

FCAC's online workshops are place to get creative, connect with other people and have fun. To help make the online workshop safe and enjoyable for everyone, we ask that you follow these simple guidelines below.

ZOOM Code of Conduct

- When you receive your zoom link, it will contain a **Pass code** and **Meeting ID**. These are enabled to make sure the meeting is safe and protected.
- When you first enter, you will be placed in a **waiting room** so the teacher can mark the roll as you join.
- Whilst others are talking, always keep your mic on **mute**.
- If you want to talk, you can unmute yourself or use **the hand icon** to show your teacher.
- If at any time you feel unsafe, **tell your teachers** verbally, or through the zoom chat.

Your teachers will go through these rules once you join in the fun on Zoom 😊!

Online Safety Rules

Everyone who participates in FCAC Online workshops, **must** follow these safety rules:

Always treat yourself and others with **respect** online. **FCAC does not tolerate any form of bullying or harassment**. If you experience bullying, harassment or feel unsafe, please tell one or both of your teachers **immediately**.

Do not share any photos or images to the group, unless you have been asked to show your work by the teachers in charge.

Never share any personal information such as your address, email or phone number during your online workshop.

Never share the passwords for any of your online accounts.

Never arrange to meet anyone in person, whom you met on the internet. If you plan to do this, you need permission from your parent and/or guardian and they need to go with you.

All FCAC Teachers hold valid Working with Children's Checks and will run through Online Safety at the start of the session.