

**Teacher/Student/Home Matrix**

	<b>Virtual Classroom</b>	<b>Independent Technology Time</b>	<b>Homework Time (outside of virtual classroom)</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Stay muted until it is your turn to talk.</li> <li>Take turns speaking (use chat or raise hand option).</li> <li>Give others time to talk.</li> <li>Find a space where you will not be disturbed or disturb others.</li> </ul>	<ul style="list-style-type: none"> <li>Keep volume low (and/or use headphones).</li> <li>Schedule time to share devices with others if necessary.</li> <li>Find a space where you will not be disturbed or disturb others.</li> </ul>	<ul style="list-style-type: none"> <li>Select a space that allows for minimal distraction to others.</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Keep eyes and ears on the teacher/task/activity.</li> <li>Stay on learning page. Keep all other pages closed.</li> <li>Participate.</li> <li>Protect your password.</li> </ul>	<ul style="list-style-type: none"> <li>Take breaks.</li> <li>Keep eyes and ears on the task/activity.</li> <li>Protect your password.</li> <li>Access only approved/parent allowed websites.</li> </ul>	<ul style="list-style-type: none"> <li>Complete tasks.</li> <li>Ask for help when needed (<b>Contact teachers during office hours if possible</b>)</li> <li>Follow your schedule and work on each class.</li> </ul>
<b>Ready</b>	<ul style="list-style-type: none"> <li>Come with your materials.</li> <li><b>Have device ready to log in 5 minutes early</b></li> </ul>	<ul style="list-style-type: none"> <li>Keep device charged.</li> <li>Plan for screen time.</li> </ul>	<ul style="list-style-type: none"> <li>Organize your materials and space.</li> <li>Gather materials and supplies for each task.</li> <li>Plan your day.</li> <li>Stick to your schedule.</li> </ul>