



How to stay safe during online learning

Guide for learners

March 2020 Update: All timetabled classes advertised on Peak Accountancy Training website will be running via Zoom at the scheduled times until further notice

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Hard copy materials will be posted to each learner prior to the start date of each unit – please do let us know if you do not receive them

Staying safe online is very important. Here are a few tips to help you stay safe.

Keep it private

- * When you join a session, turn your microphone to **'Mute'**. This will turn off your microphone so you can hear the Tutor, but they can't hear you (or your children playing in the background!) Click **'Unmute'** any time you want to say something or ask a question.
- * Don't share any personal details or contact information while you are online.
- * Think about where you are sitting if you are using your camera to attend an online session. Make sure that no one can see any personal details about you, or anything else that you don't want to share. You can change or blur your background in Microsoft Teams and Zoom – ask your tutor if you are unsure on how to do this.
- * We'd encourage you to ensure that people in your household know that you're in a learning session for workshops/coaching reviews and need a quiet space. We understand that real life happens so this won't always be perfect.

Be professional

- * Wear the same clothes as if you were attending a workshop in person.
- * Remember the normal rules of the workshop: be polite, turn up on time and let others speak too.
- * There are some extra rules when attending an online session. These are listed in the 'Ground rules for learning online' below.

Other issues to remember

- * Only access your learning session via Wi-Fi if you are using your phone. It can be very expensive to use your mobile data (especially if you use video)
- * Using a mobile phone to connect can also drain your battery very quickly. Use a computer if possible.



*During a lockdown situation, we know that emotions are heightened. If you need someone to talk to, we'd encourage you to reach out to your employer's assistance channels or some of the organisations listed in your Peak handbook. If you are worried about your safety, or the safety of others in your household, please contact our safeguarding lead- clive@peakaccountancytraining.co.uk or call 07837 712510

Etiquette for learning online

Make sure you follow these guidelines:

- * The link to access each session via Zoom or Teams is available in Peak's online learning platform.
- * Do not share any video images, take screenshots or photos of the video screen
- * Do not record the session or share any information – remember the tutor will be recording each class and it will be available in Peak's online learning platform should you wish to review the session.
- * Check what is behind you on the wall to make sure you are not sharing personal information by accident
- * Be polite and respectful to the tutor and other learners
- * Be patient if the technology doesn't always work
- * Be punctual to any live sessions
- * Keep your microphone on 'mute' unless you want to say something or ask a question

Always be aware of your safety online

- * **Think before you reveal** - Think twice before posting anything that could damage your reputation or that may embarrass or hurt you in the future
- * **Protect your devices** - Never leave your laptop or PC open or unattended in an open place or office
- * **Shop safely** - Use only reputable retailers and marketplaces and use a safe and trusted payment method when purchasing online
- * **Spot the difference** - General secured sites have URLs that starts with <https://> and usually have a padlock icon in the browsing frame or green highlight in the address bar

- * **Outsmart phishing attempts** - Never provide any personal or financial information to an unsolicited email, SMS, phone call or website, even if they appear legitimate. If in doubt, contact the company directly by phone and see if they send a message.
- * **Check the URL** - It might look ok in a message or email, but it may take you to a page designed to extract personal information. It is always best to type the URL into the webpage instead of clicking the link.
- * **Use smart passwords** – Don't use the same password for multiple accounts
- * **Keep it private** – Learn how to use privacy settings on social media, to help protect your personal information whilst networking.
- * **Remember** – Not everyone online is who they say they are, don't befriend people online you don't know.
- * **Think** – Take care posting videos and pictures of yourself. Once it's online, its not just yours anymore and most people can see and download it.
- * **Never** – Post personal information like address, mobile number, email address on social media sites.
- * **Be aware** – If you see something online that makes you feel uncomfortable, unsafe or worried leave the website and tell a trusted adult or friend immediately.

And finally, remember

- * Tutors will be taking attendance registers for each workshop session online
- * Don't forget to let your tutor know if you cannot attend.
- * Tutors will email all cohorts within 48 hours of each session to summarise the content covered and will also include all materials used.
- * AAT assessments are currently only available within approved assessment centres, further details on AAT assessments and their availability will be regularly updated on our latest new page: [News | Peak Accountancy Training](#)

Your work-based advisor is always available should you have any questions or concerns, if you cannot access your workshop for any reason call the office number 01625 574 856 where we can help to guide you into your session