

# *Francine Delany*

## *Best Practices For Digital Learning*

### ***For Students:***

- ***Pick a place*** that will be your “classroom”. Stock it with pens, pencils, paper and any school books or materials you might need.
- ***Set a schedule*** for yourself along with your parent or guardian about when you will be online.
- ***Schedule breaks*** and rewards either by tasks (“when I finish\_\_\_\_\_, I will \_\_\_\_\_.”) Every 15 min I will stand, stretch and take a break.
- ***Stay Connected, ask*** questions, send emails, participate in lessons and video meetings.
- ***Organize your work***
  - 4-8th graders: make a file for all your emails and communication from school.
  - Make a calendar for due dates and activities
  - Keep track of your passwords and logins
- ***Reach out*** Having trouble with tech? Or with a school assignment? Or managing life at home? Send a note to your teacher or a trusted adult.
- ***Save Time to***
  - Read
  - Create (make art, build something, play music, dance, etc)
  - Move! (get outside, do some yoga, set up your own workout routine!)
- ***Online Etiquette***
  - When joining a digital meeting, keep your mic muted, unmute only when you are speaking. This cuts down on background noise.
  - Avoid side chats, They distract you and others. (Just like in class!)
  - Don't eat on camera! (It's noisy and some people find it unappealing!)
  - It's ok to just use audio and not appear on camera, if you prefer. (It also uses less data, and if your wifi is unstable)
  - Think before you post or send. Stay on task, on topic and appropriate. Just like in class.

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### ***Some Suggestions For Families:***

- **Help your child find learning space in an area free of distractions.**
- **A solid schedule will be your best friend**
  - Balance work and break time for all.
  - Try to keep normal bedtimes and morning routines.
  - Use timers and checklists to help stay on track.
- **Help, but don't hover, encourage independence.**
- **Stay connected to teachers and school**
  - **Teachers and staff will be available 9:00-1:00 p.m.** daily. Teachers may establish specific "Office Hours" for their students/families within this window.
- **It's ok to ask for help! Please reach out if you have any questions about tech, assignments, or emotional support.**
- **Help your child keep connected to the community and their friends.** One of the most powerful aspects of our school is the connections and relationships. Make sure your child has the opportunity to communicate and connect with their friends and teachers. Even digital connections can sustain and support us through challenging times.
- **Talk with your child about what they are thinking and feeling.** Some resources for how to talk with your children about the coronavirus include: ["Talking to Teens and Tweens about the Coronavirus,"](#) New York Times; ["Talking to Children about COVID-19 \(Coronavirus\)- A Parent Resource,"](#) The National Association of School Psychologists; and ["How to Talk to Kids about Coronavirus,"](#) New York Times.
- **Make sure your child stays physically active and has opportunities for movement and play everyday. Check with your child's teacher about resources.**

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### Digital Platforms for Daily Use:

- K-2 will use [seesaw](#) for their daily learning engagements and parent interactions.
- 3-8 will use Google Classroom for their daily learning engagements and enable the students to access Google Classroom using their delany.k12 address. **Parents are encouraged to...**
- All General Ed. teachers will use [Zoom](#) and [Flip Grid](#) to provide one daily video contact opportunity (live or recorded) for up to 20mn.
- Email and phone will be used to communicate formally with parents.
- Students will continue to use these platforms for all daily lessons. Consider these platforms to be the home base for students.