



GUIDELINES for online learning

learn each guideline and put it to action



1

Keep your comments on-topic & productive to the activity; no spamming!



Pause and think **BEFORE** you write/respond, "Will this comment or question benefit the class or lesson?"



“

2

Be respectful & use kind language.



SPEAK to each other **respectfully**, even when disagreeing; never say anything you wouldn't say to someone face-to-face.



“

3

Use school-appropriate language to communicate.



Proofread (read over) before sending; speak like you would to a teacher, not a friend. Don't use **ALL CAPITAL LETTERS!**



“

4

Even though you are at home, be prepared to learn.



Get dressed for learning (follow school dress code!) and **have your supplies ready** next you. Think as if your teacher is about to show up!



“

5

Show up to class as yourself, post as yourself, never pretend to be someone else.



Just be **YOURSELF!**



“

6

Content from school is for school **only**.



DO NOT post videos, pictures, or text from school activities to personal social media accounts (TikTok, Instagram, Snapchat, etc.)



In summary, be positive, on topic, and professional in your communications online and remember that you are talking to real people.