Harvard Summer School
GUIDELINES FOR ONLINE LEARNING

In all of your online interactions, we expect you to behave with appropriate decorum and maturity, to treat others with dignity and respect, and to avoid language and behavior that could be construed as denigrating, bullying, shaming, and the like. Any such language or behavior you observe may be reported to the Summer School Dean of Students Office.

Your Participation

- **Avoiding joining a class while driving or riding in a car.** You are expected to join from a suitable, quiet location, with a device that permits full participation in the class activities.
- If using a virtual background, take care to choose an image that is not distracting.
- **Abide by the same norms as in a physical classroom:** join on-time, behave professionally, wear appropriate clothing, avoid inappropriate surroundings, and stay engaged throughout the class meeting.
- **Turn on your camera.** You are required to have and use a camera and microphone when attending web-conference class meetings unless otherwise specified by the instructor. This will facilitate interaction and engagement with others in the course, including your instructor and fellow classmates.
- Be sure to mute your microphone until you are ready to talk as this will help to eliminate feedback noises in online meetings.
- **Use features,** such as “Raise Hand,” when you would like to speak or answer a question.
- Remember that **only registered students may join the class.** If course staff believes that non-students are present during the Zoom session for the course, you may be removed from the session and possibly from the course if there are ongoing concerns.
- **Do not share Zoom links with others** and never record, post, or distribute class meetings as this is in direct violation of student expectations. Course-related materials should not be used for any purpose that is not directly related to the course.

Your Interactions with Others

- **Do not use the chat function for personal conversations** unrelated to course materials as this may be disruptive to the instructor and your colleagues.
- Behave professionally, **treat others with courtesy and respect,** and refrain from using profanity or offensive language that could be construed as denigrating, bullying, shaming, and the like. Any such language or behavior you observe may be reported to your Instructor or the Dean of Students Office.

Your Tech

- Visit the Canvas site for your course and **sign into Zoom early** enough to check your audio and video. For more information on using Zoom, please visit the **Website Conference Technology Guidelines.**
- Try to **use a laptop or desktop computer** when signing into a Zoom session, rather than a mobile phone. This will enable you to clearly see the instructor and your classmates, as well as any course-related materials (e.g., slides, whiteboard, polls).
- When possible, **consider using a headset** or earbud-style headphones to increase the clarity of communications and eliminate any static and/or echo for other people in the classroom.
- **Close unneeded applications** and browser tabs on your computer to optimize the video quality and to stay focused.