



# STUDENTS STRIVING FOR EXCELLENCE BY EMBRACING DIGITAL LEARNING

## FOCUS YOUR MIND

### ***Before School***

- Nutrition! Eat a nutritious breakfast. It can be easy to slip into snacking habits.
- Morning exercise, Start the day with a family walk, walking the dog or riding your bike.

### ***Start of School***

- Check your emails and the notices on SEQTA.
- Use this time to check your timetable and have everything ready for the day's learning activities and note when you are meeting for online lessons.

## **YOUR SPACE**

- Your learning space should be tidy, comfortable and as quiet as possible
- Be respectful of shared spaces
- If using your webcam, sit in front of a blank background, if possible

## **EQUIPMENT**

- Remove all distractions
- Have your laptop ready and logged in, charged and/or plugged in.
- Test apps to make sure they are working
- Have a pen and some paper or a pad/book ready
- Use headphones if possible

## **BE HEALTHY**

- Drink at least 2L of water per day
- Take breaks every 45-60 minutes
- Have recess and lunch, eating healthy food
- Get outside and exercise safely



### ***During the Day***

- During the day you should work according to your timetable, including taking recess and lunch breaks.  
You will also have a short break in between periods. That might be a good time to stand up and stretch.

## **YOUR CLOTHING**

- Dress in neat, casual clothes
- Do not wear pyjamas
- When a class is using video, we encourage students to wear the school top.
- Do not wear tops with inappropriate slogans/logos or low cut/short tops.

## **ETIQUETTE**

- Be polite, appropriate and civil in your language online, as you would in person
- When in video calls/meetings, turn off your microphone until required

## **BE PRODUCTIVE**

- Manage your time - use it for learning
- Submit all your completed work
- Spend time revising any items you don't understand and ask questions
- Clean up your emails - read and reply

