

Digital Etiquette

Although learning is taking place on a computer or device outside of the school building, it is important to remind our children that remote learning is still school time. Using the computer for school is different than using it to communicate with friends. Below are some general reminders about digital etiquette (or netiquette) for children participating in online remote learning. Please check with your child's teacher to see what specific rules they have established for the class.



Image credit: August de Richelieu, Pexels

1. **Join your classroom every day and be on time:** Even in an online classroom, attendance is important. Remember to log on to your computer/device at the time set by your school, teacher, or parent.
2. **Consider what you are wearing:** If you are using video/webcam to participate in online learning. Choose clothing that you would be comfortable wearing to a school building.
3. **Mute your computer's microphone:** Once you logon to your remote classroom, mute your microphone and keep it muted while your teacher and classmates are speaking.
4. **Focus on the speaker:** Focus on the information provided by your teacher and listen to whomever is "speaking" in the class. To show you are listening, turn your body toward the screen, nod or give a thumbs up when you agree with something, and keep your eyes on the camera/screen (if comfortable).
5. **Participate:** Remember to ask and answer questions during class. Learn how to use the "raise your hand" function and wait to be called on. Some classes may use the "chat" feature to communicate.
6. **Stay on topic:** Remember that when you are typing questions/comments, people must read them so keep them short and on-topic.

7. **It is tricky to read emotion over the screen:** In an online environment it sometimes can be hard for people to understand your feelings when you communicate. During chats or conversations, emoticons can help others understand if you are using humor or how you are feeling. Avoid using all caps which is equal to yelling. It may also help to reread your messages/posts for friendliness before you send them.
8. **Limit distractions:** Food and drink can be distracting to you and others in the classroom, so try eating and drinking before or after class time. If you need to eat or drink something, remember to turn your camera and/or sound off for a short time. Do not talk or text on the phone during class. Turn off the TV and radio and close other computer windows on your screen.
9. **Limit sharing personal comments and interests during class time:** Sharing personal comments and interests that are unrelated to the topic are best left to times outside of the online classroom unless your teacher has set a time for the class to share. Try not to have side conversations with your classmates while the teacher is speaking.
10. **Be respectful:** Use respectful language and words when communicating with teachers and classmates. Avoid sarcasm because it can be misunderstood in an online environment. Remember – if you would not say it face-to-face in a classroom, then do not say or type it in an online classroom because it can be misunderstood in an online environment.



Image credit: Julie M. Cameron, Pexels

Video Resources to Help Explain Digital Etiquette to Your Child:

Digital Etiquette – BrainPop	https://www.brainpop.com/technology/freemovies/digitaletiquette/
Rules of Digital Classroom: Proper Etiquette for Online Learning	https://www.youtube.com/watch?v=M6B4_oUeZhw
Netiquette: A Student’s Guide to Digital Etiquette	https://www.youtube.com/watch?v=OWw3aEw1SFo