

Dear Students,

Welcome to our digital classroom! To ensure a positive and productive learning environment, please adhere to the following participation rules:

Digital Classroom Participation Rules

1. **Be Respectful:** Always treat your classmates and instructors with respect.
2. **Stay Engaged:** Participate actively in discussions and activities.
3. **Be Prepared:** Come to class on time and ready to learn.
4. **Use Appropriate Language:** Maintain professionalism in all communications.
5. **Follow Technology Guidelines:** Use approved tools and platforms for communication.
6. **Communicate Responsibly:** Reach out to your peers and instructors as needed.
7. **Maintain Privacy:** Do not share personal information without consent.

By following these rules, we can create an enjoyable and enriching learning experience for everyone. Thank you for your cooperation!

Sincerely,
Your Instructor