**Online Etiquette**

**“Be Safe, Be Responsible, Be Respectful”**

**Technology and distance learning**

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| **Be Respectful** | * I will be kind to others (use kind words and faces) * I will be supportive of my classmates and be respectful of their ideas * I will work in a quiet place * I will stay still (in one spot) for meeting or leave technology in place if I move * I will mute my microphone if I am snacking, or having another conversation * I will monitor my screen time |
| **Be Responsibility** | * I am respectful of myself and others online * I will try my best * I will actively participate * I will help others who might need it * I will be on time and ready to learn * I will follow instructions before asking questions * I will do my best to complete work and turn it in when requested |
| **Be Safe** | * I will not record or take pictures without my teachers permission * I will use technology appropriately * I will keep passwords and private information private |