

## **Virtual Learning Etiquette and Procedures**

1. Find a quiet space. Sit at a desk or table and chair - not on your bed or couch. Go to a quiet room so that you and your classmates are not interrupted by background noise.
2. Use your own name. When you sign on, you must use your first name as your display name.
3. Arrive on time. There is a limited amount of time, so it is important to sign in at the scheduled time. You need to stay for the entire virtual lesson.
4. Come ready to work. This is just like class, so you should be focused and have all materials with you. All electronics need to be charged. Make sure you go to the bathroom before class begins. Leave your phone or other unnecessary devices in another room.
5. Participate alone. While we love seeing your pets and your family, they are a distraction.
6. Stay muted. The teacher will give directions and it is important that everyone is able to hear.
7. Use headphones or earbuds. Using headphones helps to cut out background noise.
8. Raise your hand. If you would like to ask a question or add to the discussion, raise your hand and wait to be recognized. The teacher will give everyone a turn. The teacher will decide whether to use the chat feature or not.
9. Do not change your background. Everyone is at home. It's ok if we see your dining room, living room or kitchen.
10. Keep your camera on. Teachers miss you and like to see your face. They also like to see that you are focused on the speaker.
11. Be respectful. This is a class, and you should act like you do at school. Use kind words, pay attention and do not eat during your session. A water bottle is permitted.
12. Take a few minutes to be presentable. Students are to be in gym uniform or SNS spirit wear on Tuesdays, Wednesdays, and Fridays. Spring/Winter uniforms must be worn on Mondays and Thursdays.