



Listen to and follow instructions. Ask if unsure.

WHEN?	HOW?	WHAT?
Place your laptop on your desk but keep it closed until your teacher tells you to open it.	As directed, use laptop mode, easel mode, tablet mode, screen closed, or silent mode/headphones, based on the task at hand.	Only use the resources provided and suggested by your teacher for each learning activity.



Remember, your laptop is just one of many resources that develops your learning; others include:

Your brain! Long-term learning happens when you think. Don't just look up answers on the internet or skip ahead in the lesson resources.	Your teacher and other members of the class. Listen actively and respectfully. Look at and engage with the person who is talking rather than your screen.	Non-digital resources. This could include books, periodicals, journals, and other materials from The Queen's Library.
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Your laptop could also be a barrier to learning. Do not allow yourself to be distracted by:

Having your screen open during discussion activities.	Continuing to work on your laptop when you have been asked to pause and listen.	Browsing the internet or other resources beyond those selected for use by your teacher.
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↳ You will lose out in the long term if you do!

Maintain high standards. Be a role model by:

Using digital tools to collaborate in a productive and respectful way.	Embracing opportunities to develop your digital skills within the context of the lesson.	Helping others to develop their learning or digital skills by sharing your knowledge.
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LAPTOP MODE	EASEL MODE	TABLET MODE	SCREEN CLOSED