



Ringwood School  
A National Teaching Academy



# 7 Steps to **Successful Online Learning**

## Get up! Get dressed! Be ready!

1. Treat the **VIRTUAL classroom** exactly the same way you would treat the **REAL classroom**. Remember **STARS**.
2. Use **Microsoft Teams** and the **online learning tools** to complete the work set by your teacher. This is a new environment and we are all learning together. Be **helpful, respectful and supportive to your teacher** and each other.
3. When joining a video call with your teacher, **ensure you blur your background** using the 3 dots on the call toolbar.
4. **Address your teacher and peers politely** and when communicating, use correct grammar and appropriate writing style. Don't confuse the online learning with social media; remember you are in a working environment and contributing to a learning discussion.
5. **Use the message board for questions related to the topic** so your teacher can help you. Off task behaviour and conversations will be treated the same as low level disruption in the classroom.
6. **Do not do anything that would compromise the online safety** of anyone in the class, including the teacher. The use of someone's image without their permission and posting inappropriate material go against our anti-bullying and e-safety policy.
7. **Online safety of students and staff at Ringwood School is taken very seriously** and will be dealt with if compromised.