



# MD Police & Correctional Training Commissions Virtual Classroom Requirements and Netiquette



The MD Police and Correctional Training Commissions (MPCTC) is committed to providing quality training to Public Safety professionals, whether in the classroom or virtually. In order to meet our high standards of learning, we ask each student to adhere to the requirements and netiquette set forth below when engaging in online, instructor-led training.

**Access & Information:** The MPCTC Registrar will email the course materials to enrolled students at least 3-business days ahead of the start date of the program. The message will also include a link to access the virtual classroom; you will use the same link for the entire length of training. Students should discuss with their agencies whether they can attend online from work or from home, and which equipment (work or personal) they can use. Please ensure you can access the virtual classroom link from your device, and that the webcam and microphone functions can be enabled on your device.

**Attendance:** To receive in-service credit for a program, participants must be in attendance at least 90% of the online classroom hours, as is the policy of the Maryland Police and Correctional Training Commission (MPCTC). Therefore, if a student misses more than 10% of the training, it will result in a non-completion and the student will not receive in-service credit until the lost time is made up. Further details and explanation will be provided on day one of the training.

**Attire:** Business casual or uniform of the day is the acceptable dress for virtual classroom training.

## Student Requirements:

- Have regular reliable access to the Internet for approximately 7-8 hours each day
- Have a computer/device with a camera and microphone (if no microphone, access by telephone to listen and watch the presentation on the computer)
- Provide an email account that you can access daily for the entire length of the course
  - Communicate via email to include sending attachments
  - Email as needed with the Program Administrator, including notification prior to missing any part of a session
- Possess or acquire basic computer skills
  - Be able to resolve any technology problems related to the student's computer, equipment, and Internet
  - Be able to navigate the World Wide Web
  - Basic knowledge and experience with Microsoft Office applications
- Find an area free/limited of distractions while the virtual classroom is in session
  - Limit distractions to other members of the class by using break times to return phone calls, text messages, etc.
- Be an active participant in online discussions
- Complete all assignments by the assigned deadline
- Act with academic integrity (avoid plagiarism, all work must be your own)
- Follow virtual training netiquette (below)

## Virtual Training Netiquette:

- If you would not say it to someone's face, do not say it online
- If you would not show it in public, do not share it online
- Do not use offensive language
- Do not tell offensive jokes or jokes at the expense of others
- Respect other people's privacy
- Respect other people's time and be on time for online classes
- Never record online classes
- Check and respond to email promptly (daily)
- Update online information that people depend on

If you feel you do not possess the technical skills and/or do not have the necessary software and hardware to participate in distance learning, please contact the Registrar ([Katie.Johnson@maryland.gov](mailto:Katie.Johnson@maryland.gov)) for alternate options, if available.