# Open College of the Arts Online Etiquette Policy

1. ‘Netiquette’ is the term used for internet or network etiquette. All students participating in online forums and blogs must follow the rules of netiquette. Conventions include not typing in capitals or enlarging fonts for emphasis, which is considered to be the equivalent of shouting.
2. All students initiating or participating in online discussions through OCA’s online environments, including the student site, Google Groups, Google Hangouts, Google+, their OCA Google email account or the OCA blog #weareOCA which contain material in breach of the Terrorism Act 2000 (<http://www.legislation.gov.uk/ukpga/2000/11/contents>) or the government’s Prevent Duty Guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) will have their OCA accounts blocked as soon as OCA’s internal monitoring systems identify the breach. Once the content and circumstances of an alleged breach have been investigated by a member of the OCA senior management team, and with the agreement of the Principal, OCA will report the incident to the police.
3. All students agree to have their online accounts monitored by OCA. In the event that OCA has concerns about a student based on posts and other content created that express extremist views or views that suggest that the student may be at risk of radicalisation, OCA will take the steps outlined in its **Prevent Duty policy for online forums, virtual course groups and Google Meet**. If OCA believes there is a case for seeking advice from the police under the Prevent duty, students will be asked voluntarily to agree for information to be handed to the police. This is distinct from OCA having an obligation to hand over the information it holds about a student, including personal data and online content accessed, shared or created by the student, that is part of a police investigation.
4. Students who are knowingly researching areas relating to extremism and terrorism within the context of their studies agree to complete the OCA’s research declaration form ref: <https://docs.google.com/a/oca.ac.uk/forms/d/1_1PCrEUQeXr-TndSimAbGyoKGgWCEd72ReB12LE403o>. Students must only use their OCA accounts throughout the research process, as a precautionary measure, in the event that this data is requested of the OCA by the police. If such a request were to be made, the declaration form would also be shared.
5. Students who come across any extremist, hate or terrorism-related material online should report the offending source via the gov.uk website <https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism>.
6. Any student who receives emails and social media communications about terrorism or extremism, including web links and attached documents through any of OCA’s online facilities agrees to immediately notify OCA and hand over access to their OCA accounts to allow any evidence to be obtained and handed over to the police.
7. Students are also required to exercise discretion over any references to tutors or other students in forums, blogs or social networking sites, whether internal to the OCA or external. In particular, students must not make inflammatory or provocative comments or give unbalanced accounts of incidents or interactions.
8. Students may cite references to their tutor reports online, but must not misrepresent tutor opinions. Students may only post complete tutor reports online with the advance permission of their tutor. When a complete tutor report is posted online, it must be the full text without any student edits. When citing references, or publishing reports in full, students should not name their tutors. When making reference to reports, students should state ‘my tutor says’ or similar. If publishing a report in full, students should remove the tutor’s name.
9. OCA reserves the right to have access to all student blogs, even if it is hosted anonymously and the settings have been made private. This is because of OCA’s obligation to check for plagiarism, misuse of copyright images, offensive comments or the expressing of opinions which may indicate that they are being drawn into terrorism or religious or political extremism.