



On-Line Practices Guidance

When participating in a remote, on-line work-based learning activity, keep the following practices in mind. While these practices cover remote activities, which promote “live” student contact with adult professionals and front-line workers via the use of technology, many of these guidelines apply to virtual experiences as well.

For WBL Coordinators

- Determine the desired format and appropriate technologies for the specific activity.
- Participate in any professional development opportunities that are available to support your use of those technologies, either through the district, on-line or elsewhere. Note: most platforms provide a number of how to - guides and videos)
- Practice using the technology and support teachers in its use.
- Consider issues of equity and access in selecting technologies.
- Get appropriate permissions for the activity.

For Teachers

- Determine the desired format and appropriate technologies for the specific activity.
- Participate in any professional development opportunities that are available to support your use of those technologies, either through the district, on-line or elsewhere. Note: Most platforms provide a number of how to-guides and videos)
- Talk to the WBL Coordinator and determine your role in the activity.
- Practice your role using the technology.
- Prepare your students by having them participate in a dry run prior to the activity.
- Make sure you communicate the schedule and expectations with parents and/or guardians.
- Support student access to an appropriate device and connectivity for the activity.
- Review the tips below with your students.

For Students

Impressions matter

- Be Attentive - Focus on the camera and “stay in the game”. Fully participate in the activity.
- Dress as if you were visiting the Industry Partner in the workplace.
- Pay attention to lighting and your background. Best if you are sitting with natural light from a window in front of you at a desk or table without a lot of visible clutter. (tip – check out how you look by opening facetime or another video ap on your phone. Walk around until you get the best image and then try and set up there! Utilize a virtual background)

Be Prepared

- Practice using the technology
- Review the Student Checklist for the activity.

Safety First

- Don’t share your personal information (email address, home address, phone number, social media accounts)

For Employer Partners

- Make sure you’re comfortable with the technology
- Practice. Connecting to the classroom online is a bit different than in-person. Check in with the teacher or coordinator about protocols and practices when interacting with students online.
- Don’t ask students for personal information or try to connect with them outside the activity