

Creating and maintaining a positive environment for learning is important to the Selkirk College community.

With the majority of our courses being online, we want to remind everyone that our non-academic student code of conduct still applies to all interactions with others. Please ensure your communication with others is respectful, and represents who you are in the most positive manner.

Student Code of Conduct is a policy document that outlines your rights and responsibilities and is designed to ensure you and others are engaged in respectful communication and interactions that support everyone to have a safe place to explore and learn.

Please take time to review Policy 3400 and Procedures at policies.selkirk.ca/college

WE'D LIKE TO OFFER A FEW TIPS TO SUPPORT YOU IN THIS NEW ONLINE LEARNING ENVIRONMENT



Live stream videos for class or workshops/conversations

- Show up to these meetings as you would in class for a person-to-person workshop, dress appropriately and ensure your backdrop is as appropriate as you are.
- Please remember to mute when you are not speaking, people can hear typing, paper shuffling, dogs barking and children yelling as well as other background noise.

Difficult or emotionally charged conversations online

We all find ourselves in tricky situations or conversations from time to time. It is best to remain calm and consider:

- Would I say this in person? If not, do not post or hit the send button.
- If the topic holds a lot of charge for you, have someone read your response before sending or wait until the follow day and review the message before posting or sending. Think to yourself, should I be asking more questions to gain more clarity?
- You may ask yourself, how can I respond authentically and encourage dialogue without inflaming the conversation? How can I add depth or seek greater clarity in this situation? Try to stay curious and enquire with the goal of seeking greater understanding. When communicating by text and posts, messages can sometimes be misunderstood. Emoticons can help but do not take the place of in-person real-time verbal and nonverbal communication.
- Remember it is a struggle to make an empathetic connection without seeing another person's eyes, or reading body language.
- Remember your digital footprint is permanent, just because you delete something does not mean it cannot be retrieved, quite the opposite!



A note on bullying

Bullying takes place in many forms and can rear its ugly head online. Cyberbullying is a serious offence which not only violates the Student Code of Conduct, it is also against the law. If you are experiencing any form of bullying please reach out for support. Talk to a trusted friend, an instructor or a Selkirk College counsellor. Know that you're not alone and there are resources to support you.

- Look to the Student Code of Conduct rights and responsibilities Policy 3400 and Procedures for guidance. <https://policies.selkirk.ca/college>
- Contact Selkirk College counsellors at 1.888.953.1133 extension 21273 or welcomecentre@selkirk.ca



Tips on email etiquette

- Selkirk College instructors and staff will connect with you through your Selkirk email address. For privacy reasons, once you are a student your Selkirk email address is the only address college staff are permitted to email you at regarding college business. You can forward your Selkirk emails to your most commonly used email account.
- Avoid slang, or unusual abbreviated words, keep emoticons out of emails and use proper language.
- Make sure the subject line reflects what the email is about. This helps orient the receiver to your message, as well as aids with finding the email later if needed.
- Sign your email with your full name and student number and if appropriate add what class/program you are in.