Best Practices For Distance Learning
Smart's Mill MS

**BEFORE CLASS**

- **QUIET SPACE**
  Find a place where there is not much noise.

- **HEADPHONES**
  If headphones are available, plug them in so your teacher and classmates can hear you.

- **MATERIALS**
  Have your supplies, like paper and a pencil, ready to go.

- **TAKE CARE OF BUSINESS**
  Get a snack, a drink, and use the bathroom.
  Join the class a few minutes before it starts.

**DURING CLASS**

- **TALKING**
  Put your microphone on mute when you are not talking.

- **CAMERA**
  Turn on your camera so you feel connected to your classmates. Keep your camera on during class. Use the "BLUR" function in Google.

- **CHAT**
  Your teacher might want you to use the chat box to type questions instead of saying them out loud.

- **KIND WORDS**
  Be kind online - your words and actions matter.

**AFTER CLASS**

- **ASK FOR HELP**
  If you are stuck or confused, ask a classmate or teacher for help using phone, email, or post in your virtual classroom.

- **SHARE**
  Share what you are learning or working on with a family member.

- **UNPLUG**
  Spend time each day not looking at a screen! Two examples are for you to go read a book or play outside.

This document was adapted from a document provided by Education Elements