



EXPECTATIONS

		Live Webinars	Chat Rooms	Email	Independent Work
Be Respectful	<ul style="list-style-type: none"> • Think before you speak or type • Share the space, give others a chance to speak • Address teacher with professional name 	<ul style="list-style-type: none"> • Think before you speak or type • Take turns speaking • Share the space, give others a chance to speak • Use proper grammar and spelling 	<ul style="list-style-type: none"> • Think before you type • Use proper grammar and spelling • Address teacher with professional name 	<ul style="list-style-type: none"> • Attempt to find the answer first • Keep volume low • Take breaks when needed 	
	Be Responsible	<ul style="list-style-type: none"> • Prepare technology (volume, mic, webcam) • Be on time • Mute Yourself • Make sure others can see you • Wear Headphones with a microphone • Observe and participate in discussion 	<ul style="list-style-type: none"> • Prepare technology (volume, mic) • Wear Headphones with a microphone • Observe and participate in discussion 	<ul style="list-style-type: none"> • Complete subject line • Use email as a communication tool • Respond to emails in a timely manner 	<ul style="list-style-type: none"> • Have all materials needed to complete work • Remove distractions • Use timer to help stay on task • Turn in assignments on time
	Be Safe	<ul style="list-style-type: none"> • Consider your surroundings (remove distractions and inappropriate items) • Keep personal information to private (login, passwords, etc.) 	<ul style="list-style-type: none"> • Consider your surroundings (remove distractions and inappropriate items) • Report unsafe or bullying comments to the teacher • Keep personal information to private (login, passwords, etc.) 	<ul style="list-style-type: none"> • Only open emails from people you know. • Report unsafe or bullying comments to the teacher • Keep personal information to private (login, passwords, etc.) 	<ul style="list-style-type: none"> • Work in a location that allows you to focus • Avoid and report inappropriate sites and unsafe use