

# CARR LANE VIRTUAL NORMS AND ETIQUETTE

1

## BE RESPECTFUL

Remember that your classmates and teachers are real people. Think before you type and speak. Keep in mind the feelings and opinions of others, even if they are different from your own.

2

## COURTESY COUNTS

You all show great courtesy in the classroom, being respectful and saying please and thank you. Remember to do this online too – it helps to create a welcoming virtual learning environment.

3

## BE CAREFUL WITH HUMOR AND SARCASM

You all have wonderful personalities, and in the real classroom it shines through and we can tell when you're being humorous. In an online setting, it is difficult to tell when someone is being funny or sarcastic. To be on the safe side, don't do it!

4

## GRAMMAR AND SPELLING MATTER

Please do not use textspeak and acronyms (TTYL, LOL, etc). Use complete sentences, words or phrases, and check your grammar, just as you would when writing an assignment in the classroom!

5

## DITCH DISTRACTION

To work your best and focus on the work 100%, try and ditch distractions (I know this may be hard). Silence or turn off your cell phones, go to a quiet room if possible, and turn off any background TV/radio noise!

6

## DON'T POST OR SHARE INAPPROPRIATE MATERIAL

This one goes without saying, just don't do it!