



# Online Guidelines

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Humber College

Office of Student Conduct

APRIL 2020

## NETIQUETTE AND NON-ACADEMIC MISCONDUCT

When engaging in online learning, we need to be mindful of how we interact with each other through the various virtual platforms used for educational purposes.

To file a formal complaint under the Code of Student Conduct regarding non-academic misconduct on any online platform or discuss whether this matter is related to the Code, call us during business hours at (416) 675-6622 ext. 4357 or email us at [studentconduct@humber.ca](mailto:studentconduct@humber.ca). Additionally, students can reach out to Public Safety by calling (416) 675-6622 ext. 4000 or by visiting <https://humber.ca/publicsafety/about-us/contact-us>, to file a complaint.

Please note that if there is an immediate risk of harm to self or others, or if it is an emergency, please contact 9-1-1.

We have put together these guidelines for online use.

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## TIPS FOR ONLINE LEARNING

- Be respectful
- Be aware of your language and font use; all caps and exclamation marks can be seen as **strong language (offensive)**
- Avoid humour and sarcasm; use emoticons as appropriate (in some online settings, these can help convey feelings that may otherwise get lost in translation, such as humour and confusion)
- Be mindful of your grammar when sending content online
- **Do not overpower the chat box**; allow other students to ask questions and make comments
- Be understanding of fellow classmates; be mindful of how you correct or offer suggestions to others
- Ask appropriate questions and keep conversations professional, ensure they align with the environment

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## TIPS FOR ONLINE LEARNING

- Refrain from sharing personal information or documents not related to course content
- Double check files uploaded for submission
- Before sending content, ask yourself “Is this something I would say in person?”
- When conducting yourself online, adhere to the same standards you would follow in real life
- Online appearance is just as important as in-class sessions; during online video meetings consider if what you are wearing is appropriate to be on screen and ensure that you are comfortable with how you appear before sharing your camera or video
- Cyber bullying is not allowed; it will be considered a breach of the Code of Student Conduct

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## CAMPUS AND OTHER SUPPORTS

Students can access supports and services through a combination of remote options.

- Counselling Services and Health Centre: <https://humber.ca/student-life/swac/health-counselling> or [counselling@humber.ca](mailto:counselling@humber.ca) / [healthcentre@humber.ca](mailto:healthcentre@humber.ca)
- Accessible Learning Services: <https://humber.ca/student-life/swac/accessible-learning> or [accessible-learning@humber.ca](mailto:accessible-learning@humber.ca)

To make an appointment by phone for these services, call 416-675-5090 (for North Campus, Centre for Trades & Technology, Orangeville Campus and University of Guelph-Humber students), or 416-675-6622 ext. 3331 (for Lakeshore Campus students).

- Student Support and Intervention Coordinators (SSIC): [SICsupport@humber.ca](mailto:SICsupport@humber.ca) or 416-675-6622 ext. 2102

For immediate personal support or counselling, you can access the following services:

- [Good2Talk Helpline](#) for support 24 hours a day, 365 days a year, call 1-866-925-5454, or text GOOD2TALKON to 686868.
- [Therapy Assist Online](#) provides online and mobile tools.

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