



# ONLINE LEARNING GUIDELINES

Using Google classroom for online learning lets you stay connected to your teachers and school friends while you are learning at home. Even though your class is working online, we need to ensure we be Safe, be Respectful and be a Learner at all times.

## Follow a routine

Eat breakfast, brush your teeth and get dressed in the morning. Teachers will be available to respond to questions from 9am - 3:30pm. If you choose to complete your work outside of these hours, the teacher may not respond to your question until the following day.



## Workspace

Complete your work in a quiet area at a desk or table. Limit your distractions such as television, mobile phone or games.

## Use classroom language

Talking to your teachers in class is different to how you talk to your friends online. Use proper sentences and avoid using emojis. Google classroom is monitored by your teachers.



## Do your best work

Your Google Classroom is just like your school classroom. Try your best and ensure your work is high quality.

## Be a respectful learner

We don't call out in class at school so we don't do it in our Google Classroom. Repeatedly 'calling out' to someone or asking the same question is spamming. It distracts our friends and stops them learning. Remember, writing in capitals is like shouting at someone.



## Ask questions

If you don't understand something, ask your teacher or classmates in your Google Classroom chat.

## Take breaks

Take a break every 20-30 minutes to rest your eyes, stretch your hands and muscles, and move around. You do not need to ask permission to take a break or eat.



## Stay in touch

Chat with your friends in the social space of your Google Classroom during school hours. This is not a place to chat outside Google Classroom time.