

ETIQUETTE FOR ONLINE LEARNING- FOR STUDENTS

Tip: Treat your online classes similarly to your face to face classes in the school building. Tell yourself that you are at school in the classroom.

Make sure your device is fully charged or plugged in.
Get any materials or books you were told you would need for the class.
Wear proper clothing and be properly groomed. Remember you are attending class.
Eat and use the bathroom before you get started.
Let your parents, guardians, siblings or relatives in your home know that you are ready to work and they should avoid interrupting.
Greet your teacher and classmates when you enter the online class.
Remain seated when required and keep your device on a steady surface like a table.
Even though we are not in a physical classroom, all your classroom rules still apply.
Keep your device muted by clicking the microphone button on your task bar.
Listen carefully to your teacher and if you have a question raise your hand or use the “raise hand” symbol.
If you are called on, unmute your microphone. Mute when you have finished speaking.
Keep your camera on, unless told otherwise by the teacher, and pay attention to what is happening in the classroom.
Give your full, focused attention while in class. Listen attentively. Make notes if necessary.
Participate fully by asking and answering questions, by sharing information that is relevant to the subject/topic and by completing activities.
Keep up with all assignments/homework and submit them on time.

Check your email regularly for instructions, notices and assignments from teachers.
Use the device chat to communicate about things that are relevant to the lesson and not for private conversations with your friends in the class.
Tell the teacher when you are having problems with your device or if you do not understand an instruction.
Get ready to learn and be patient with your teacher and classmates. This is a learning experience for everyone.
Try your best!