

## Code of Conduct for Bath Digital Programme Participants: Pathway to 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 [pathway@bath.ac.uk](mailto:pathway@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.

### Safeguarding and Confidentiality

- I will not, under any circumstances, try to contact or 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 MS Teams channels and the e-mail address [pathway@bath.ac.uk](mailto:pathway@bath.ac.uk)
- I will contact the Programme Leader if I have any worries or concerns.

### Commitment and Reliability

- I commit to participating in the programme as required
- I will inform the Programme Leader as soon as feasibly possible if I am unable to participate in any given week due to illness or other commitments

(Please e-mail [pathway@bath.ac.uk](mailto:pathway@bath.ac.uk) if you experience challenges in participating in the programme.)

### Professional Behaviour Online

- I will be responsible for my behaviour when working using Microsoft Teams and/or \_\_\_\_ 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 Digital Programme Leaders.
- 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(s) so that if issues arise video can be reviewed.
- I understand that 'Live Chat' will be kept to a maximum of 60 minutes 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.

(Please note, the use of your camera and mic during live sessions is optional and at your discretion.)

#### Academic Integrity

- All assignments that I submit will be written in my own words.
- I will reference any other author's work that I have used.
- I understand that if my work indicates that I have used generative AI to write it, marks may be deducted.

#### Online Activity

I understand that my activity on the online platform (Microsoft Teams) will be monitored and logged and can be made available to the programme leaders. 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/or remove me from the programme.

I understand that if I post or send any material deemed offensive by programme leaders or subject staff, I may be removed from the online platform and/or the programme.

#### Residential Code of Conduct

To ensure that everyone attending the residential programme has a rewarding and enjoyable time, and for the safety of everyone involved, we ask you to abide by the following:

#### **During the residential event**

- 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 event leaders 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 event leaders (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 the residential. 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 residentials 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 keep to my own accommodation area and understand that everyone will have their own lockable bedroom with en-suite bathroom.
- I will follow the residential rules in relation to bedtimes and understand that I must return to my own flat by 10pm, at the latest, on each night. I understand that I must return to my individual bedroom by 22:45, at the latest, on each night, and that lights are expected to be out by 23:30 at the very latest.
- I will not enter anyone else's bedroom
- I will keep my summer school bedroom tidy and will report any damage to a member of the staff team (including ambassadors)
- 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 residential
- 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.
- I will not, under any circumstances, try to connect with student ambassadors or University staff outside of the programme, for example on social media
- I will adhere to the University's IT acceptable use policy.
- I will contact events staff if I have any worries or concerns

**Serious incidents of misbehaviour**

- I understand that it is expected that the residential will be free from serious misconduct. In the event of serious incidents of misconduct (fighting, bullying, discrimination, consumption of alcohol, use of illegal substances, etc) I understand that the student(s) concerned will not be allowed to continue on the residential and arrangements will be made for the student to return to their home. In this circumstance, the cost of travel home will be the responsibility of the student and their family.

To accept this code of conduct and enrol on the programme, please complete the form.