



Guidelines for Online Learning

Stay connected



Google Classroom will allow you to stay connected to teachers.

Remember it may not be your class teacher you are connecting with.

The school is open. You are able to connect to the school via telephone, email or in a scheduled visit.

Workspace



Work in a quiet area, at a desk or table and try to limit distractions.

Make sure you are working at a desk or table.

Limit distractions such as mobile phone, television or electronic games.

Ask questions



If you don't understand something, ask your teacher or classmates online.

Use the Google Classroom to ask questions.

Teachers will be providing you with opportunities for feedback on your learning and questions about your learning.

Use classroom language



Talking to your teachers and in class is different from how you speak to your friends online. Use proper grammar and avoid excessive emojis.

Google Classroom will be closely monitored by teachers.

You must ensure all comments are appropriate and relate to learning.

Your normal routine



Eat breakfast, brush your teeth and get dressed in the morning.

It will be important to establish a daily routine.

It may be useful to follow the time schedule of your school timetable. However, you will have flexibility in your routine.

Teachers will be available to respond to your questions during school hours. If you are choosing to work outside these hours, the teacher may not respond to your question until the following day.

Take breaks



Take breaks away from screen. Move around and try not to sit all day.

You should take a break every 20-30 minutes to rest eyes; stretch hands, muscles and joints; and to break up repetition of sitting.