



*« Feel good at school...  
also from home! »*



**Instructions for the correct use  
of the Institute account  
and of the applications of G Suite for Education**



# For a correct distance learning... respect these rules!

## ✓ *Environment*

- You will find it strange that you can connect from your own HOME to do SCHOOL.
- With different instruments and in different places, LESSON always remains LESSON!



## ✓ *Respect*



- The rules of good manners that you observe at SCHOOL, apply on line too.
- Be kind, polite, discreet, attentive, cooperative, but above all, be PUNCTUAL!



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## ✓ *Language*

- (Video)CHATTING won't be like talking in CLASS .
- Take turns, let the others talk, send SHORT and relevant MESSAGES, be clear and use an appropriate language!!



## ✓ *Image*

- When you switch on your computer it's just like entering the CLASSROOM.
- With WEBCAM on or off pretend to be in class, be a role model for others!





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## ✓ Instruments

- Organize your working material well: not only **BOOKS** and **NOTEBOOKS**, but also **FILES** and **FOLDERS**.



- **Make sure that you have everything you need to connect (PC, smartphone), but above all, enough GIG!**

## ✓ Help

- You might have difficulties by working with new instruments ...
- **Don't stand aside. Ask for help or give help depending on your experience level!**







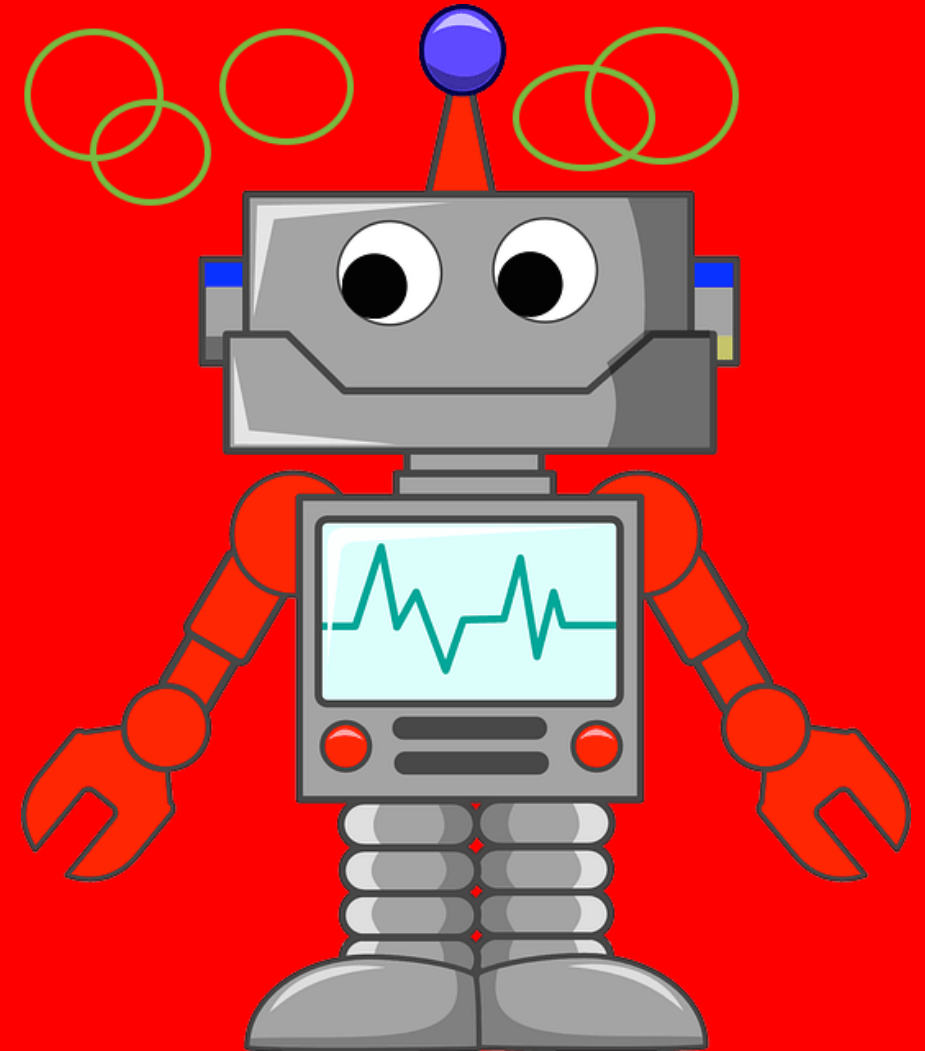
# For a correct distance learning... respect these rules!

## ✓ *Competences*

Hadn't you ever thought of using  
digital instruments to learn?

In this circumstance, you will develop  
**COMPETENCES** that will be useful for  
the future...

**GET INVOLVED AND YOU'LL  
GO FAR!**





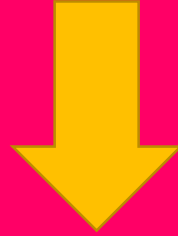
# For a correct distance learning... respect these rules!

## ✓ *Seriousness and responsibility*

- For the protection of privacy of everybody **it's NOT permitted** to record videos and/or take photos during the online lesson and, above all, **it's FORBIDDEN** to disseminate material on the web.
- Each student has the responsibility to take part in the lesson in an informed way!
- Remember: everything you do through your account is always traceable so, in order to avoid getting in trouble, you must have a correct conduct. It is always possible to trace back to who commits a violation!



# Security + Membership + Purpose



## Trust!!

Trust your teachers and their advices and... do homework!

Together we'll be stronger and more united!

Have a good job!!!

La Dirigente Scolastica  
dott.ssa Tolomea Rubino  
Team Digitale  
Insegnanti

Antonietta Iemma e Samuele Azzan

Traduzione a cura  
dell'insegnante Roberta Ventura

We  digital school!

