



Online Learning Etiquette for Students

The following guidelines have been established to achieve a meaningful and engaging online learning experience for all learners.

1. Be on time.

Please arrive online at the scheduled time and follow all provided links and / or passwords to your online class session.

2. Wear proper attire, present yourself accordingly.

Learning from the comfort of your home can make it feel desirable to dress down, but we want to make sure we are looking presentable and professional for each other, just like we do at school. Please note that this includes the image that you select to represent your Saint Anne's School account. In the event that your camera is not on, the image reflected should be of the student, or their initials.

3. Choose a good location.

As parents and students plan for online lessons, it will be important to think through an ideal location. The most important thing is to have a clean and non-distracting background. If a student must work in their bedroom, make sure the bed or decorations are not prominent in the background. If possible, set up a desk with materials ready and a neutral background.

Another factor is the possibility of background noise. If siblings are at all likely to be loud in the room, try to isolate yourself. If your parents have a headset that you can borrow, this will make your situation much more flexible. As much as possible try to make sure nothing from your location becomes a distraction to others in the class.

4. Mute yourself if you experience unavoidable background noise.

If for reasons beyond your control noise becomes a problem in what you thought was a quiet space, please click the icon on the bottom left that will mute your audio. Try to do this sooner rather than later, and either ask family members to move or else move yourself. If it's impossible to find a quiet place in your current family scenario, it's still important for you to attend the meeting. Just mute yourself for the whole time, except when called on, and let your instructor know by a private chat message what the situation is.



5. Be ready to take notes.

So in many cases it will be beneficial for you to be able to jot down a note on the instructions the teacher is giving or important information he or she is sharing with you. While you can always ask later by email or another means of communication. It will often be helpful to be on the look-out during the meeting for what you need to know to complete the next assignment well.

6. Give your full, focused attention.

It goes without saying that giving your focused attention is one of the best things you can do to learn efficiently. However, when on an online meeting it may be tempting to use another device or engage with someone or something else in your surroundings rather than the meeting that you are a participant in.

Giving eye contact to the screen is a good way to show your instructor that you are attending, unless of course you are taking notes. Side conversations with other students via another means of communication are definitely off limits. Show respect to the important learning process that you are engaged in during the meeting, just as you would if you were present in person with your whole class.

7. Participate fully.

Participating fully may look different depending on what your teacher is expecting of you at any particular moment. At times, your teacher will be leading the class in a discussion and this is when it is most important to speak up and share your thoughts. Of course, if your teacher is simply sharing instructions with you, then participating fully means paying close attention to be sure you understand, writing anything down you don't want to forget, and being ready to ask any questions you have about confusing parts when the teacher is done.

8. Do ask questions.

Connected to these thoughts on participation is the importance of asking questions during an online meeting. Your teachers are there to support and help you, and it makes it easier on everyone if you can ask a question while together in an online meeting. If you are experiencing some confusion or have a question about something, it's likely that someone else has that same question. Speak up!



Your teachers are adjusting to the new medium of communication just like you, and it may be that they jump over a crucial detail, as they are focusing on so many new dynamics. It will only help the process of transition if you ask the questions that are occurring to you along the way. Of course, if a teacher is in the middle of an explanation or a thought, then you may want to jot the question down as a reminder to yourself or type it into the chat box for the teacher to see. It's always possible the teacher is about to address your question, so we don't want to go to the extreme of constant interruptions. But in general, view an online class as the prime time to ask questions that the whole class will benefit from.

10. Be more careful with your words.

So much of our communication is built on presence with a person, including our truly incredible ability to read facial expressions and other non verbals. We can't always articulate what we are reading in another person's countenance, but it informs the tone and temperature of our interactions with others in ways we don't even realize. When moving communication to a new medium, we need to begin by being more careful than we would otherwise feel the need to be.

11. Review your notes later.

Many online platforms are likely getting their infrastructure tested by a higher volume of use than they had before. So it's a good idea to take notes

12. Keep up with all assignments.

One of the challenges posed by online learning is the increased level of responsibility that students will have for their own learning. It can be tempting to put off assignments with multiple days before their due date. However, doing this once can have a spiral effect, where, because you are rushing to make up yesterday's assignments, you now have less time to work on today's assignments, meaning you are likely to get behind on work.

