



Ermitage Online Etiquette

In addition to our school policies on internet safety, here are further guidelines on online etiquette and the use of Google apps and other applications so that our distance learning is productive and in line with the Ermitage expectations of IB learners. Students are expected to adhere to these guidelines:

- Be on time for class
- Come to each class prepared to learn - materials and attitude
- Behave in a live class as if in a real classroom - respectful of classmates and teachers.
- Follow teacher instructions as to use of video and audio
- Dress appropriately as if in a live classroom - no PJs!
- Establish the worksite in a conducive learning environment - away from noise, at a desk or table, in an area where what is seen on a screen would be not invasive (in the event that video is used)
- Be aware that all gestures, chats, and comments will be shared with all on the chat/meeting.
- Read carefully instructions given on Managebac **prior** to the lesson and then move to Google Hangouts and/or Google Meet for more instructions from your teacher.
- Use the chat for asking questions or answering when called upon. Students should refrain from monopolizing the chat or filling it with unnecessary content, thus allowing all class members to participate effectively.
- Leave Google Hangouts or Meets during break time as this virtual class is for academic use **only** and students should use this time to take a break from the screen. (For DP study groups on Google Hangouts, please make sure that all chat is constructive to learning, focused on the subject of the class)
- Grammar (and spelling) rules for school! When participating in a chat, students should use a more formal writing style as this is an academic forum.
- Be aware of strong language, ALL CAPS (is like shouting), exclamation points, slang, shortcuts (U for you), and emoticons. Humor and sarcasm don't necessarily translate in writing. Tip: Read everything aloud before posting.
- Be mindful of the feelings and opinions of others, even if they differ from your own.
- Cite your sources. Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source.
- Avoid posting or sharing (even privately) inappropriate material. Nothing is truly private online.
- Report abuse. In the event that a student experiences bullying, harassment, hate speech or inappropriate content within the Ermitage community, report it to your teacher or coach immediately. Help keep our online community a safe and positive learning environment.

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