



# ATENEIO DE MANILA UNIVERSITY

## SCHOOL OF MEDICINE AND PUBLIC HEALTH

### GUIDELINES FOR ONLINE LEARNING SY 2020-2021

*As we are starting a new school year, we hope and pray that all of you continue to be in good health, safe and well.*

*We would like to remind everyone regarding acceptable online behavior, proper decorum, and data privacy in our online learning environment as well as the resources available in ASMPH*

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### THE ATENEIO SCHOOL OF MEDICINE AND PUBLIC HEALTH ONLINE LEARNING PRIMER

- The ASMPH Online Learning Primer may be accessed here: [From Blue Ocean to Blue Cloud](#)

### NETIQUETTE FOR ONLINE SYNCHRONOUS LEARNING ACTIVITIES

- Be on time.
- Wear proper and appropriate attire. You are in medical school and you are also expected to dress in a manner appropriate for the academic nature of the Ateneo Professional Schools. The following attire are NOT allowed during synchronous classes:
  - Sleeveless shirts, blouses
  - Off-shoulder or revealing clothing
  - Gym/Athletic tops
  - Soiled clothing
  - Sleepwear
- Be mindful of your background and your privacy online. Please avoid dynamic virtual backgrounds like animated gifs that may be distracting to your classmates and faculty.
- Ensure that your devices are working properly to avoid replacing or switching devices in the middle of the meeting.
- Check your internet connectivity. Choose a location where you have good wifi or data signals. When possible, let other data users in your household know in advance your dates of synchronous activities so they can minimize use during those times to prevent connectivity issues.
- In case you are dropped from the synchronous activity (especially during SGDs or exams) due to unstable internet connection or sudden power interruption and you have difficulties reconnecting, please inform your faculty or year level administrative assistant immediately via SMS or voice call.
- In case of emergency during the time of the synchronous activity (ex. need for evacuation due to earthquake), please inform your faculty or year level administrative assistant via SMS or voice call after your safety has been ensured.
- Avoid multitasking. Minimize applications that would slow down your connection.

- During group discussions, you are highly encouraged to turn on your videos. Please inform your faculty if you have problems with your device or with internet connectivity/bandwidth.
- Please do not use the chat feature unless the teacher asks you to do so. When you are requested to use the chat feature, please only type comments that are relevant and appropriate. Please review your comments before sending and remember that tone and humor don't always translate online as they might in person
- Remember to mute your device when not speaking to avoid unnecessary background noise.
- Participate and ask questions.
- Eating and drinking during meetings are highly discouraged.
- If you need to leave the meeting for an urgent matter, always ask permission from your faculty.
- Be kind and professional.
- Respect your fellow students and faculty. Apologize for any accidental breach in netiquette.

### NETIQUETTE FOR ASYNCHRONOUS LEARNING ACTIVITIES

- Be respectful in online discussions. Use as a guide how you would respond if the words you are planning to speak or write were expressed to you.
- Be aware of strong language (ex. using all capital letters in sentences, etc.) Avoid jargon, slang terms, or textspeak. Your spelling and grammar matters.
- Be mindful of your privacy. Do not share inappropriate material.
- Give proper credit or cite references when you quote another source.
- Always check your email for announcements and notifications.
- Take note of deadlines of your assignments and requirements.

### REMINDERS ON UNIVERSITY INTELLECTUAL PROPERTY CODE AND DATA PROTECTION POLICIES

- Please be reminded that in accordance with the Intellectual Property (IP) Code of the Philippines, the Data Privacy Act, and the University's applicable IP and data protection policies, **all print and non-print learning materials including assessments and other documents** developed by the faculty members for online courses are the properties of the University and the faculty involved in its creation. **None of these materials may, by whatever means, be shared, reproduced or duplicated, and/or publicly displayed without the University's written permission, including but not limited to taking screenshots of the same or any part of the same, making video and/or audio recordings of the same.** These would be considered acts of infringement of the University's copyrights to these materials and may constitute an unlawful intrusion into the privacy rights of all affected individuals.
- All such materials and documents are for the exclusive use of officially enrolled students in the classes/courses/programs that such students shall be taking, and only during the grading periods/semesters when the classes are held that such students are enrolled in.

