

WELCOME!

Rules and Reminders For Online Classes

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HELLO, DEAR STUDENTS! WELCOME TO OUR ONLINE HOMESCHOOLING!

I hope you are as ready as we are to start learning in this new quarter and have fun. We're in this together, so let's respect and support each other.

**“EDUCATION IS NOT THE
FILLING OF A PAIL, BUT
THE LIGHTING OF A FIRE.”**

W.B. Yeats

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To make our virtual classroom a healthy and productive environment, let's keep these in mind.

CLASSROOM REMINDERS

We need to remember and follow these simple rules during class.

ONLINE ETIQUETTE

We need to practice proper behavior and good manners in our online classroom.

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Classroom Reminders

Simple and important rules to remember
and follow during our classes





BE ON TIME

Set up early so that you're good and ready when class starts.

Let's make the most out of our learning sessions. Get to your study space a few minutes before class and make sure your internet connection and computer are working.

BE PREPARED FOR CLASS

Have everything you need within reach.

Make sure you have all the required materials with you before class starts. Prepare your books, homework, notebook, pencils and anything else you may need so you can easily follow in class.





WEAR APPROPRIATE CLOTHES

Make sure you look presentable for class.

Let's make the classroom a happy space. Let's all look smart and fresh, wear classroom appropriate clothes and not look just out of bed and not ready!

BE RESPECTFUL

Respect your teacher and classmates.

Listen attentively to your teacher and follow instructions. Raise your hand when you want to speak and wait to be called before speaking. Listen patiently when someone else is speaking.



Online Etiquette

Good behaviour and manners are expected of us when we're in class.





KEEP YOUR MICROPHONE ON MUTE

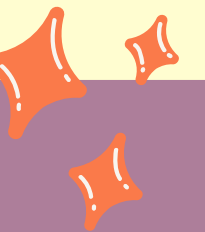
Reduce background noise and distractions.

Microphones can pick up background sounds that may not bother you but may bother your classmates and teacher. If you want to say something in class, raise your hand and wait for the teacher to acknowledge you before unmuting.

BE RESPONSIBLE IN THE CHAT BOX

Use the chat box for class-related matters only

Only the chat feature for things related to your lessons and as instructed by your teacher. Also, reading something is not the same as hearing it, so think carefully before sending questions or comments.





BE FULLY PRESENT

Pay attention and participate actively.

Don't play games on your phone, check your social media or watch videos. Focus on your lessons, take notes and participate in class. Also, avoid constantly moving away from your study area because that may be distracting to your teacher and classmates.

REMOVE DISTRACTIONS

Treat online class time as "real" class time.

Find a quiet space for class. Turn off the TV or any music in the background. Keep mobile phones on silent and away from you. Don't eat or drink during class to avoid distracting your teacher and classmates.



OTHER CLASSROOM REMINDERS

Don't be afraid
to ask questions

Feel free to ask your teacher if you don't know something or if something is unclear.

Be courteous
and polite

Think before speaking. Say "thank you" and "please" when appropriate.

Keep up with lessons and
homework

Review your notes. Stick to a study routine so you won't get behind with class assignments.

Submit
assignments correctly

Follow your teacher's rules and instructions on how to submit your work online.

Take breaks
from being online

Find time to recharge and engage in offline activities. Find balance and make time for your hobbies as well.

Support
each other

Be kind to everyone. Let's encourage and lift each other up.



QUESTIONS? CLARIFICATIONS?

Please feel free to contact your teacher,
through email.



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Will contact you within
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