

Appendix 3
STAFF ICT CODE OF CONDUCT

A. Agreement on goals and assignments

1. State clearly the goals you envisage for the e-resources provided. Make sure the students know what to do with these resources.
2. Whenever you set up a collaborative Google document or other collaborative online tool, clearly indicate the goals and the deadlines.
3. For assignments that are to be handed in on Google doc, indicate precisely the location within the Unit where the assignments must be uploaded.
4. Whenever you provide new online information clearly state its location so that students can easily find it.
5. In the definition of deadlines should be included both the day and the lesson and the procedure or way the assignment is required to be handed in. Students should be informed of the preferred way of handing in the assignments: either digitally or on paper.
6. Indicate when you will finish marking assignments.

B. Facilities and standards

1. Indicate at the start of any Unit at what points and times ICT facilities will be involved.
2. Use standard software whenever possible. Ask your students to do the same.
3. Indicate within which period students may expect your response to their e-mails. In e-mail communication both you and your students should use ICS e-mail accounts.
4. When using e-mail obey the rules laid down in the 'netiquette' wherever possible. For every message, clearly define its subject. Write short and to-the-point messages. Unless agreed otherwise, do not attach files exceeding the size of 1 MB to your messages as such messages may cause the recipient's mailbox to overflow or require unacceptable download times.
5. State clearly when you will post new e-resources.

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