from the Programme Leader
- I must not share access links, login details, or programme content with anyone outside the programme
- I am responsible for keeping my login details secure and for logging out of shared or public devices

I agree to use all online platforms responsibly and in line with the University of Bath’s [IT Acceptable Use Policy](#) and relevant data protection requirements. I understand that misuse of online platforms or breaches of privacy may result in removal from sessions or from the programme.

Support, Welfare and Raising Concerns

The University of Bath recognises that taking part in an online and blended programme can sometimes be challenging.

If I feel worried, upset, uncomfortable, or concerned about anything related to the programme, including:

- the behaviour of others
- content discussed during sessions
- messages or interactions online
- my own wellbeing or ability to participate

I understand that I can contact the Programme Leader at any time to raise these concerns.

I understand that raising a concern is encouraged and will not negatively affect my participation in the programme. If I do not feel comfortable speaking directly to programme staff, I am encouraged to speak to a trusted adult such as a parent/carer, teacher, or another appropriate person, who can help me seek support.

Safeguarding and Confidentiality

- I will not, under any circumstances, try to connect with mentors or University staff outside of the programme for example on social media or via personal e-mail addresses.
- I will communicate with tutors and mentors or ambassadors via MS Teams channels only and will not e-mail them directly.
- I will communicate with Programme Leaders via the e-mail address outreach@bath.ac.uk
- I will contact the Programme Leader if I have any worries or concerns.

Commitment and Reliability

- I commit to contributing to the programme as required
- I will inform the Programme Leader as soon as feasibly possible if I am unable to contribute in any given week due to illness or other commitments
- I understand that continued participation is dependent on attendance and appropriate engagement with programme activities.

Professional Behaviour Online

- I will be responsible for my behaviour when working using the online platforms this includes the resources I access on the internet and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to the Programme Leader.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not take any photos or videos of any of the students, e-mentors or University staff
- I will not reveal my passwords to anyone.
- If I am concerned or upset about anything related to the Digital programme, or any messages that I receive, I know I can contact the relevant Programme Leader.
- If I contribute to an arranged 'Live Chat' with video facility then I will ensure that I am dressed appropriately (smart casual wear, culturally sensitive, no rude slogans, etc)
- If I contribute to an arranged 'Live Chat' with video facility then I will ensure that my background does not reveal my location, and that it looks professional and not offensive in any way. I will endeavour to be positioned in a communal area of my home, or if I am in a bedroom then I will leave the door open.
- If I am engaged in a 'Live Chat' with video facility then I will not allow any other members of my household to be seen or heard on the live chat
- I understand that 'Live Chat' will only be scheduled to take place between the hours of 9am -8pm (Mon – Fri) where possible.
- I understand that 'Live Chat' will be recorded where possible and backed up by the Programme Leader so that if issues arise video can be reviewed.
- I understand that 'Live Chat' will be kept to a maximum of 60 minutes where possible so that it doesn't negatively impact on the users' day
- If a student, e-mentor or member of university staff invites me to engage with another member of their household (sibling, etc) then I will politely decline and feel empowered to leave the live chat if necessary
- If I have any concerns about the content, language, tone or frequency of any messages or interactions that I have with students or other e-mentors then I will notify the Programme Leader immediately.

During the in-person events

- I will attend all timetabled activities on time, unless I have a valid reason (such as illness or an access need) which I will communicate to the Programme Leader in advance of the timetabled activity
- I will follow safety measures which will be detailed to me on arrival and prior to the residential
- I understand that food delivery is not permitted, and I will not order food to be delivered to the University campus
- I understand that I will be expected to stay on the University of Bath campus and that I won't be allowed to leave the campus without the prior agreement of Programme Leader (and permission from a parent/guardian also obtained)
- I will follow any emergency procedure, such as a fire drill, as directed by events staff

- I will not involve myself in dangerous activity which could cause injury to myself, others or damage to property
- I understand that alcohol must not be brought to the University nor consumed during visits. I understand that I must not purchase, or attempt to purchase, alcohol on the University site. I understand that the purchase/supply/possession and/or use of any illegal substances is strictly forbidden. I understand that there is a no-alcohol and no-substance abuse policy in place.
- I understand that events work through mutual respect and friendly cooperation. I agree to treat all students and staff with respect, regardless of race, culture, religion, gender, sexual orientation or disability. I understand that abusive and anti-social behaviour and language will not be tolerated. I understand that the University of Bath has a zero-tolerance policy to discrimination.
- I will use computers and other equipment responsibly and will follow all safety advice provided
- I will follow any other additional rules explained to me during the event
- I understand that these rules are designed to keep me safe and that if I choose not to follow them, the University of Bath may contact my parents/carers and remove me from the programme.

Relevant University Policies

IT acceptable use policy

<https://www.bath.ac.uk/legal-information/it-acceptable-use-policy/>

Safeguarding policy

<https://www.bath.ac.uk/legal-information/university-of-bath-safeguarding-policy/>