

**University of Surrey Virtual Summer Schools**  
Code of Conduct | June 2023

We hope that you will enjoy your time at the Virtual Summer School and obtain maximum benefit from your participation. This Code of Conduct has been written to ensure the wellbeing of each member of the programme. You will be expected to behave responsibly while attending the Summer School and show respect for other fellow students, as well as the University staff members and students supporting the Virtual Summer School.

Please see below for full details of the expectations included in this Code of Conduct:

- During the Virtual Summer School, you will be provided IT access to our online learning platform, SurreyLearn, and the University's e-Library. This access is exclusive to you and is not to be shared with others. To respect content and service rights, you are not permitted to share any links/documents/screenshots of the content on external forums – this content is exclusively for your use during this event.
- Live webinars will be delivered via Zoom. To maintain a controlled and safe environment for all participants, we will monitor the chat function, audio and video very carefully during all sessions. For safeguarding purposes, we will record all live sessions. Any session recordings (such as live information sessions) that are shared on SurreyLearn will include the speaker's video and shared screen *only* – no recordings of participants will be shared.
- For some activities, we will give you the option to unmute yourself and switch your camera on for discussions. This is optional and never compulsory. Whether or not you choose to do this is at your discretion.
- Please be aware that when your camera and microphone is on, you will be visible to all other participants on the Zoom webinar and your image and voice will be recorded. We therefore ask that you and anyone also seen on the camera comply with usual webinar etiquette, including dressing appropriately and not using disrespectful or offensive language.
- To maintain a secure environment, we also ask that you do not to share with others any Zoom links that are sent to you and ensure that your screen name is set to your first name and initial only (e.g. *SamirahL*).
- You will have access to an online mentoring platform, which can be used to communicate with fellow students and our Student Ambassador mentors. The above expectations also apply to use of this platform, during which you will be expected to behave responsibly and respectfully in line with the conditions outlined above.

Any users whose conduct breaches these conditions or are deemed as inappropriate or disruptive will be removed immediately from the call. Should we need to escalate such conduct, your data may be shared with your school/college and/or police or relevant authorities.

**All students are expected to adhere to these conditions.**  
**Should you have any questions about the above Code of Conduct, please let us know by contacting us at**  
[summerschools@surrey.ac.uk](mailto:summerschools@surrey.ac.uk)