

# Lower School Online Learning Plan

## Students and Families

### Student Roles and Responsibilities

- Follow consistent daily routines and timetables (i.e., 8:30 a.m. wake up, 9:00 a.m. start, etc.)
- Identify an effective and productive workspace that is distraction free
- Check GFS emails, SeeSaw or Schoology for daily assignments
- Complete all work that is assigned in a timely manner (Prioritize work to meet deadlines and due dates)
- Focus, stay attentive and fully present during meetings and work time
- Abide by the Lower School rules and Acceptable Use Policy
- Be proactive! Communicate with teachers if you require additional support
- Collaborate and support your classmates in their learning
- Be flexible, positive, creative and open to new ideas

### Student Expectations During Synchronous Learning

- Students are expected to attend the online learning synchronous meetings as often as possible
- Students who are unable to attend are required to view the recorded meeting and link will be provided by the homeroom teacher
- Students should complete assigned work in a timely manner

### Student Behavior

- Students should be at a productive workspace, sitting upright, and ready to learn.
- Students may not use special backgrounds on their screens during this meeting time.
- Students must remove all distractions (including toys, stuffed animals, drawing materials, food, and cell phones).
- Students are expected to be attentive, focused, and fully present during the meeting.
- Students may not engage in online chats with classmates.
- Students are expected to be respectful of their teachers and peers at all times.
- Students are expected to complete work in a timely manner.

### Academic Honesty and Integrity

- Students are expected to complete assignments with academic integrity and honesty
- Students are expected to follow the GFS Acceptable Use Technology Policy
- Students are expected to take proper care of their devices and 3<sup>rd</sup> and 4<sup>th</sup> grade students must return them in the same condition in which they were given