



CODE OF CONDUCT FOR ONLINE CLASSROOM PARTICIPATION

ATTENTION: ALL STUDENTS OF BS DEGREE PROGRAMS OF SSUET

This code of conduct establishes guidelines for teaching and learning via Online learning platform, or any form of education that relies primarily on IT services.

1. Online Classroom

- a) Set up your own study space well in advance to participate in course Lecture or Lab Session. Make sure you are able to work peacefully, in an environment where you can focus without being disturbed by family members or housemates.
- b) Be aware that you are on camera/Microphone, use professional language when speaking during Online teaching sessions, and conduct yourself in a respectable manner, in line with face-to-face teaching – towards your peers and your teacher.
- c) Comply with the rules your teacher will establish inside the online classroom, e.g. your audio/video settings and how to ask questions or interject during a live session.

2. Communication outside of Online Classrooms

- a) Respect the methods and times established by your teacher for contact hours.
- b) Abide by the aforementioned rule on professionalism in all Online education-related communications.
- c) Frequently check your e-mail and other communication channels provided by your teacher to stay up-to-date with any changes or new information shared with you by your teacher or SSUET at large.

3. Accessibility to Online Learning Platform and Internet Connection

- a) Make sure to use of the software provided/recommended by SSUET to avoid technical issues. **Currently we are using MS Teams and Moodle.**
- b) Inform your class advisors if you do not have access to a stable internet connection, and/or a desktop/laptop/mobile device on which you can attend sessions and hand in assignments.

4. Privacy & General Data Protection Regulation Compliance

- a) It is prohibited to share documents and/or communication that are exclusive to the course with outsiders or third parties.
- b) It is prohibited to take screenshots of, or record any of the electronic resources used within the course. The teacher may, however, choose to record sessions for students to watch remotely or to use for subsequent groups for educational purposes. The teacher will clearly announce it in advance if a session is recorded. The sessions will not be distributed to third parties outside the university and will only be stored in and made accessible only through university platforms (Virtual Learning Environment). However, it will be accessible by the designated officials of Higher Education Commission, Pakistan Engineering Council and other accreditation bodies on their demand.
- c) You may inform your teacher if you do not wish to be filmed/recorded, and can subsequently choose to turn off your webcam. You still need to meet attendance requirements.
- d) All Students will handle privacy issues responsibly.

5. Tips in order to avoid unnecessary load on the network infrastructure

- a) Do not send or circulate videos unless you are the presenter/teacher.
- b) You can turn off incoming videos to save bandwidth.
- c) Turn off your microphone unless you are speaking. In meetings with multiple people, the teacher may use the 'Mute All' button to enforce such scenario.
- d) Do not use the background blur if it is not completely necessary.
- e) Turn off your video unless it is necessary (e.g. only the presenter/teacher needs to have their video on).

6. Disciplinary Action for Unacceptable Behavior of Students

- a) Disruptions to a MS Teams session may lead to the removal of the student from an online learning session for part or the entire session.
- b) Students with an unexcused absence or who are removed from a MS Teams session for disruptive behavior may not receive any credit for the activity, class work, assessment, or participation that took place during his absence.
- c) Repeated disruption will be reported to the Dean of particular faculty and may lead to suspension from MS Teams class sessions altogether.

7. Students may face immediate suspension or expulsion from SSUET for any of the following major infractions:

- a) Entering an online session fraudulently.
- b) Creating negative images of meetings using screenshots or screen recordings of any member of the faculty, staff or administration.
- c) Using blasphemy or indecencies in any form.
- d) Verbal or physical abuse in the form of intimidation, harassment, or threatening behavior directed toward the teacher, fellow students or administrative staff.
- e) Any student who is found plagiarizing or cheating may have his/her grade for the assignment/assessment lowered or may fail the course.



Engr. Syed Sarfraz Ali
Registrar

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