Bauer Academy

How to stay safe during online learning

A guide for learners

Staying safe online is very important. Here are a few tips to help you stay safe.

Keep it private

- When you join a session, turn your microphone to 'Mute'. This will turn off your microphone so you can hear the tutor but they can't hear you (or your children playing in the background!) Click 'Unmute' any time you want to say something or ask question.

- Don't share any personal details or contact information while you are online.

- Think about where you are sitting when you are using your camera to attend an online session. Make sure that no one can see any personal details about you, or anything else that you don't want to share. You can change or blur your background in Microsoft Teams - ask your tutor if you are unsure on how to do this.

- It's our expectation that learners will attend all workshops and progress review sessions **with cameras on**. Our teaching is designed to be engaging, interactive and to take in to account every learner's individual needs, which cannot be achieved with cameras off. If for any reason you are unable to have your camera on, please contact your Bauer Academy programme lead/tutor ahead of the workshop or session.

- We'd encourage you to ensure that people in your household know that you're in a learning session for workshops/coaching reviews and need a quiet space. We understand that real life happens so this won't always be perfect.

Be professional

- Wear the same clothes as if you were attending a workshop in person.

- Remember the normal rules of the workshop: be polite, turn up on time and let others speak too.

- ▶ There are some extra rules when attending an online session. These are listed in the "Etiquette for learning online" below.

Other issues to remember

- ▶ Only access your learning session via Wi-Fi if you are using your phone. It can be very expensive to use your mobile data (especially if you use video).
- ▶ Using a mobile phone to connect can also drain your battery very quickly. Use a computer if possible.
- ▶ If you need someone to talk to, we'd encourage you to reach out to your employer's assistance channels or some of the organisations listed on your Bauer Academy IAG card.

If you are worried about your safety, or the safety of others in your household,
please contact our safeguarding team – safeguarding@baueracademy.co.uk or call
0203 227 4013.

Etiquette for learning online

Please follow the guidelines:

- ▶ Do not share any video images, take screenshots or photos of the video screen
- ▶ Do not record the session or share any information
- ▶ Check what is behind you on the wall to make sure you are not sharing personal information by accident
- ▶ Be polite and respectful to the tutor and other learners
- ▶ Be patient if the technology doesn't always work
- ▶ Be punctual to any live sessions
- ▶ Keep your microphone on 'mute' unless you want to say something or ask a question
- ▶ Always be aware of your safety online

LEARNER TIPS ON E-SAFETY

BAUER
MEDIA GROUP

BAUER ACADEMY

THINK BEFORE YOU REVEAL
Think twice before posting anything that could damage your reputation or that may embarrass or hurt you in the future.

PROTECT YOUR DEVICES
Never leave your laptop or PC open or unattended in a public place or office.

SHOP SAFELY
Use only reputable retailers and marketplaces and use a safe and trusted payment method when purchasing online.

SPOT THE DIFFERENCE
Generally, secured sites have URLs that start with https:// and usually have a padlock icon in the browser frame or a green highlight in the address bar.

OUTSMART 'PHISHING' ATTEMPTS
Never provide any personal or financial information to an unsolicited email, SMS, phone call or website, even if they appear to be legitimate. If in doubt, contact the company directly by phone to see if they sent the message.

KEEP IT PRIVATE
Learn how to use privacy settings on social media, to help protect personal information while networking.

REMEMBER
Not everyone online is who they say they are – do not befriend people online you don't know.

NEVER
Post personal information like your address, email address or mobile number on social media sites.

THINK
Take care posting pictures or videos of yourself. Once it is online, it's not just yours anymore and most people can see it or download it.

BE AWARE
If you see something online that makes you feel uncomfortable, unsafe or worried, leave the website, and tell a trusted adult or friend immediately.

CHECK THE URL
It might look OK in a message or email but may take you to a page designed to extract personal information. It is always best to type a URL into a web browser instead of clicking on a link.

CHOOSE SMART PASSWORDS
Don't use the same password for multiple accounts.