

## Netiquette for Online Teaching

This netiquette is intended to be a guideline for digital online lectures for students and lecturers.

### PREPARATION

Be prepared for Zoom meetings in the same way as you would be at the beginning of a "normal" class (e.g. read the lecture notes again to be able to ask questions).

### PUNCTUALITY

Dial into the meeting timely, so that the lecturer does not have to let students in afterwards when using the waiting room.

### MICROPHONE FOR SPEECHES ONLY

Switch on the microphone only when you want to say something. This prevents backcoupling and annoying background noise. Please use a headset if possible.

### VIDEO BROADCAST

There should be a relaxed use of the camera on both sides.

Nobody is forced to do so and therefore nobody should be asked by name about it.

Switching on the cameras, however, encourages interaction and is especially appropriate in smaller groups (about 15-20 people). It enhances the quality of online teaching and provides faster feedback through facial expressions and gestures.

Switch off the camera if you need to leave the work area for a short time.

### ZOOM TOOLS

The usage of the Hand Raise and the Yes/No buttons are preferred as they structure and improve communication.

### ACTIVE PARTICIPATION

The interactive design of the lectures increases attention, but students should also actively participate. Both sides should ask questions from time to time.

### PERSONAL RIGHTS AND RECORDINGS

As a student, please refrain from any recordings of the lectures.

The recording of online events without the consent of the recorded persons is illegal (§ 201 StGB, § 22 KunstUrhG). Lecturers are only allowed to record lectures with the consent of all students (the query is done automatically via Zoom).

The university will prosecute corresponding violations of these regulations.