



Student Guide to ONLINE CLASSROOM ETIQUETTE

WORKSPACE



- Choose a workspace that is suitable for the online classroom.
- Be aware of what others will see in the background.

SHHHHHH...!



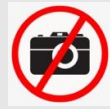
Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.

BE ON TIME



- Turn up – the class is to help you and your learning.
- Be on time for your online classes.

NO PHOTOS



Do not take screenshots or photos of others online

SCHOOL RULES



- School rules apply in the online classroom.
- Think before you type. Keep focused on the task assigned.

PRESENTATION



Dress appropriately.

SPEAK UP & ASK FOR HELP



Contact teachers during school hours or make an agreement about contact times.

RESPECT



Respect everyone's views online.

ENJOY IT!



Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt.

COMMUNICATION



Ensure that you communicate to teachers using your Naas CBS school email account