



RESTORATIVE JUSTICE INSTITUTE
OF OKLAHOMA

PROFESSIONAL ENGAGEMENT AGREEMENT

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Everyone in the RJIOK community deserves respect as we participate together in critical reflection and conversation on issues and debates. The expectations under which RJIOK currently operates in its teaching/learning functions apply to both in person and online courses. However, participants in the online discussions do not have available the same visual and auditory clues as those in person for interpreting the tone and substance of contributed comments. Therefore, participants should observe the following guidelines concerning appropriate 'netiquette' – i.e. basic guidelines about how to behave in an online format. Although individual Instructors may have unique standards or procedures regarding etiquette that are specific to their Training design and learning goals, members of the RJIOK community should attend to the following general institutional standards:

- **Be present.** Participants in RJIOK courses commit themselves to being present in gifts and voice, cameras on without multitasking. They agree to be willing to share relevant life experiences as well as increase their knowledge by listening carefully to understand and not only to respond. Online environments can obscure the fact that there is a person behind the words. Remember that there are other human beings on the other side of a social post or screen.
- **Be prepared.** RJIOK courses require engagement prior to live classes to raise the quality of course interaction. Please complete the readings and other assignments and read or follow the instructor's directions before responding in person, on video, or written. If you are responding to someone else, consider your positionality carefully before responding.



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- **Be appropriate.** Participants at RJIOK are doing much more than learning information; you are demonstrating your vocational identity and restorative practice. Your conduct in class – both online and in-person should reflect the integrity, respect, seriousness, and skill your vocation deserves.
- **Be clear.** Strive to be clear, concise, accurate, comprehensible, and intelligent. Everyone in an online course shares responsibility for the course's success, and your fellow students cannot learn from you if they cannot figure out what you're saying. Humor and especially sarcasm do not always come across as their authors intend, so exercise particular care with them.
- **Be purposeful in your choice of words.** If something has upset you so much that you cannot choose your words with responsibility, purpose, and care, do not send a message or respond until you have collected yourself and reflected on your reaction. Rude, offensive, abusive, and/or insulting communications ("flaming") are considered aggressive and constitute unacceptable conduct and a violation of this policy. Such comments may violate other RJIOK policies, including but not limited to the Inclusive Language Agreement and the Title IX Gender Discrimination and Sexual Harassment Policy.
- **Be trustworthy.** Do not share the email address or comments of any other member of the class without that class member's express permission. To do so constitutes a violation of their privacy. Do not send any type of unsolicited junk email (including but not limited to advertisements, chain emails, solicitations, or sexually explicit material) to others in the learning community.



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- **Be curious.** We all choose words in ways that reflect our respective cultures, upbringings, backgrounds, and personalities. Sometimes those differences can lead to misunderstandings, especially in online formats where visual and auditory clues are lacking. If someone's meaning is unclear to you, be curious about it, and ask for clarification. Think about ways that your own meaning might be unclear to someone from a different context. The facilitator will work to create a just and inclusive environment.
- **Be respectful in disagreement.** Respectful statements of disagreement are welcomed and even encouraged because exposure to other opinions is part of the learning experience. Personal attacks are never permitted, even if they are purportedly said in jest. Disrespectful, mocking, and/or dehumanizing communication— whether overt or proceeding by innuendo – is a violation of this netiquette policy. If a discussion becomes hostile through someone else's actions, please do not escalate it. Instead, please contact the instructor immediately.
- **Be aware of your surroundings.** Remember that, in online environments, all-uppercase writing is the visual equivalent of shouting. As with in-person shouting, it may be appropriate for the classroom in some circumstances (like congratulating someone on a major milestone) and entirely inappropriate in others (lashing out in anger or hostility, for example). Remember as well that other members of the class may not know the same internet slang and abbreviations as you might know. Be prepared to use such slang and abbreviations less often than you might in other online discussions.
- **Be willing to move on.** Sometimes an instructor will put an end to a discussion so that the class may best meet the learning goals of the course. Understand that you are required to end an in-class discussion of a topic if requested to do so by the instructor. Should you require further follow-up, please pursue it by contacting first the Teaching Assistant and then the Facilitator or Executive Director.



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- **Be humble.** Instructors and participants of RJIOK courses agree to continuous learning and agree to be open to explore information and restorative work with humility. Speak from your own positionality and in "I" statements to lean into your vulnerability and be mindful of when you use proclamations and speak in the third person.
- **Be aware of your privilege.** Do your best to be an ally in areas where you have privilege by centering historically disadvantaged voices in the space. Be mindful of who has shared and how much space you are taking up in a course. Ask yourself regularly "Why Am I Talking?" (or wanting to speak) and how does it potentially contribute to group learning.

Students who violate this policy may face a range of consequences, depending on the nature, severity, and persistence of the violation. These consequences may include, but are not limited to: private reminder from the instructor, in-class reprimand from the instructor, referral to the Executive Director, removal from the course without reimbursement, discrimination and/or sexual harassment complaint procedures, and being banned from future courses. Participants who believe that they have witnessed or been targeted by violations of this policy should notify their Teaching Assistant, instructor of the course, and/or the Executive Director, as soon as possible, including as much supporting evidence as possible (dates, times, screenshots, etc.)

I, _____ acknowledge receipt of this policy and will do my best to uphold these guidelines understanding that repeat infractions may result in termination from an RJIOK program.

signature

date