

REMOTE & IN-PERSON LEARNING MATRIX



SCHOOL-WIDE RULES/ EXPECTATIONS	REMOTE LEARNING	TECHNOLOGY USE	IN-PERSON LEARNING
<p>R RESPECT</p>	<ul style="list-style-type: none"> • Take turns to comment during on-line lessons • Honor one voice at a time • Make professional, appropriate comments and facial expressions • Be kind to others in your environment • Find a personal, quiet space to be able to engage and connect 	<ul style="list-style-type: none"> • Respectful of myself and others while online • Silence notifications on all devices • Avoid eating or drinking while using device • Mute audio temporarily if experiencing disruptive background noise • Turn camera off temporarily if experiencing disruptions in environment 	<ul style="list-style-type: none"> • Wear required facial masks • Maintain required social distance from others (3-6 feet) • Cover face with elbow when coughing or sneezing • Treat peers and staff with kindness • Value school property • Maintain personal space • Be sensitive to viewpoints of others
<p>O OWNERSHIP</p>	<ul style="list-style-type: none"> • Attend all classes every day • Notify teacher if unable to attend or will be late • Follow class procedures • Check emails & calendar daily • Turn in assignments on time • Stay focused on the classroom experience • Keep space free of distraction 	<ul style="list-style-type: none"> • THINKing before posting (is it True, is Helpful, is it Inspiring, is it Necessary, is it Kind?) • Cite sources of pictures & information used • Keep track of passwords and keep them private • Use device for school use only • Have device on and ready to start class on time 	<ul style="list-style-type: none"> • Use school equipment properly • Maintain required attire • Participate safely • Wash hands with soap and water for 20 seconds as designated • Use hand sanitizer stations throughout the building • Limit contact with high-touch areas (stair hand rails, countertops)
<p>A ATTITUDE</p>	<ul style="list-style-type: none"> • Be positive • Be courteous • Be professional • Be helpful to others • Be open-minded • Ask for help when needed 	<ul style="list-style-type: none"> • Take pride in completing best work • Protect technology from damage and loss 	<ul style="list-style-type: none"> • Be positive • Be courteous • Be professional • Be helpful to others • Be open-minded • Ask for help when needed
<p>R RELIABILITY</p>	<ul style="list-style-type: none"> • Be online on time • Maintain materials needed for school • Use time wisely 	<ul style="list-style-type: none"> • Stay on task • Avoid and report inappropriate sites and unsafe use • Have device plugged in and/or fully charged & have charger on hand 	<ul style="list-style-type: none"> • Return equipment to the appropriate place • Complete job responsibilities • Use bathroom for intended purpose • Return promptly to class • Know and follow building-use guidelines