Online Orientation Information Sessions
Student Guidelines

1. Participation
   1.1 When joining the session via the Go-To-Meeting link provided, please set up your profile with your real full name accompanied by your campus of enrolment. (example: John Lee – Hobart)

   1.2 During the session, please keep your microphone on mute when you are not speaking. This will help minimise audio disturbance for other participants. By keeping your speakers pointed away from the microphone, you can also help reduce feedback when speaking.

   1.3 Please avoid responding to student enquiries to avoid any unnecessary confusion. Our wonderful Student Support team (labelled with Student Support Coordinator) are here to help and provide accurate information.

   1.4 Harassing, hateful, racist, sexist, abusive, discriminatory, offensive, and threatening language is not to be used in any form of communication.

   1.5 Use of profanity – written, drawn, displayed, or spoken – during a meeting is unacceptable.

   1.6 Taking screenshots or screen recordings of virtual classrooms without explicit permission from staff and students is unacceptable. All relevant information required will be sent directly to you.

2. Privacy
   2.1 Please note that meetings may be recorded by the host, and hosts have access to meeting chat records. If there are any concerns, please let one of the Student Support staff know before the session.

   2.2 Please consider the confidentiality of the material you intend to communicate and refrain from sharing personal details such as email addresses, passwords, and phone numbers publicly.

   2.3 Be aware when screen sharing that meeting participants will be able to see any information displayed on your computer or your device screen. Close any windows containing sensitive or private information before sharing your screen.

3. Disciplinary Action for Unacceptable Behaviour
   3.1 Disruptions to a Go-To-Meeting session may lead to the removal of the student from the session.

   3.2 Student misconduct in the form of repeated disruptions or any breaches in the Student Conduct Rules is not tolerated by AIBTGlobal and will be investigated. Where there is an adverse finding of a student misconduct investigation, appropriate action will be taken.
4. References

4.1 AIBTGlobal Student Conduct Rules

4.2 AIBTGlobal Social Media Policy

4.3 AIBTGlobal Privacy Policy