

# **Centauri Arts: Code of Conduct for Participants in our Virtual Programs**

Rev: Apr 2020

Welcome to Virtual Centauri Arts! Our goal is to offer quality and engaging online programs for everyone who joins us – and to do so with the online safety and well-being of all participants as a top priority. Please read the following Code of Conduct, sign at the bottom and return to us by the date we have specified.

1. Just before your program begins, we will email you a link to your zoom room, and a password. Never share this information with anyone!
2. When you sign into your zoom 'meeting', you will enter a waiting room. The instructor will only admit you to the zoom meeting when they have checked your identity.
3. Please arrive on time for your program: late arrivals affect the experience of everyone else! In some cases, instructors will 'lock' their zoom room shortly after the published start time, for security purposes.
4. When you enter a Zoom meeting, you are essentially entering a public space. Before unmuting your microphone and uncovering your camera, always do the following:
  - make sure you are dressed and ready to be seen by others, just as you would when you leave your front door at home.
  - make sure you are in your own space, free from distractions
  - where possible, use earbuds
  - let everyone in your family know you are about to enter a Zoom meeting, out of respect for their privacy. Using a camera and a mic is like inviting others into your home.
5. During virtual classes, treat the instructor and all other participants with dignity and respect. Expletives, derogatory comments and any behavior which can be viewed as insulting or dismissive towards others will not be tolerated, either verbally or in the 'chat' feature.
6. Never record a virtual meeting, nor share any part of it online, without the knowledge and permission of everyone involved. This applies to their creative work, too. For example, if someone shares a poem or piece of art they have created, this is their work – you should not make a copy, nor share it on (for example, through social media) without their permission.
7. Material you create should not be shared with others unless you can be certain it is appropriate for everyone. These are challenging times for some people, emotionally, and none of us want to make life difficult for others! If you are unsure whether creative work should be shared, please ask your instructor.

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