



REMOTE LEARNERS GUIDE TO ONLINE ETIQUETTE

For your student to receive the best academic benefit from remote learning, he/she must log in for LIVE instruction during scheduled instructional times set by your student's teacher(s). Any exceptions must be arranged with your student's teacher(s) in advance. Refer to the enclosed attendance guidelines form for any questions you have.

Refer to the helpful hints below to enhance your student's virtual learning experience;

1. Students are expected to be respectful and professional at all times.
2. Use a table and chair or desk for all classroom work, virtual or otherwise. Do not participate in virtual classes from bed, recliner, or sofa.
3. Encourage appropriate posture to show respect to your student's teacher and the importance of the classroom time.
4. Dress for the school day - no PJs, brush hair and teeth, start the day with a smile!
5. Check email daily. All Colbert County School District students have been assigned an email address. Email is a great form of communication between students and teachers.
6. Limit external distractions by removing any unnecessary items from the school workspace.
7. Set up your student's virtual classroom in the same place each day. This built in consistency will help your student with expectations and make logging on to the virtual classroom a breeze.
8. Limit sound distractions by encouraging your student to use headphones.
9. Use the Mute function when not answering questions or participating in discussions.
10. Use the chat function for work only, not social time.
11. As in the physical classroom, students should avoid shouting out answers and should raise a hand to be called upon or use the 'raise hand' function of the virtual classroom.
12. Be ready to take notes. Have a notebook, pen, or pencil ready to take down important information to help complete classroom assignments.