

APPROVED
by Tallinn Health Care College
Rector's directive No. 1-4/23 on April 18, 2017

AMENDED
Council of Tallinn Health Care College
Decision no 1.1 on April 26, 2022

Principles of Good Practice in Tallinn Health Care College
Appendix 2

PARTICIPATION IN THE DIGITAL LEARNING ENVIRONMENT

The aim of the good practice of participation in the digital learning environment of Tallinn Health Care College is to ensure a uniform understanding of the good practice of participating in studies in a digital learning environment for students and lecturers at Tallinn Health Care College.

The requirements of good practice are given using the Zoom environment as an example, but similar rules apply to all digital events of Tallinn Health Care College. In addition to this document, [Tallinn Health Care College Code of Academic Ethics](#) and [Tallinn Health Care College Principles of Good Practice](#) are in effect at Tallinn Health Care College.

This document was created based on Klein (2020) "Principles of good practice of hybrid education for participation in the Zoom seminar of the midwifery curriculum", which is in the possession of the head of the midwifery curriculum and the Ethics Committee of Tallinn Health Care College.

Student's preparations to participate in learning in a digital environment

- The student downloads the Zoom software to the computer from the website www.zoom.com/download →Zoom Client for Meetings and creates an account with first name and last name and uses their first and last name throughout the lecture.
- The student chooses a suitable environment to participate and learn in the Zoom class, uses headphones with a microphone in a public place, and ensures that the video is not visible, and the sound cannot be heard by outsiders (including family members).
- The student ensures that the Zoom software is updated to the latest version and checks for updates once a month.
- The student checks the audio and video functions of their computer at least 15 minutes before the start of study.
- When joining a Zoom study meeting, the microphone should be muted. The microphone is turned on when the student wishes or the lecturer asks the student to speak during the discussion. Background noise must not disturb the class.
- The student is willing to participate in the online lesson with a video image. If it is not possible to use the webcam, the student informs the lecturer in advance. In this case, the student must make sure that the microphone is in working order before the start of the lecture and that they can answer the lecturer's questions. If neither the webcam nor the microphone work, the student must use the Chat window to reply. If this requirement is not fulfilled, the lecturer has the right to mark the student as absent from lecture.
- When joining a Zoom study, the student uses their first and last name. The lecturer has no obligation to admit a user with an unknown name to the Zoom study meeting.

- To protect their personal environment, the student may use a virtual (Tallinn Health Care College) background.
- During the video call the student keeps the device used in the study as still as possible.
- The student makes sure that the battery of the device used in the study is sufficiently charged and that a charging facility is available.
- The student informs the lecturer of unexpected problems (both technical and other) immediately, either by writing to the Zoom chat window during the lecture or to the lecturer's email if unable to access the lecture.

Lecturer's preparations for teaching in a digital environment

- The lecturer checks one day in advance that the Zoom meeting reservation is booked in the Moodle course, except for joint account solutions.
- 15 minutes before the start of the contact lesson, the lecturer makes sure that the device used in his teaching, Zoom software, video image and sound are in working order.
- When using a College or other non-personal account, the lecturer changes the name of the account used to their first and last name before the class starts.
- The lecturer chooses a suitable environment for participating and teaching in the Zoom class, uses headphones with a microphone in a public place, and makes sure that outsiders (including family members) cannot see the video or hear the sound.
- The lecturer is responsible for ensuring that the battery of the device used in teaching is sufficiently charged and that there is a charging facility at hand.
- If the lecturer is outside Tallinn Health Care College during the Zoom lesson, they are responsible for ensuring a stable internet connection without interruptions for the lesson. Tallinn Health Care College is responsible for the internet connection in Tallinn Health Care College premises.
- The lecturer uses a webcam in teaching if there is no valid reason for not using it or there is no prior agreement with the students not to use a webcam.
- To protect their personal environment, the lecturer may use a virtual background of Tallinn Health Care College.
- The lecturer holds the computer or smart device as steady as possible during the video call.
- Background noise in the lecturer's environment must not disturb the lesson.
- The lecturer may record the seminar/lecture for the purpose of catch-up by notifying the students in advance. A recording where student participation in a class can be identified can only be shared with students who are registered for the course.
- The lecturer informs the students before the class and/or at the beginning of the class about the expectations for the students' participation in the Zoom class if the instructions are not outlined in advance in the subject program or applied learning program.

Good practice of behaviour in the digital learning environment

- The student adheres to the agreements made at the beginning of the lecture regarding breaks, using the chat window, recording, and taking pictures and engaging in other activities during the lecture.
- The lecturer may record Zoom lectures for learning purposes, informing the students in advance. Recordings may only be shared with the study group with whom the recording took place. Sharing the recording with third parties is prohibited.
- Students will not photograph or record Zoom lessons for catch-up or any other purpose, unless permission for playback is granted by the lecturer and co-participants.
- The appearance of both the student and the lecturer is proper and respectful towards others.

- Both the student and the lecturer are ethical and respectful of all participants in expressing their opinions and do not use language that discriminates or offends anyone.
- If the subject program/applied learning program requires the camera to be turned on during the learning process, students are obliged to comply with this requirement.

Conducting the study in the case of hybrid learning

- The possibility of hybrid learning is decided by the lecturer, based on the structure of the lesson.
- The lecturer notices the students in both physical and virtual spaces and uses inclusive teaching methods.
- If the student asks for hybrid learning, it is up to the lecturer to decide how the lesson will be conducted.
- If participation in the contact class is determined to be mandatory, the student informs the lecturer conducting the lecture by e-mail about their illness as soon as possible, but no later than 8:00 a.m. of the lecture/seminar day. If the lecturer's e-mail address is not disclosed, the student informs the representative of their study group, who informs the lecturer at the beginning of the lesson. If absence is reported on the morning of the lecture, the lecturer may not be able to guarantee participation in the lecture/seminar via Zoom.

Further information is available in Estonian. The results of the ELU project created in cooperation with the Tallinn University "Co-learning and co-students in higher education - from students to lecturers" is found here: "[Ühisõppimine ja ühesõppijad kõrghariduses- üliõpilastelt õppejõududele](#)".