



ON LINE ETIQUETTE (Connect and WebEx)

Check your Digital Learning Space and access to technology at the start of each lesson to ensure you have the relevant information and tools for learning.

1. Make sure that you're suitably dressed. Make dressing and getting ready for learning one of your routines.
2. Have water and some nibbles ready at hand (so that you keep a regular schedule and don't interrupt your learning).
3. Set up a Learning Space – a desk or table which is (during the school day) quiet and without distractions, so that you can give your best attention to your lessons.
4. Have pen and paper in your learning space. Your lessons may be delivered electronically, but your brainstorm/notes/drafts and working out will require pen and paper.
5. Check your timetable schedule. Log into Connect to get your work.
6. If required join the scheduled WebEx (at the set time). On WebEx, if your computer has a camera, you can be seen.
7. When on Connect use COMMENTS to ask questions. Use polite and respectful language as your comments are public.
8. If on a WebEx use the chat function to ask questions and to engage with relevant discussion with your class.
9. Have Video and Mic Off – turn your web cam and mike off.
10. If you are having trouble with sound, check the sound settings on your device, or ask for help in the chat box.