13. Check your email regularly.

There are a few reasons that checking your email regularly will be important. First, your teachers will be emailing you assignments, instructions, and links to online meetings. While they will try to keep the schedule they have announced, it is always possible that a teacher could experience a disruption of some kind that requires them to reschedule. Checking your email ensures that you will receive these notices in a timely manner and be able to adjust your schedule for the day.



It is also possible that a teacher will have to clarify something that was misunderstood or said incorrectly in an online meeting by email afterward. If you go merrily on your way with the assignment, without checking your email, you may encounter difficulties that could have been avoided.

14. Apologize for any accidental breach of etiquette.

As human beings we all make mistakes, and mistakes are even more likely when a new set of experiences and challenges interrupt our normal routine. Online learning is going to involve that sort of interruption, and no one is expected to be perfect. However, if you do break one of these etiquette guidelines—whether it's not being on time, loud background noise, dominating the discussion, or not being prepared—come right out and apologize sooner rather than later.

Apologizing shows respect to your classmates and your teacher and indicates that you are aware of the problem and not oblivious. If you don't acknowledge it, your teacher may have to come to you to make sure it doesn't happen again. Make that step unnecessary by calling it out yourself.

With these guidelines in our minds, students will be well prepared to continue learning as well as possible through online means. May God help us honor him with our minds and our actions.

Online Learning Etiquette for Parents/ Guardians:

We have received a number of questions about the ability of our students to participate in remote instruction on days when they are scheduled to be in the building for in person instruction. The purpose of this update is to provide clarification for our parents/ guardians.

The Saint Anne's Reopening Plan allowed for parents/ guardians to choose a full remote option based on the needs of their family. It is challenging for teachers when a student that normally participates in-person appears in their class remotely with little to no notice. At the same time, we understand that our plan needs to have some flexibility to support students who have a mild illness but are able to complete school work. Due to the non-specific nature of COVID-related symptoms, we are encouraging students who are even mildly ill to stay home while they receive care from their primary physician. If your child is very ill, they should not participate in remote learning.



The following are some guidelines to help support our students, parents, and staff:

- If your child has mild symptoms, they may participate in remote instruction. We ask that you take into consideration the following:
 - Notifying the teacher via email and the school nurse (nursesoffice@stannesgcschool.org) by 8:00 am if your child needs to participate remotely on a day that they are scheduled to be present for in-person instruction. Your child may not have all of the materials necessary to fully participate remotely on the first day. These materials take time to develop and distribute. On the first day of an illness, your child may just need to listen and watch along. They will then be able to make up the work once they receive the necessary materials. As with any excused absence in past years, your child's teacher will provide an opportunity to make up missed work. If your child is truly sick, they should not participate in remote learning. We would prefer that they rest and get better as quickly as possible. This also applies to other excused absences such as bereavement, where students should not attend remote learning. Work can always be made up for an excused absence. As in previous years, if your child has a doctor's appointment during the day, they should come to school and be picked up for the appointment. Our children are best served in school with their teacher.

Attending remote instruction to avoid picking up/dropping off your child is not necessary and is not in your child's best interest. Parents/Guardians should not speak to the teacher or other students during a live Google Meet. All communication with the classroom teacher should be done by email. It is not reasonable for parents/guardians to expect teachers to respond to their questions, comments, or concerns during instruction. Students will not be permitted to attend remotely during unexcused absences (travel, vacation, family obligation, etc.).

- The privacy and confidentiality of all participants is important. Taking photos, screenshots and /or video is strictly prohibited during the online class, as is saving or posting any portions of the class to social media, the internet or email. The teacher or administration will reach out to a parent if that does indeed occur.
- Please remember that online learning is for students; please refrain from interrupting the learning. It is important that teachers feel comfortable "live streaming" students into their classrooms.
- Any interaction with the teacher and parent should occur through email outside the classroom period.
- Please do not hesitate to contact the teacher with any questions or concerns.



We appreciate your understanding that these guidelines have been developed to provide the best learning environment for all students and to maintain the integrity of our Reopening Plan. We thank you in advance for your adherence and cooperation with this policy.