

## Online Short Courses and Forums Etiquette

Participants and their families should bear in mind that the Guildhall School of Music & Drama is an adult environment. We expect responsible, reasonable and sensible conduct from all our participants.

It is essential that all participants are safe and behave in line with Guildhall School's expectations as can be found in the Online Short Courses and Forums below.

1. Participants agree that they will not record, reproduce, download, modify, re-publish, sub-license, sell, share, broadcast, transmit, make available, disseminate or distribute in any way any of the content provided as a part of their Online Short Course. Any redistribution or reproduction of part or all of the contents of the courses in any form is prohibited.
2. Participants may download and use Online Short Course materials where available and as indicated by the Short Courses team, for their own personal, non-commercial use only.
3. When uploading material, participants must ensure that they are entitled to upload this material and that this does not infringe any rights or copyright law.
4. The Forums should remain a safe space for all participants. Participants will not upload or share with other participants or tutors any material which is unlawful or unsuitable according to societal norms in the United Kingdom or our policies. This includes uploading of material that is false, obscene, sexist, racist, homophobic, defamatory, illegal, abusive, threatening, extremist, destructive (like malware, viruses, bugs, etc.) or otherwise discriminatory, offensive, disruptive or objectionable to others.
5. Although the Forums will be monitored by the Short Courses team, participants agree that we shall be under no obligation to monitor, screen or censor any of the content that they or any third-party upload to the online platforms used for the short course. To the fullest extent permitted by law, we accept no responsibility for any such content.
6. We reserve the right to suspend access to the VLE or remove any material you upload or share with other students or tutors in breach of these Terms.
7. The Online Short Course materials may contain links or embedded links to third party content and websites. These links are provided for your reference only and we do not endorse the content or the operations associated with them. We have no control over such content and cannot accept any liability for such third-party content. You should be aware that accessing such content will be subject to third party terms of use and privacy policies.
8. The Short Courses team will communicate the times when the Forums will be available before the start of the course.

## **Disciplinary action**

Any illegal or inappropriate behaviour, or any breach of the School's Code of Conduct and/or Residential Code of Conduct, will result in disciplinary action by the Short Courses Team. Consequences may include immediate removal from the premises without refund, and a ban from future Guildhall School Short Courses.

### **If you have any concern, please contact the Short Courses Team:**

Phone line:

+44 (0)20 7382 2310

+44 (0)20 7614 9850

Office hours: 9.30am - 5pm BST Monday – Friday, excluding bank holidays.

Email:

[shortcourses@gsmd.ac.uk](mailto:shortcourses@gsmd.ac.uk)