Some rules for interacting through digital media

Successful communication requires clear rules for appropriate interaction. In the current situation, where much of our social interaction is done remotely per computer, this is truer than ever.

For that reason, the following rules are meant to set some standards for responsible and respectful behavior in the digital seminar room. They apply to teachers and students likewise. Both teachers and students can mutually expect and demand the observance of these rules when interacting through digital media.

The rules have been formulated with the digital classroom in mind. However, they can be applied to all interactions between teachers and students in digital space.

Some rules for participants in the digital classroom

- Please use the email address given to you by the university for all messages to your teachers. Usually, this takes the form of firstname.lastname@fau.de. If there is more than one person with the same name, the address can vary.

- Read the "[User guide to Zoom](#)" on the webpages of the *Philosophische Fakultät*. Check regularly whether there is an updated version.

- All invitations to digital rooms, e.g. in Zoom or on StudOn, are personal invitations to you. Do not hand them on to third parties!

- In Zoom, enter the room five minutes in advance of the beginning of the remote real-time session.

- Observe the particular requirements for the use of audio and video in the meeting. If the requirements are unclear, ask your teacher.

- If there are other people present in the (non-virtual!) room with you, please use a headset if possible.

- Do not record the audio or video of the remote real-time session!

- During video meetings from home, participants often reveal some aspects of their private life. Respect participants' privacy and treat all personal matters as strictly confidential. Hint: Zoom allows you to choose a virtual background in the settings to protect your privacy.

- Even when you participate from home, the shared digital classroom is a public space. Make sure that your appearance and behavior complies with the usual standards at the university.

Some rules for hosts in the digital classroom

- Carefully read the information about security settings ("sicherheitsrelevante Einstellungen") in Zoom which is provided on the webpages of the [RRZE](#).

- Invite participants exclusively via the email function in MeinCampus or Studon. Alternatively, you can also post access data for meetings that occur regularly in the corresponding course on StudOn if that is limited to the participants of your class.

- Invite participants to your remote real-time meeting at least two hours in advance.

- Please consider posting a picture of yourself in your profile in Zoom and StudOn.

- Start your meeting at least ten minutes in advance of the beginning of the session.

- Communicate clearly the rules of your remote seminar or lecture. Say

  - whether audio and/or video are required.
  - what the rules of remote communication are. Should all participants mute their microphones unless permitted to speak? Must people virtually raise their hand if they want to speak and wait for the moderator's permission? Who is moderator in the session?
  - what the rules of attendance are. Are participants allowed to leave their place during the session or must they wait for breaks?

- Do not record the audio or video of a remote real-time session! If there are compelling reasons for doing so, please ask all participants for permission.

- During video meetings from home, participants often reveal some aspects of their private life. Respect participants' privacy and treat all personal matters as strictly confidential.

- Please conduct your digital communication in accordance with your general professional responsibility as a teacher vis-à-vis your students. Use the digital platforms provided by FAU: StudOn, MyCampus and Zoom.