

# The Digital Handshake

This contract promotes a safe and respectful learning environment for everyone. Signing this contract about proper online behaviours and expectations will help you and other group members learn in a safe, professional, and responsible way.

## Be Prepared

- Show up and be present, take responsibility for your progress, and ask for help when needed.
- Complete all assigned work to keep up with the class and get the most out of the program.
- Join the virtual classroom early, resolving microphone or video issues before start time.
- Keep a tidy work area free from distractions and noise, even your mobile phone.
- Dress appropriately for the learning environment.

## Respect and Privacy

- Respect each others' opinions, even if you do not agree with them.
- Respect other participants by speaking one at a time and listening when someone is sharing.
- Respect others' privacy by not sharing their name, personal information, or photos without permission.
- Keep passwords safe, and use security and privacy settings.
- Maintain confidentiality. Do not repeat, share, or post what was said, done, or written in class.

## Online Communication

- Think about what you are writing and how it could be received. Before contributing to the conversation, ask yourself "Will this offend anyone?"
- Avoid using ALL CAPS and exclamation points, which can be misinterpreted as intense anger or humor.
- Do not send information regarding your political/spiritual beliefs to other students.
- Be aware that the classroom is for learning, and it is not a place to vent.
- Share personal experiences only if they directly relate to the learning content.

**Personal Commitment Statement:** I commit to personal accountability, taking responsibility for my words and actions. I pledge to approach the learning environment collaboratively and respectfully with an open mindset, welcoming new ideas and experiences. I recognize that success hinges on hard work. Therefore, I fully dedicate myself to achieving my learning goals and supporting my own success. I am fully aware that the ultimate responsibility for succeeding in this program rests within my control.

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(signature)