



EXPECTATIONS

- The Webcam should be placed on a PC or laptop that is accessible to users;
- The PC or laptop with Webcam should be located in an area where conversations are private, unable to be heard by others;
- Webcams should always focus on the users' faces, from the neck up – *never anywhere else on the body* – especially when offenders are involved in the call. If this expectation is violated by any party to the call, the call shall be immediately terminated and the incident handled through existing disciplinary procedures.