

BE READY TO LEARN AT HOME

FOCUS YOUR MIND

- Wake up with enough time to get ready and have breakfast before 8.30am
- Say good morning to your family
- At 8.30am check your school emails and log in to SEQTA
- Keep organised! For example, create a To Do list, use a calendar...

YOUR SPACE

- Your learning space should be tidy, comfortable and as quiet as possible
- Be respectful of shared spaces and have an awareness of how your surroundings are presented
- If using your webcam, always sit in front of a blank background, if possible

YOUR CLOTHING

- Dress in neat, casual clothes
- Do not wear pyjamas
- If you are participating in a live conference meeting, make sure your clothes are appropriate

EQUIPMENT

- Have your device ready and be logged in
- Test apps to make sure they are working
- Have a pen and some paper or pad/book ready
- Use headphones (with mic) and test sound
- Remove all distractions and be ready to learn

ETIQUETTE

- Be polite, appropriate and civil in your language online, as you would in person
- When in video calls / meetings, turn off your microphone until required
- Turn your phone to silent or airplane mode to avoid distraction

BE HEALTHY

- Stay hydrated throughout the day
- Take breaks by getting up, walking and stretching, for example, at appropriate times and leave your device
- Have recess and lunch, eating healthy food

BE PRODUCTIVE

- Manage your time – use it for learning
- Submit all your completed work
- Spend time revising any items you don't understand and ask questions
- Clean up your emails – read and reply
- Be actively engaged in lessons