

# PRIMARY ONLINE LEARNING ETIQUETTE



## BE ON TIME



Be punctual for your online lessons and meetings! Your teacher will take attendance to check that everyone is in class to start the lesson on time. Please be extra responsible to schedule your day effectively. You do not want to miss important information given by your teacher.

## WEAR PROPER ATTIRE



We must look presentable and professional, just like we do at school. You need not wear the uniform, but it is our expectation that you dress in a way that is modest, clean and presentable. No sleepwear is allowed.

## NAME YOUR DEVICE



You must use your full name in identifying yourself on your device, so that your teacher can easily identify you, and know you are present in class.

## VIDEO



Unless you are ill, you are expected to share your screen through video in order to engage in discussion. So remember to look smart, cheerful and ready to participate in your lesson.

## LOCATION



It is important to make sure you have a clean and non-distracting background, with a comfortable seat and desk to place your device, and be able to focus on your lessons. Make sure bed or decorations are not prominent in the background. Do not eat and drink during your online class!

## MUTE ON



Mute your microphone when you are not talking, and when your teacher or your friend is talking by clicking the mute button.

## RAISE HAND



Raise your hand. Have your hand raised to make a contribution or to ask a question. Click on the button that shows RAISE HAND.

## READY TO LEARN



A good way to show you are focused and ready to learn, is giving eye contact to the screen. You must also show respect to your teacher and friends, just as you would if you were present in person with your whole class.

## CAREFUL WITH YOUR WORDS



Be mindful of your comments and words in your online platforms and live sessions. You must not make written or oral comments that do not relate to the lesson or activity. Let's make sure we are careful of our online interactions so we do not hurt anyone's feelings and avoid misunderstandings.

## ASSIGNMENTS



Make sure to complete your assignments and tasks on time. If you have a problem or do not understand your assignments, then inform your teacher through Seesaw or Google classroom. Remember to give yourself little breaks off line and set micro-goals to ensure that you keep up the motivation!

# INSPIRE EMPOWER TRANSFORM