### ONLINE CANVAS GUIDES and TIPS FOR ONLINE LEARNING

- [Passport to Canvas](#)
  - Canvas course for navigating through the Canvas learning management system

- [Canvas Basics for the Ateneo Professional Schools](#)
  - This is a Google site maintained by the AGSB IT Team for the Ateneo Professional Schools.
- [Canvas Apps for Android and iOS devices](#)
  - Links to Google Play and iTunes where you can download the Canvas Apps
- [An Online Learner's Guide to Successful Learning](#)
  - Tips for online learning from the Ateneo Salt Institute.
- For other concerns not covered by any of the guides and links above, you may email our Canvas help-desk support at [canvas.asmph@ateneo.edu](mailto:canvas.asmph@ateneo.edu)

#### REMINDERS ON DATA PRIVACY

- Please take note that all materials in our online courses are governed by the Intellectual Property (IP) Code of the Philippines, the Data Privacy Act, and the University's applicable IP and data protection policies.
- Please inform your Year Level Administrative Assistant immediately if you are having problems with or if you think that your Canvas account has been compromised.
- For problems with your obf.ateneo.edu email, you may get in touch with our IT support through Mr. Jay Binuya at [jbinuya@ateneo.edu](mailto:jbinuya@ateneo.edu)

#### LIBRARY SERVICES

- You may access the online ASMPH Library through: <https://asmphlibrary.remotexs.co/user/login> using your OBF email.
  - Should you need password assistance, kindly email [library.asmph@ateneo.edu](mailto:library.asmph@ateneo.edu) for password requests.
- Please be guided by the [ASMPH Policies and Procedures for Utilization of Library Electronic Resources](#) released last July 22, 2020 in accessing online ASMPH library resources.

#### OTHER SUPPORT SERVICES:

##### HEALTH SERVICES OFFICE

- For Telehealth consultations, you may get in touch with the Health Services Office through Ms. Diane Rustia at [drustia@ateneo.edu](mailto:drustia@ateneo.edu) or through your designated Batch Health Officer. Inquiries regarding online psychology consults may also be coursed through Ms. Diane.

##### CAMPUS MINISTRY

- For spiritual guidance and counseling, you may get in touch with our Campus Minister, Mr. Ed Chua at [ecchua@ateneo.edu](mailto:ecchua@ateneo.edu)

##### SCHOLARSHIPS

- For scholars' concerns regarding Merit and Financial Aid Scholarships, you may contact the Office of Student Affairs through Ms. Connie Logronio at [osagd.asmph@ateneo.edu](mailto:osagd.asmph@ateneo.edu)

## DIRECTORY OF OFFICES

For specific concerns, please feel free to contact the following:

Personnel are currently on work from home arrangement, please observe the following office hours:

**Mondays to Fridays: 8:00 am to 12:00 nn; 1:00 to 5:00 pm**

**Saturdays: 8:00 am to 12:00 nn**

OFFICE	E-MAIL ADDRESS	MOBILE NUMBER
Office of the Dean	<a href="mailto:dean.asmph@ateneo.edu">dean.asmph@ateneo.edu</a>	0925 3048409
Office of the Registrar	<a href="mailto:registrar.asmph@ateneo.edu">registrar.asmph@ateneo.edu</a>	0925 7098038
ASMPH Library	<a href="mailto:library.asmph@ateneo.edu">library.asmph@ateneo.edu</a>	0966 9410523 <i>(contact thru Viber)</i>
Health Services Office	<a href="mailto:drustia@ateneo.edu">drustia@ateneo.edu</a>	0906 2457188 <i>(contact thru Viber)</i>
IT Support	<a href="mailto:jbinuya@ateneo.edu">jbinuya@ateneo.edu</a>	0933 8772788
Accounting Office	<a href="mailto:caoinfo@ateneo.edu">caoinfo@ateneo.edu</a>	-
Cashier's Office	<a href="mailto:breyes@ateneo.edu">breyes@ateneo.edu</a>	0925 8050708 <i>(contact thru viber)</i>
ASMPH Center for Research and Innovation (ACRI)	<a href="mailto:research.asmph@ateneo.edu">research.asmph@ateneo.edu</a>	0923 0902616
<b>ACADEMICS CLUSTER</b>		
Office of the Associate Dean	<a href="mailto:associatedean.asmph@ateneo.edu">associatedean.asmph@ateneo.edu</a>	0922 8504561
Year Level 5	<a href="mailto:yl5.asmph@ateneo.edu">yl5.asmph@ateneo.edu</a>	0925 7333838
Year Level 6	<a href="mailto:yl6.asmph@ateneo.edu">yl6.asmph@ateneo.edu</a>	0925 8019034
Year Level 7	<a href="mailto:yl7.asmph@ateneo.edu">yl7.asmph@ateneo.edu</a>	0925 7098043
Year Level 8	<a href="mailto:yl8.asmph@ateneo.edu">yl8.asmph@ateneo.edu</a>	0925 7098035
Year Level 9	<a href="mailto:yl9.asmph@ateneo.edu">yl9.asmph@ateneo.edu</a>	0925 7098039
Office of Student Affairs	<a href="mailto:osagd.asmph@ateneo.edu">osagd.asmph@ateneo.edu</a>	0925 3048409
Admissions Office	<a href="mailto:admissions.asmph@ateneo.edu">admissions.asmph@ateneo.edu</a>	0925 3058093
Student Formation	<a href="mailto:studentformation.asmph@ateneo.edu">studentformation.asmph@ateneo.edu</a>	0925 7098041