

The Shepherd's Academy
Virtual Learning Expectations and Behavior Matrix

	Work Safely	Work Respectfully	Work Responsibly
Technology Care	When moving with your device, walk carefully while holding your device with two hands. Ensure that your device is securely positioned before beginning to work. When finished, place your device in a safe and secure location, log out, and turn off the device	Ensure that your device is charged daily for classwork. Keep your device away from liquids and food. Keep track of all chargers, headphones, and accessories. Limit the sharing of your device.	Practice Digital Citizenship at all times. Only access school and teacher approved sites. Ensure that your device is fully charged before each class period.
Virtual Classroom Expectations	Mute your microphone while others are speaking or teaching. Use appropriate language at all times.	Dress appropriately at all times-No hats, pajamas, or inappropriate clothing. Be on time, and have all necessary materials. Provide the presenter with your full attention. Ensure that you are in a location with minimal to no distractions.	Actively participate in discussions and be engaged at all times. Unless otherwise instructed, use the chat box to ask class related questions.
Live Instruction Expectations	Ask for help when needed. Turn off or silence additional personal technology. Focus on the instruction and lesson at all times.	Be ready to learn and actively participate. Ensure your microphone is muted unless called upon. Be on time.	Choose a quiet location to work. Focus on the teacher. Use the chat button only when instructed.
Small Group Expectations	Be on time for small group instruction. Focus on instruction at all times. Have all needed materials.	Encourage others' in your group to do their best. Respect others' opinions and viewpoints	Take turns speaking. Use the "hand" gesture button when you have a question or discussion point.
Independent Work Expectations	Ask for help when necessary. Seek permission from your teachers and parents to contact classmates via social media.	Take responsibility for your learning. Turn in all assignments correctly and on time.	Try your best. Listen carefully to your teachers and the lessons.
Communication	Use appropriate language. Reread all messages prior to sending them to ensure accuracy.	Check Edmodo and teacher messages daily. Respond in a timely manner.	Ensure messages are grammatically correct.

“Even a child is known by his doings, whether his work *be* pure, and whether *it be* right.” Proverb 20:11