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| 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 |