

tips to
facilitate
online learning

A STUDENT'S GUIDE TO ONLINE LEARNING



ZERO TOLERANCE TO:

- Negative comments or spamming chats
- Audio or video recording the lesson
- Taking screen-shots or images of teachers or class-mates

Cyber bullying must be reported to your parents or guardians and to the Head of school. More details [here](#).



CONSENT AND PERMISSION

- 1:1 sessions with a teacher/LSE needs the Head's permission and can only take place in the presence of a parent/guardian.
- Return the online learning consent form to your school.
- Get your teacher's permission, before sharing teacher's notes and presentations.



BE AWARE OF THE SCHOOL'S COMMUNICATION CHANNELS

- Check your school management system and your school email account regularly, especially during school days.
- Create a calendar to know when your online lessons. You can use the calendar on your mobile phone to remind you.



PREPARING FOR A VIDEO LIVE LESSON

- Find a quiet location with the best Wi-Fi coverage.
- Know your log in details. Use a sensible username.
- Ensure your device is plugged or fully charged.
- Be online 10 minutes before the lesson starts with your books etc.
- Check headphones, camera and microphone.
- Turn off social media and messaging platforms.



CONNECT WITH PARENTS

- Follow your teacher's class rules for online sessions.
- Have a question, jot it down and wait for question time or write it in the chat.
- Mute your mic, turn it on when teacher allows this.
- Have an emergency, disable video and mic. Then return and resume lesson. Explain to teacher in chat that you had to leave for a brief time.



FOLLOW UP...

- Remember that mistakes are part of learning.
- Follow up your teacher's feedback on your assignments, as this will help you learn more.
- Enjoy learning!



Secretariat for Catholic Education