



7 Steps to Successful Online Learning

Get up! Get dressed! Be ready!

1. Treat the VIRTUAL classroom exactly the same way you would treat the REAL classroom.
2. Use Microsoft Teams and the online learning tools to complete the work set by your teacher. This is a new environment and we are all learning together. Be helpful, respectful and supportive to your teacher and each other.
3. When joining a video call with your teacher, ensure you blur your background using the 3 dots on the call toolbar.
4. Address your teacher and peers politely and when communicating, use correct grammar and appropriate writing style. Don't confuse the online learning with social media; remember you are in a working environment and contributing to a learning discussion.
5. Use the message board for questions related to the topic so your teacher can help you. Off task behaviour and conversations will be treated the same as low level disruption in the classroom.
6. Do not do anything that would compromise the online safety of anyone in the class, including the teacher. The use of someone's image without their permission and posting inappropriate material go against our anti-bullying and e-safety policy.
7. Online safety of students and staff at Parkfield School is taken very seriously and will be dealt with if compromised.