

## William S.Cohen School: Remote Learning Tips for Students

<b>1) Choose your Learning Space Wisely...</b>	<p>Do set up a regular workspace with all of your supplies and technology in one place.</p> <p>Do have a flat, stable surface like a desk or table to place your laptop and notebook.</p> <p>Do have a comfortable chair to sit in and position your laptop directly in front of you.</p> <p>Do pick a location where you won't be distracted by other people, and where you will be comfortable sharing audio and video. make sure your background is appropriate for school.</p>	<p>Don't pick a high traffic space in your house where you will be distracted, where someone else might be watching TV.</p> <p>Don't lay down on a couch or a bed while attending a live session.</p> <p>Don't engage in non-school activities during a live session (eg. don't play video games, watch TV, or use your cellphone during class).</p> <p>Don't record / take pictures of <i>anything</i> during the course of your live session. Your privacy is important, as is that of your peers and your teacher.</p>
<b>2) Set a Routine, Then Follow It!</b>	<p>Do use your Agenda Book, Google Calendar, &amp; Google Classroom to organize and prepare.</p> <p>Do include and schedule time for snacks, meals, and time away from the screens / times to be physically active throughout the day.</p> <p>Do include time for <i>regular</i> communication with your teachers throughout the week, especially time to attend office hours and get individualized help.</p>	<p>Don't work late at night / very early in the morning- staying up late is not an excuse to miss required course meetings, and access to help is available during regular school hours only.</p> <p>Don't wait until you are behind to ask for help! Be proactive, attend office hours, ask questions, be an effective communicator!</p>

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<p><b>3) Arrive On Time, Prepared, Ready to Engage</b></p>	<p>Do settle in 5-10 minutes before you are supposed to log on.</p> <p>Do be patient as others are signed in through the waiting room and into the virtual classroom</p> <p>Do keep meeting links, passwords, and other important information in one, easy-to-find place (eg. your Agenda, Google Calendar.</p> <p>Do use your school email and your first &amp; last name to sign into all remote sessions.</p>	<p>Don't arrive late: more than 5 minutes past the posted start time may result in a <b><u>delay or denial of entry</u></b> into that course session.</p> <p>Don't change your picture, screen name, or use an email other than your BSD email to sign into remote sessions.</p> <p>Don't disrespect others by distracting or disrupting the remote session/</p>
<p><b>4) Follow the WSCS Code of Conduct</b></p>	<p>Do read, ask questions about, discuss, and understand the behavioral and acceptable use expectations around being a remote student at William S. Cohen School</p> <p>Do understand those rules, policies, and consequences apply to every Cohen Student, regardless of learning plan.</p>	<p>Don't use inappropriate language, language meant to harass, make fun of, or distract others while engaged in remote learning</p> <p>Don't use your school computer or email for anything other than school work.</p>
<p><b>5) Reach Out, Stay Connected, Know Where to Get Help</b></p>	<p>Do Learn about and take advantage of the many ways in which our staff is here to support you.</p> <p>Do make a list of trusted adults &amp; their contact information. Include your teachers, as well as guidance counselors, social workers, administrators, office &amp; technology staff</p> <p>Do reach out to friends, check in, stay connected!</p> <p>Do speak up if you or a friend are struggling.</p>	<p>Don't wait! Reach out early &amp; Often!</p> <p>Communication is KEY!</p>

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