

# Online Classroom Manners

Dear Students,

As we embark on this online learning journey together, it is essential to maintain a respectful and productive environment. Please adhere to the following acceptable online classroom manners:

- Log in on time and be prepared for class.
- Mute your microphone when not speaking to minimize background noise.
- Use the chat function respectfully and refrain from off-topic discussions.
- Be attentive and avoid distractions during lectures.
- Show respect for your classmates and instructor by using appropriate language and tone.
- Engage actively in discussions and activities.
- Follow the guidelines for participation and ask questions at the appropriate times.

Thank you for your cooperation and commitment to creating a positive learning environment.

Best regards,

[Your Name]

[Your Title]