

# Online Classroom Behavior Guidelines

Dear Students,

As we embark on our online learning journey, it is essential to establish clear guidelines to ensure a respectful and productive classroom environment. Please review the following behavior guidelines:

## Classroom Etiquette

- Be respectful towards your classmates and teacher at all times.
- Use appropriate language and avoid using slang or offensive terms.
- Listen actively when others are speaking and do not interrupt.

## Engagement and Participation

- Come prepared to participate in discussions and activities.
- Keep your camera on during live sessions unless instructed otherwise.
- Use the chat feature responsibly and stay on topic.

## Device and Technology Use

- Ensure that your device is functioning properly before class.
- Minimize distractions by finding a quiet space to attend class.
- Stay off your phone or other devices that may distract you during class.

By following these guidelines, we can create a supportive and positive online learning experience. Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]