



10 TOP TIPS

ONLINE LESSONS AT NOTRE DAME

Online lessons are a great way to continue learning outside the classroom. Online lessons ensure that you still get your education, despite not being in school. However, they do require a level of self-discipline and some careful planning.

We have put together this Notre Dame guide so that you can get the best out of learning online and do so in a way that is as safe and secure as possible.

1. Treat online lessons the same as classroom learning.



Even though you are at home, the same rules apply as being in the classroom. Focus on your work and do not get distracted by your surroundings. Be polite at all times.

2. Use classroom language.

If you use emails or other online messages, do not speak in shorthand. Write and speak as you would in class. Do not post negative or hurtful comments as this is classed as online bullying.



3. Take screen breaks.



Take breaks at the usual times, such as lunchtime. Being in front of a screen all the time is unhealthy. Try to have a short walk, get a drink or a bite to eat. Try to get some fresh air throughout the day.



4. Always conduct online lesson in an open space at home.

It's important to create the right environment. Try to set up a desk in the kitchen or living room. Avoid using your bedroom if you can (that's ok for doing homework). Never do an online lesson from your bed!



5. Only use college online systems.

Only communicate with teachers on the college channels such as ClassCharts / Teams / college email. This will help to keep your personal information and work safe and secure.



6. Stick to teachers' rules and guidelines about online lessons.

The college website has a presentation about online lessons - read through it carefully. Follow your teacher's instructions first time and always be ready to start lessons on time.



7. Dress in school uniform.

By wearing your uniform, you will feel more like you are attending a formal lesson. Never wear inappropriate clothing such as a tee-shirt with unacceptable language on it.



8. Do not share passwords or other sensitive information.

You should never let others access you online space, your work could be changed or even deleted. This is your responsibility. Keep your passwords to yourself.



9. Do not use college systems for personal matters.

Keep your school and personal channels separate. Do not send casual messages, videos or links on your school account. Personal communication should only be with family and friends.



10. Look after your mental health and well-being.

Online lessons mean that you are working at home (usually alone). It is not unusual to feel lonely and sometimes even a bit sad. Let people at home know how you feel. Keep in touch with friends, talk about your work.

