

12 GUIDELINES FOR ONLINE CLASSES

How to Be Your Best Online



1 LOCATION

I will choose a location that is not distracting. I know a solid background is best (not an open closet, etc). I will not use Zoom backgrounds.



2 DRESS

I will follow the school dress code. I am in class! No PJ's allowed! Dress for success!



3 BEHAVIOR

I will avoid distracting my classmates while the online class is in session.



4 SEATING

I will sit appropriately as if I am at school in class.



5 EATING

I will not eat during our online class time.



6 RESPECT

I will protect privacy rights and keep only myself visible on the screen. I will not record or take any screenshots.



7 MUTE

When logging on, I will mute my mic. I will keep in mind house noise (barking dogs, crying babies...) and stay muted unless the teacher tells me to unmute.



8 COMMENTS

I will keep the comments section for questions for my teacher. I won't have side text conversations with my classmates unless instructed to do so.



9 KINDNESS

I will be kind and courteous in class discussions. If someone is speaking, I will pause and listen.



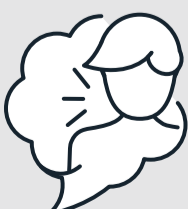
10 EMAIL

I will check my email account regularly and reply through Google Classroom when asked.



11 ATTENDANCE

I understand attending online classes is not optional. Distance learning IS school!



12 PARTICIPATION

I will participate to the best of my ability in all classes. I know that being an active learner, even online, is more fun and educational!

