



**The Royal College of Organists
Winter Conference
18–20 February 2021**

Online safety, code of conduct, and use of Zoom information

Students (and parents/guardians of students who are under the age of 18 on Saturday 20 February 2021) should read this document before the start of the course. Your acceptance is presumed unless we hear otherwise from you.

We hope that you find the RCO Winter Conference online enjoyable and useful! So that we can all experience a successful course, please read and observe the following regulations.

Code of conduct

1. Where possible, students should be in a public space in their house and not their bedroom.
2. The room should be free from distractions.
3. Please ensure that the view of the room on camera is free of unwanted imagery and personal effects. Consider using a virtual background.
4. If you are under the age of 18, a parent/guardian/trusted adult must be present in the house at all times and, if in a different room, the student should leave the door to their room open.
5. Students should be dressed appropriately (no nightwear or revealing clothing).
6. Students should be polite and responsible in all online communication.
7. Course lectures may be recorded and uploaded to the RCO learning platform, iRCO.
8. Students should not record any sessions on their own devices.
9. Students should not share joining links to the sessions.
10. Students who do not observe the code of conduct or who are otherwise uncooperative may be barred from further attendance at the discretion of the organisers.

Use of Zoom

1. If at all possible, use a tablet/laptop/desktop computer and not a mobile phone.
2. Only those over the age of 16 can have their own Zoom account so will need to use the account of a parent/guardian. Parents/guardians may prefer children over 16 but under 18 to use their account.
3. Whichever account is used, the name displayed on screen should be the first and last names of the student so that we know who to admit to the various sessions.
4. All sessions will start punctually, and you will be able to join each session a few minutes before the start time (see microsite). If you are unavoidably delayed you will still be able to join during the session, but a waiting room will be in operation.
5. Your audio should be muted unless you are invited to ask a question.
6. The expectation is that unless your broadband signal is not strong enough to allow it or we ask otherwise, you will have your video turned on.