

## Remote Learning Etiquette for Students Letter 09-08-20

Dear Students and Families,

As we navigate through our second week of school in this new learning environment, we feel it appropriate that we should remind our students of the standards of proper remote learning etiquette that we have for all of our 6 -12 students in Central School District #301. Recently, we have had instances where students have engaged in behaviors that either have, or potentially could, negatively impact their learning, the learning of other students in the class, or the instructional process of our teachers. Adherence to the following standards of etiquette will not only support learning in the classroom, but demonstrate respect and responsibility for self and others.

- Identify a quiet workspace for yourself and limit distractions such as silencing your phone and turning off the television.
- Unless directed otherwise by your teacher, **only use** your District 301 Chromebook for logging onto learning activities.
- Be on time to your classes! Be logged into Google Meet and ready to begin class at the start of the class period.
- Mute your microphone unless asking a question, contributing to class discussion or making a presentation, or as otherwise directed by your teacher.
- Your video should remain “on” to promote focus, unless you have been directed otherwise by your teacher.
- Check your surroundings while at home. Make sure that your background is appropriate for a school setting. If not, find another setting or establish a virtual background.
- Dress appropriately. Your attire should reflect District 301 dress code expectations for in-person attendance and follow the dress code presented in the school handbooks.

Following these basic behavioral learning expectations should provide all students with a safe, healthy and productive learning environment at home, at school, online and in-person. We appreciate you partnering with us to ensure that we have a safe and appropriate learning environment for all students and staff while we continue to manage this new way of educating.

Sincerely,

Chris Testone, Principal  
Central High School

Carie Walter, Principal  
Central Middle School

Matthew Haug, Principal  
Prairie Knolls Middle School