

HOW TO STAY SAFE DURING ONLINE LEARNING

BE SEEN BUT 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 any background noise!) 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 "Ground Rules for learning online" below.

TECHNOLOGY

- If you are using a mobile phone, make sure you access your learning session via WIFI. 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 laptop/ desktop if possible.

KEEPING YOU SAFE

Whilst learning remotely, we understand that people can feel more vulnerable and alone. 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 in your Academy handbook/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 **020 3227 4013**.

GROUND RULES FOR LEARNING ONLINE

- 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 for any live sessions
- Keep your microphone on 'mute' unless you want to say something or ask question

ALWAYS BE AWARE OF YOUR SAFETY ONLINE

E-SAFETY

Top Tips for The Bauer Academy's learners...

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.

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 page instead of clicking on a link.

CHOOSE SMART PASSWORDS

Don't use the same password for multiple accounts.

KEEP IT PRIVATE

Learn how to use privacy settings on social media, to help protect your

personal information while networking.

REMEMBER

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

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.

NEVER

Post personal information like your address, email address or mobile number on social media sites.

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.