

E-LEARNING / VIRTUAL ACADEMY GUIDELINES

Norms for all online learning

BE ON TIME

Attendance is important! Wake up early, and log on a few minutes before class begins. Stay until the end of class.

BE IN A QUIET PLACE

Identify a space in your home that is conducive for learning. Check your surroundings. Reduce the noise in your background such as other individuals talking, TV, or music.

BE PREPARED

Make sure your computer is charged. Use headphones if possible. Have all necessary learning supplies with you.

MUTE YOURSELF

Mute yourself when your teacher or another peer is talking.

PRESENTATION

Wear appropriate clothing.
Sit up straight.
Make sure your camera is on and choose a background.

PARTICIPATION

Be focused.
Be attentive.
Be an active participant.

CHAT RESPONSIBLY

Use whatever method the teacher requires to speak.
Use the chat for school related conversations only.

COMMUNICATION

Speak clearly.
Look up when speaking.
Stay on topic (no side chats).
Respond to communications from teachers/school within 24 hours.

BE RESPECTFUL

R-E-S-P-E-C-T.
Be kind.
Be considerate.
Communicate responsibly and kindly to others.

BE A GOOD DIGITAL CITIZEN

Report cyberbullying.
Give proper credit to others' work. Protect your private information and the information of others.

BE RESPONSIBLE

Utilize your device for educational purposes only - follow the Acceptable Use Policy.

PROPER ETIQUETTE

Use proper text etiquette (i.e. ALL CAPS, bold, italics, sarcasm, etc.). Things can be misinterpreted in a digital space. Help each other during group assignments.
Resolve conflict peacefully.

