

Collaborative Code of Conduct

Instructions for lectures

Objective

Participants collaboratively develop a shared Code of Conduct that establishes a common understanding of working modes, balances technical inequalities, mitigates privacy concerns, and creates a productive and respectful working environment for the virtual exchange.

Why this activity matters

- Creates a common understanding of working modes and expectations
- Addresses communication and participation barriers proactively
- Balances technical inequalities among participants
- Mitigates privacy concerns through clear agreements
- Provides clear procedures for handling challenges
- Enhances a productive and respectful working environment

Preparation

- Prepare a shared digital document (e.g., Google Doc, Miro board) with six sections with sections of the draft guidelines
- Assign participants to groups (ideally 3-5 people per group)
- Set up breakout rooms for group work
- Prepare reaction emojis (👍/👎 or ✅/❌) for the voting phase
- Have a timer ready

Time:

- **60 minutes**

Activity structure

Phase 1: Group Work on Sections (20 minutes)

Assign each group to work on one section. For example:

- **Group 1:** Basic communication & respect rules
- **Group 2:** Digital etiquette (camera, microphone, recordings)
- **Group 3:** AI usage and assignments
- **Group 4:** Privacy and data protection



- **Group 5:** Personal conduct and harassment prevention
- **Group 6:** Working together and collaboration

Instructions for Groups

Ask each group to review their assigned section in the shared document and address three guiding questions:

1. **What is already good about these guidelines?**
2. **What consequences should there be for breaking them?**
3. **What's missing from your perspective?**

Groups should work in **review/edit mode** to modify, add, or refine their section directly in the document.

Phase 2: Group Sharing & Collective Review (20 minutes)

Bring everyone back to the main session.

Round 1: Group Presentations (2-3 minutes each)

Each group briefly shares:

- What they changed or added to their section
- Key points they want to highlight

Round 2: Collective Voting

The moderator goes through each section point by point:

- Participants use reaction emojis (👍 to agree / 🗨️ to disagree) to quickly show their position
- **Important:** Save detailed comments for crucial points only to stay within time
- Address any major concerns or disagreements on the spot

Phase 3: Wrap-Up (10 minutes)

- Thank participants for their contributions
- Explain that the final version will be compiled and shared after the session
- Emphasize that everyone has committed to following these guidelines throughout the virtual exchange

Facilitation Tips

- **Keep the pace:** With 60 minutes total, time management is crucial



- **Encourage efficiency:** Remind groups to focus on the three guiding questions
- **Use visual signals:** The emoji voting system keeps the review phase moving
- **Balance participation:** Ensure all groups get equal speaking time (2-3 minutes maximum)
- **Handle conflicts constructively:** If disagreements arise during voting, acknowledge them and suggest offline follow-up if needed
- **Emphasize collective ownership:** Frame this as “our shared agreement” rather than imposed rules

Follow-Up

After the session:

- Compile the final version incorporating all changes and votes
- Share the document with all participants
- Consider having participants formally acknowledge or sign the Code of Conduct
- Reference these guidelines at the start of future sessions as needed

Troubleshooting

- **Groups finish early:** Encourage them to think about edge cases or specific scenarios
- **Groups need more time:** Give a 2-minute warning and ask them to prioritize their most important changes
- **Voting takes too long:** Skip points with clear consensus and focus only on contested items
- **Low participation in voting:** Prompt specific individuals or groups: "Group 3, how do you feel about this point?"

