

# DISTANCE LEARNING

## Hallandale Magnet High School



### Student Online/Distance Learning Etiquette

#### Online Security:

- ✓ Do not share your Clever password with anyone.
- ✓ Do not share your video conference password with anyone.
- ✓ Do not share personal/confidential information.

#### How to Communicate Using Email:

- ✓ Treat teacher and classmates with **respect** in email or digital communication.
- ✓ Do not refer to your teacher by their first name. Identify them by proper title.
- ✓ Avoid slang language as you would in posting to social media (ex. Lfr, wassup, u)
- ✓ Avoid using CAPS, as it could be misinterpreted as yelling.
- ✓ Be careful using humor as it could be misinterpreted.
- ✓ Be concise and brief.

#### Teams Live Web Conferencing Guidelines:

- ✓ Find a quiet place, free from distractions.
- ✓ Show up to the live session ON TIME!
- ✓ Ensure your microphone is on mute unless your teacher calls on you to speak.
- ✓ Follow your teacher's direction in how to interrupt to ask a question.
- ✓ Do not attempt to take your peers off task.
- ✓ Refrain from chewing gum, eating, or drinking while in front of the camera.

#### Things to Remember:

- ✓ This is still a classroom and you will need to treat it as such.
- ✓ We are all in this together!
- ✓ Attempt to find your answer before e-mailing your teacher...be an internet explorer.
- ✓ If unsure, contact your teacher.
- ✓ Work ahead and submit files ahead of time.
- ✓ Do not wait until the last minute ...things happen (ex. Wi-Fi issue, computer malfunction)
- ✓ Think before you type and try your best