

**ONLINE PROFESSIONALISM**

Professionalism is the behavior and attitude of someone in a work or business environment. Your behaviour online as a student is important, as it is an indicator of your professional ethics and behaviour.

**Key things to remember**

* If you wouldn’t make a comment in person, don’t make it online
* Once it is online, it is online forever
* Represent yourself online as you would to an employer – act with ethics and professionalism
* Treat others with respect at all times

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| **Being a professional online – Appropriate Behaviours** | **Avoid these online – Inappropriate Behaviours** |
| Safeguard the privacy of others | Do not record online sessions without consent |
| Be dressed appropriately (professional and fully clothed) on webcam and beware of background noises picked up by your microphone | Do not post confidential or personal information (such as personal illness or private family matters) on public forums |
| Position your camera so that no material which may be considered inappropriate or offensive to others is viewable (i.e. posters or provocative items) | Do not copy and paste material from online sources (including video and images) without full acknowledgement of the source.  |
| Engage in turn taking when speaking online, avoid speaking over others | Do not copy other student’s materialsDo not share your assignments with other students online, and do not ask others to share with you |
| Attend all online lessons to gain the best benefit for study – engage in Q&A | Do not share copyrighted material online in any format (including software) |
| Watch all lectures online and engage in study questions – post your ideas in the forums | Online forums should be used to engage with learning material only |
| Contact your lecturers, tutors, and other students regularly – stay in contact every week | Comment on ideas and discussions of theories rather than arguing with others – don’t get into arguments |
| Use online forums for JCU related study materials only | Avoid making comments about other students or staff in a public forum |
| Treat others with respect. If you see any comments which prejudice a person or group of people report it  | Avoid making provocative comments online and do not share explicit material of any nature |
| Encourage and support others in your class. Offer to assist where appropriate | Do not use any inappropriate language |

All the behaviours of the [JCU Student Charter](https://www.jcu.edu.au/students/support/student-charter) and the [Academic Misconduct Procedure](https://www.jcu.edu.au/policy/procedures/student-services-procedures/student-academic-misconduct-procedure) apply online, particularly these 4 key points:

**1) Participate online in a positive and constructive manner, respecting the needs of others**

**2) Be ethical and honest when using online sources**

**3) Make a genuine attempt to attend in online mode and build your personal and professional connections**

**4) Behave in an appropriate manner, embrace diversity, treat others respectfully, and respect the viewpoints of others. Respect others at all times and** [**seek help**](https://www.jcu.edu.au/safety-and-wellbeing) **if you experience harassment online**