

## Guidelines for Digital Academy Students

1. Find a quiet place to work.
2. Wear earbuds or headphones if you have them.
3. Be online and in the meeting at least two minutes before start time  
(in the beginning, start five minutes ahead of time)
4. Stay in one place during the meeting.
5. Have all of your materials near you (paper, journal, pencils, etc.).
6. Use the digital hand-raising feature if you want to participate or answer a question. Do not unmute yourself unless you're asked to.
7. Do not have anything other than learning materials near you when we are meeting. Do not have pets, toys, siblings, or anything else near you that will distract you, and do not show anything that will distract others.
8. Listen carefully and respectfully to each speaker.
9. Keep your video ON unless you're told to turn it off. You should be visible at all times.
10. Wait until I say it's time to leave the meeting before logging off.



All of these guidelines will make it easier for everyone to learn and grow together. I promise to make good use of your time and to make sure everyone's learning time is protected. I'm excited to be with you on this journey!