

**THE UNIVERSITY OF HONG KONG
LKS FACULTY OF MEDICINE**

E-learning Rules and Etiquette

1. Online learning provides you with the flexibility to learn at your own pace. To gain the most from it, you are advised to manage your time with a personalised schedule to help you organise different learning activities. Arrange some short breaks to relax and rest would be helpful.
2. Get prepared before each class/tutorial by previewing lecture handouts and notes available.
3. Be punctual to all online live classes, e.g. PBL tutorials.
4. In addition to a computer/laptop with a camera and microphone, a quiet environment with minimal distractions and strong internet connection would be essential. Use a headphone if it helps you stay focused and a virtual background if you wish to maintain privacy of your environment. You must turn on the camera to show your face so as to take full advantages of the online platform, and to enable your teachers and classmates to interact with you fully. Mute the microphone except when you speak.
5. Familiarise yourself with the platform and communication tools for online learning in advance (e.g. how to navigate on HKU Moodle, how to participate a discussion via Zoom).
6. Dress properly during online discussions as a matter of respect to the teaching activity, your peers, the teacher and yourself. For clinical encounters (e.g. clerking a patient), put on your white coat together with the appropriate professional attire.
7. To allow effective communication and identification (for attendance taking) online, we require you to standardise the format of your name to be appearing on the computer screen:

Name by which you wish to be addressed, SURNAME then rest of given name in full (University No.)

e.g. Name on the HKID Card:
CHEUNG Hei Lok, and you like to be addressed as 'Brian'

Name to be displayed online:
Brian, CHEUNG Hei Lok (3035XXXXXX)

This way, the teacher and groupmates can easily see and identify you as "Brian CHEUNG". The availability of the full name is essential for attendance taking and assessment, if applicable, without which marks could not be awarded to you.

8. Be proactive in participating in the e-discussion or Q&A session. Support and encourage one another to get involved. However your views or opinions differ from others', be polite and respectful in discussions. Avoid posting "private" questions as it deprives others of the opportunity to participate and to learn.
9. All online materials available on Moodle shall be the property of the University of Hong Kong by law, and which shall not be retained, disclosed, reproduced, transferred or distributed, performed or displayed, in parts or in full, without explicit permission from the Faculty.
10. Each clinical student (in Clinical Foundation Block and onward) is required to sign an undertaking on the use of electronic materials for clinical teaching ([Appendix A](#)) in order to gain access to the relevant teaching resources on Moodle.

August 12, 2020



Undertaking on the Use of Electronic Materials for Clinical Teaching

This document sets out the conditions on which students may access and use the electronic teaching materials made available by the LKS Faculty of Medicine (the “Faculty”), the University of Hong Kong (the “University”) during the course of their studies, and serves as a binding agreement between the students and the Faculty with regards to the access, use and handling of the electronic teaching materials.

I, student's full name (University No.: _____), understand the following and agree to undertake the responsibilities and duties with respect to the access, use and handling of the electronic teaching materials developed by the Faculty:

1. All electronic teaching materials developed and delivered by the Faculty, be they audio/visual, recorded or streamed, shall be used for educational purposes by authorised members of staff and/or students of the Faculty only. The teaching materials shall be the property of the University, and which shall not be retained, disclosed, reproduced, transferred or distributed, performed or displayed, in parts or in full, without explicit permission from the Faculty.
2. The patients/subjects involved in the said materials have agreed to participate in the teaching activities out of altruistic motives and placed their trust in the content users. I must, at all times, respect the patients'/subjects' rights to privacy and observe my duties to protect the confidentiality of the personal information of the patients/subjects concerned as prescribed under the [Code of Professional Conduct of the Medical Council of Hong Kong](#) (“MCHK”). This includes, inter alia, ensuring that unauthorised persons do not have access to the information contained in the said materials by any means or in any format, and that there are adequate safeguards against improper disclosure.
3. I shall only participate in the relevant online teaching activities to view and/or to listen to the said materials at a place reasonably secure from any access or viewing by any parties unauthorised by the Faculty.
4. I should have due regard to my responsibilities and potential liabilities under the Personal Data (Privacy) Ordinance (Cap. 486) of the Law of Hong Kong with respect to the handling of personal data and the protection of personal privacy referred to in this undertaking.
5. I understand that any act, omission or attempt that breaches, or has caused to breach this agreement shall potentially be subject to the University's disciplinary inquiries, the Faculty's Fitness-to-Practice inquiries with mandatory reporting to the MCHK, and/or legal actions in accordance with the law pertaining to intellectual property rights and/or the Personal Data (Privacy) Ordinance in Hong Kong where and as appropriate, depending on the gravity and seriousness of such wrongdoings.

I confirm that I have read, understood and agreed to the terms and conditions set out in this undertaking.

This undertaking is electronically signed by

Student's full name

on Date at Time.