Online Learning Etiquette
Niles McKinley High School
2020-2021

This year, we will be interacting in an online learning environment in a variety of ways. It is important that you learn and understand the proper etiquette used while interacting online in order to conduct yourself appropriately in our online learning environments at Niles McKinley High School. Below is a list of guidelines that you are expected to follow at all times while interacting online in your classes.

You must read and understand these concepts. You must also have your parents/guardians read them, so they are aware that you are expected to behave appropriately in our online learning environments at Niles McKinley High School.

- **Check your email and Google Classroom regularly (daily).**
  - o Email and Google Classroom are the main ways teachers will be communicating with you in a virtual learning environment. It may seem overwhelming with all the emails and notifications you will be getting from all your teachers so it might be a good idea to create folders in your email to organize them by classes or changing the settings in Google Classroom (as long as you are going to check it every day). Find a way of managing emails and notifications that works for you and keep up to date with communications.
- **Correctly format your emails and other communications.**
  - o Be sure to enter the correct recipient(s) of your email, enter the topic of your email in the "Subject", then type your message, question, etc. in the box below that (the body). Please make sure you are NOT typing your entire email in the "Subject" box. Proper English and complete sentences should be used. Also, make sure you have attached any files you planned to send before clicking "Send".
- **Be careful with your words.**
  - o Be kind, respectful, and professional in your communications. Typed communications do not include facial expressions, nonverbal cues, tone of voice, etc. Because of this you need to choose your words wisely, so your typed words do not come across as offensive, demeaning, or have an unintended meaning. Avoid typing in all caps, sarcasm, jokes, etc. You should also use proper grammar, punctuation, and be respectful (manners). Be sure to reread your comments, answers, and responses carefully before posting or submitting.
- **Pay attention to due dates and keep up with all assignments.**
  - o If an assignment has a due date, complete it before that date and time. Your teachers need you to stay on pace with the rest of the class and their instruction. It will also help you from getting overwhelmed by a mountain of assignments you need to make-up. Again, find a system that works for you… a planner, a calendar app, to-do lists, etc. Do not wait until the last minute to do all your assignments. Time management will be important.
- **Submit files and assignments the correct way.**
  - o Follow your teacher's instructions when completing and submitting assignments. Be sure to use the correct programs, file format, etc. Also submit them where and how you are instructed… email, attached to an assignment in Classroom, sharing a file, etc. If you are unsure how you are supposed to complete or submit an assignment, ask your teacher.
- **Be flexible and forgiving.**
  - o This experience is new for everyone and the circumstances can change at any time. We all make mistakes while learning something new and we need to support and help each other as we adjust to this new way of leaning.

For virtual meetings…

- **Be on time.**
  o Make sure you are on time for any virtual class meetings. Find a system that works for you to make sure you are not late or missing class… a planner, a calendar app on your phone (add reminder notifications if that helps), post your schedule somewhere you will see it often, etc.
- **Wear proper attire.**
  o Be sure to look presentable in a virtual class or any video responses you may record. Choose modest, clean, appropriate clothes like you would while attending school. A good suggestion is to follow the school dress code. No pajamas please.
- **Choose a good location.**
  o Choosing a place to participate in a virtual class is more important than you think. Find a clean, non-distracting space with a neutral, school appropriate background. Avoid a place where your background will be cluttered and distracting to others. Also take into consideration the background noise and try to find a location that will not have loud, distracting noises for you and your class if you need to unmute yourself.
- **Mute yourself.**
  o It is a good idea to mute yourself when joining a virtual class. The background noise in your location can be distracting to others in the class and may make it difficult for everyone to hear and pay attention. If you need to ask or answer a question, you can unmute yourself.
- **Be ready to take notes.**
  o Each virtual class meeting may be different since each teacher's style will differ and a class may engage in a variety of activities during a virtual class meeting. If the class is a lecture, take notes how the teacher specifies but it is also important that you always have some way of taking quick notes in case you need to jot something down… important things, helpful hints, reminders, something you want to look up later, write a question you want to ask later, upcoming assignments and due dates, other ideas, etc.
- **Give your full, focused attention and participate fully.**
  o Just like an in-person class, you should pay attention and participate during a virtual lesson. It is tempting to do something else on your device, use another device, be on social media, do something else in your surroundings, etc. It is good to keep eye contact with the screen to show your teacher, and peers, that you are paying attention. Taking notes is encouraged but make sure you stay engaged in the lecture, discussion, activity, etc. Being an active learner shows respect but also helps you gain the skills and knowledge necessary to be successful.
- **Ask questions, but do not dominate the discussions.**
  o The teacher is there to help and support your learning so if you have a question, ask. Utilize the new "raise your hand" feature in Meet, type a question in the chat, or politely get the teacher's attention. As everyone gets used to virtual lessons and the logistics of doing so it is possible your teacher forgets a necessary detail, or you just do not understand the explanation. If you have a question, someone else probably does too, so it is beneficial to everyone when you ask relevant, appropriate questions.
  Use the chat only to communicate with the teacher unless you are told otherwise. This is not a place for you to chat with your friends and classmates…you can do that outside of class times.