Code of Conduct - Code of Conduct for Digital Teaching and Learning

Preamble

Numerous courses at the University of Potsdam are implemented online. Teaching and learning materials are provided digitally and communication and collaboration takes place using digital media (video conferences, chats, etc.). This requires a joint constructive effort from students and teachers to create an appropriate teaching and learning environment for everyone. This Code of Conduct is intended to provide a guideline for how all members of the university work together and interact with one another. Even in a digital teaching and learning scenario, the rules that are naturally applicable in classroom teaching apply, to which we would like to explicitly point out in this case.

Behavior in video conferences

Mutual respect forms the basis for all interactions, whether between students or between students and teachers. This starts with using first and last names, preferably with pronouns, to promote a trusting atmosphere. In video conferences, this applies, in particular, to statements, whether in written (chat) or oral form. The contributions should be formulated in such a way that they provide added value for the recipients and avoid interruptions. Be respectful when dealing with others, always argue objectively, and maintain the integrity of your interlocutors. Be careful when using the option to address individual people in an online meeting personally.

Please also pay attention to the fact that you use a language that suits the medium and the occasion. A message to teachers or from teachers to students is subject to different linguistic norms than a chat message within a student work group or among teachers.

In live events, please handle audio (usually disabled) and bandwidth (enable video as needed) with discipline so that disturbing noises are avoided, and users with limited internet connection can participate.

Desired behavior when dealing with content and personal information from other users

Respectful and discrimination-sensitive interaction with one another is just as central when working in a digital teaching/learning environment as is respect for the individual's informational self-determination and for the intellectual property of others. In addition to the issues of plagiarism and possible copyright infringements, this above all means handling personal information about others and their expressions of opinion in word, image, and sound sensitively. The materials provided are subject to the applicable copyright and usage regulations and, for protection, may not be further disseminated and changed unless otherwise indicated. In addition to legal regulation, the members of the university commit themselves to responsible action with the online resources provided for teaching with the present Code of Conduct.

Unacceptable behavior when dealing with content

Recording of video conferences and dissemination of materials

Recording of video conferences without the explicit consent of all participants is criminal (§ 201 Abs. 1 No. 1 of the German Penal Code [StGB]). All types of online resources provided may only be used by students and staff for the intended purpose within the frame of the teaching/learning goals of the respective course. Any use and distribution beyond this is prohibited unless otherwise indicated. Online resources refer to all course materials that are made available. This includes, for example, teaching videos from teachers, presentations, tasks, chats, video conferences, and exam formats in all formats. Scientific quotations are possible based on the generally applicable norms.

Publishing private information

You may not publish or post other people's private and confidential information (such as private phone numbers or email addresses) unless they have expressly given their consent to do so. In addition, you may not forward or post other people's personal content without appropriate permission.

What to do in case of unacceptable behavior?

A violation of these principles can be considered misconduct after an individual case review. If you suspect that certain people are demonstrating such misconduct, either address the person directly or contact the teaching / supervisor or one of the contact and advice centers at UP: https://www.uni-potsdam.de/de/diskriminierungsfreie-hochschule/beratung-und-unterstuetzung/beratungsangebote-an-der-universitaet-potsdam/uebersicht-der-beratungsangebote.

In case of discrimination, there is also the possibility of an official complaint at the complaint office of the UP:
https://www.uni-potsdam.de/de/diskriminierungsfreie-hochschule/beschwerdestelle

Please also note the anti-discrimination guideline as well as the diversity strategy:
https://www.uni-potsdam.de/de/diskriminierungsfreie-hochschule/antidiskriminierung/antidiskriminierungsrichtlinie-der-universitaet-potsdam
https://www.uni-potsdam.de/fileadmin/projects/gleichstellung/Bilder/Aktuelles/2024/KfC*Diversit%C3%A4tsstrategie*WEB.pdf

In serious cases, misconduct can lead to being banned from using the services according to the usage regulations of the Center for Information Technology and Media Management: https://www.uni-potsdam.de/de/zim/wir-ueber-uns/zim-benutzungsordnung .

Violations of the applicable laws can also result in legal action.

Developed by the eLiS project on behalf of the E-Learning steering group (2020)
Revised by the ZIM on behalf of the E-Learning steering group (2024)