THE IMS WAY
L.I.V.E LEARNING

Be Safe
- Protect private information
- Take brain breaks when needed
- Balance screen time with healthy activities
- Stand up to cyberbullying when you see it happening

Be Respectful and Kind
- Be present: mobile devices off and away during live teaching
- Be aware of your body language/facial expressions
- Start on mute
- Signal to speak (e.g. raise hand, use chat)
- Keep comments brief and on topic

Be Responsible
- Check Canvas and school email daily
- Start class on time (charged or plugged in)
- Have your workspace organized
- Follow the Responsible Use Agreement
- Prevent damage and misuse of school property
- Use the chat room appropriately

THE IMS WAY
BREAKOUT SESSIONS

Be Safe
- Keep discussions on topic
- Know that your chats, emails, files, and posts are monitored (Gaggle)
- Report inappropriate interactions to your teacher immediately

Be Respectful and Kind
- Carry out your assigned role (note-taker, time-keeper etc.)
- Contribute in a positive way
- Listen when others are talking (be aware of your body language)
- Be open to different opinions
- Support and encourage your classmates

Be Responsible
- Stay focused on the task of the breakout
- Manage your time wisely
- Share the workload
- Know how to ask for help/support
- Return to the whole class when prompted

THE IMS WAY
ACADEMIC INTEGRITY

Be Safe
- Do original work
- Only share work with teacher permission

Be Respectful and Kind
- Do your best work
- Support your classmates

Be Responsible
- Use credible sources
- Know the expectations of an assignment (independent work or group work?)
- Cite sources appropriately (don’t plagiarize)
- Ask for help when needed
- Use answer keys to verify work (not replace it)

THE IMS WAY
ALWAYS AND EVERYWHERE

Be logged in with materials out when class starts

Be silent and listen when others speak

Stay on task during work time

Be productive and work at learning

Stay engaged