|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A close up of a sign  Description automatically generated | Live Webinars | Chat Rooms | Email | Independent Work  |
| EXPECTATIONS | Be Respectful | * Think before you speak or type
* Share the space, give others a chance to speak
* Address teacher with professional name
 | * Think before you speak or type
* Take turns speaking
* Share the space, give others a chance to speak
* Use proper grammar and spelling
 | * Think before you type
* Use proper grammar and spelling
* Address teacher with professional name
 | * Attempt to find the answer first
* Keep volume low
* Take breaks when needed
 |
| Be Responsible | * 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
 | * Prepare technology (volume, mic)
* Wear Headphones with a microphone
* Observe and participate in discussion
 | * Complete subject line
* Use email as a communication tool
* Respond to emails in a timely manner
 | * Have all materials needed to complete work
* Remove distractions
* Use timer to help stay on task
* Turn in assignments on time
 |
| Be Safe | * Consider your surroundings (remove distractions and inappropriate items)
* Keep personal information to private (login, passwords, etc.)
 | * Consider your surroundings (remove distractions and inappropriate items)
* Report unsafe or bullying comments to the teacher
* Keep personal information to private (login, passwords, etc.)
 | * Only open emails from people you know.
* Report unsafe or bullying comments to the teacher
* Keep personal information to private (login, passwords, etc.)
 | * Work in a location that allows you to focus
* Avoid and report inappropriate sites and unsafe use
 |