



## **Code of Conduct**

### **Preamble**

Numerous courses at the University of Potsdam take place online. This usually means that teaching and learning materials are made available online, but also that communication takes place using digital media (video conferences, chats, etc.). Mastering the current situation therefore requires a joint constructive effort by students and teachers to create a good educational environment for all. This *Code of Conduct* is intended to provide guidelines on how all members of the university cooperate and interact with each other. The rules that are observed as a matter of course in face-to-face teaching also apply in a digital teaching-learning scenario, but we would still like to explicitly point them out in this case.

### **Behavior in video conferences**

Mutual respect is the basis for all interactions, whether among students or between students and teachers. This begins with the use of real names in order to promote an atmosphere of trust. In video conferences, this applies especially to requests to speak, whether in written (chat) or oral form. Statements should be written in such a way that they offer added value for the recipients and avoid disturbances. Be respectful with others, always argue objectively and maintain the integrity of your discussion partners. Please also make sure that you use language appropriate to the medium and the occasion. For example, a message to teachers is subject to different linguistic standards than a chat message within a student working group.

Especially in live events, please handle audio (normally deactivated) and bandwidth (activate video as needed) in a disciplined manner in order to avoid background noise and to allow users with limited internet access to participate.

### **Desired behavior when dealing with content and personal information of other users**

An open approach to social and cultural diversity is just as central to digital education as respect for the informational self-determination of the individual and for the intellectual property of others. In addition to the issues of plagiarism and possible copyright infringements, this means above all treating personal information about others and their expressions of opinion in word, image and sound in a sensitive manner. The material provided is subject to the applicable copyright and usage regulations and, unless otherwise stated, may not be distributed or modified. In addition to the legal regulations, the members of the university commit themselves, through this *Code of Conduct*, to dealing responsibly with the provided online resources.

### **Unacceptable behavior when dealing with content**

#### *Recording of video conferences and dissemination of material*

Recording video conferences without the explicit consent of all participants is punishable by law (Section 201 subsection 1 no. 1 of the German Criminal Code StGB). Any kind of online



resources that are made available may only be used by students and staff for the intended purpose, according to the educational objectives of the respective course. Any use and distribution beyond this is prohibited, unless otherwise stated. Online resources are understood to be all the material that is made available for a course. This includes, for example, teaching videos of the lecturers, presentations, assignments, chats, video conferences and examinations in any format. Scientific citations are possible on the basis of generally accepted standards.

#### *Publication of private information*

You may not publish or post private or confidential information of other people (such as private telephone numbers or e-mail addresses) without their explicit consent. In addition, you may not forward or post others' personal content or statements without permission.

#### **What to do in case of unacceptable behavior?**

A violation of these principles can be considered as misconduct after a case-by-case assessment. If you suspect that certain persons are committing such misconduct, please try to address the issue with them in a cautious manner first. Always bear in mind that there may be a misunderstanding. If you cannot clarify the matter, please contact the teachers of the course in question. In addition, if conflicts arise, you can contact the Equal Opportunities Officer or the steering committee for conflict management (<https://www.uni-potsdam.de/en/international/service/conflict-management>).

In serious cases, misconduct can lead to exclusion from the use of the services according to the usage regulations of the Center for Information Technology and Media Management.

[https://www.uni-potsdam.de/fileadmin01/projects/zim/files/1998benutzerordnung\\_zeik.pdf](https://www.uni-potsdam.de/fileadmin01/projects/zim/files/1998benutzerordnung_zeik.pdf)

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

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