

DISTANCE LEARNING

Tips for Online Communication & Etiquette

FOLLOW THE NORMS

If you expect to chat/conference remotely:

- Be kind and respectful
- Positive
- Efficient
- Focused - minimize distractions
- Be present



BE PATIENT

- Send 1 message at a time (don't send multiple in a row)
- Wait for a reply
- Set up a time to "meet" or chat.
- Don't spam others



COMMUNICATE

- Be clear with your voice.
- Ask questions
- Advocate for what you need
- Mute yourself when you are not talking - this reduces interference and it'll be clearer to hear who's talking.



PHONE ETIQUETTE

- Silence or put phone on vibrate
- Don't make calls during a video chat.
- Avoid sending texts
- Don't take pictures or send them during video chats



SET UP A WORK ZONE

- If possible, be in a public space in your home (not your bedroom)
- Wear "school" clothes, not your pjs.
- Have a blank or non-distracting background for video chats.



BE FLEXIBLE

- Be empathetic of other's home situations.
- We are all in this together, so be supportive.
- Do what you can, when you can.

