# RADA

**Royal Academy of Dramatic Art**

**Staying safe online at RADA.**

1. In this document, "you" and "your" means the student; "we", "us" and "our" mean RADA.

2. This document forms part of the Respect at RADA Framework, a set of policies and guidelines designed to create a safe, inclusive, and healthy environment within the Academy. It should also be read in conjunction with RADA's IT acceptable use policy.

3. Online communications must in all ways meet the conditions of RADA's policies concerning communications, dignity, equality, diversity, inclusion, and respect.

**Staying safe when using social media and other online services**

4. When using social media and other online services, including retweeting, or forwarding messages that you have received, you should think about how that activity can impact on your life (and the lives of others) outside of the online world. We recommend taking the following steps:

5. **Be mindful of others**. We want everyone in our community to flourish and to contribute to all aspects of life at RADA. We all play a part in achieving this by creating a community where everyone feels a sense of belonging and safety. We want our community to be a place where everyone is treated fairly and with dignity and our differences are welcomed.

6. **Protect your reputation.** Social media posts, and retweets, can remain online long after they were posted, and it is possible to share posts through screen shots or recorded content. Consider how future employers may perceive your content and comments and bear in mind the permanence of what your post. Language, nudity, and activities considered or interpreted to be offensive or antisocial may impact on your employability.

7. **Avoid activity that may be deemed illegal.** Abusive behaviour, bullying and 'trolling' can be illegal in some instances and may lead to criminal charges. Behaviour that is perceived by individuals to be hostile or prejudiced towards themselves or others based on perceived or actual race, religion, gender, sexuality, disability, or age could be considered a hate crime or hate incident [Metropolitan Police].

8. Also be mindful of posting material that could be construed as libelous or defamatory – either in relation to individuals or organisations, including RADA - or contravenes legislation relating to the Prevent duty and which therefore may be construed as supporting terrorism.

9. **Think about what you post.** Posting content obtained through deception or breaching the privacy of others (such as secretly filmed video or content shared with you privately through apps) not only causes pain and embarrassment to others but

may also be considered illegal. Bear in mind that when retweeting or forwarding innocent or worthy messages, the thread or previous messages may not be.

10. **Keep your details private.** Posting personal details such as your address or age can make you vulnerable to identity theft and other crimes. Always avoid putting your personal safety or that of others at risk. Security settings on social media can change, so review your privacy settings regularly.

11. **Maintain professional standards.** Sharing social media content about your workplace and individuals while on placement, may conflict with data protection legislation, non-disclosure agreements or impact on the position of a company or organisation in the marketplace. You should never assume that you have consent to share personal information on any social platform (including closed groups and messaging services).

12. **Work in class**. Do not record images or sounds from your classes unless this has been specifically agreed for an academic reason by your tutor. Do not post any such records on social media.

13. When participating in any discussion forum, live seminar, or other online meeting (e.g., with a tutor or student wellbeing), please take account of the following to keep yourselves and others safe:

    a. Treat your fellow students with respect. Comments or images that would be inappropriate in a face-to-face environment are also inappropriate online.

    b. Language must always be professional and appropriate, including other members of your household that may pass in the background.

    c. When using cameras be mindful of your surroundings and use an appropriate room for video calling.

    d. When on a video call you must wear suitable clothing, as should anyone else in the household whilst the call is taking place.

    e. If a video call is to be recorded, all participants must be notified at the start of the session.

    f. Photographs or screenshots of a video call must only be taken with verbal consent.

    g. Ensure you only post messages that are related to the discussion.

    h. Be careful to only share content that you have a right to make available under any law.

    i. online learning spaces should not be used to advertise products or services for personal profit or gain.

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