

## Online Community Code of Conduct for EWC Students/Participants

The following guidelines are expected of all East-West Center students and participants when participating in online programs and activities. Violation of creating a safe and respectful online learning environment are grounds for disciplinary action, as outlined in the Student Participant Code of Conduct.

We expect everyone to do their part in contributing to a safe and respectful online learning environment by adhering to the following:

- Respect that we are in an online space together to learn and engage with each other. Be respectful and mindful of your peers and others in this space. Adhere to the same standards of behavior online that you would follow in real life.
- Ask permission before posting a photo or other information about another community member online (email, websites, social media, etc.) and before reposting or resharing something personal.
- Information that is shared with you in a one-on-one conversation should be considered private unless you receive explicit permission from the person you are communicating with that it is permissible to share the information with others. If you are not sure if you are able to share information outside of your private conversation, ask.
- If you are not comfortable turning on your video, please know that you can keep your camera turned off. There may be instances where video calls are required for your program. If this is the case, you will be notified in advance. If you are not sure if video is required for a specific event or activity, check with your Program Coordinator or Program point-person. If you have concerns you may discuss them with your Program Coordinator or Program point-person.
- Use chat functions in online classes or meetings respectfully and professionally. Do not share someone else's personal information in a group message and be mindful of who you are sending direct messages to and how frequently. You should only send direct messages when needed to communicate about the program activity or other related information. You should not directly message someone who indicates that they do not want to interact with you through a direct message.
- Add your full name to your Zoom or online meeting profile so that others can identify you, unless there are privacy concerns or a specific reason why you do not feel comfortable sharing your full name. You should notify your Program Coordinator or Program point-person ahead of time so they can make accommodations for you.
- Do not share links to Zoom or online meetings with others outside of the intended audience.