# Collaboration Norms for Online Professional Learning

In an online environment, facilitators and participants create a unique social world and virtual network that decentralizes and enriches the process of learning. While everyone has varying levels of comfort and ease with using technology, online professional learning requires some of the same collaborative norms as in-person learning. It also requires some norms specific to our online environment.

* Honor online meeting commitments: Arrive on time and participate fully until the meeting is over.
* Respectful Use of Electronics:  Make an effort to learn to use the technology for online collaboration, and to ask for help if needed. Use computer/tablet for note taking, if you’d like, but please disconnect from email so you can better connect with colleagues and content during our meeting.
* Equity of Voice:  Hear all voices.  Provide opportunities for others to speak
* Active Listening:  Truly listen to what people are saying, rather than thinking about how you will respond. Fully engage in online conversations, practice active listening, and respond verbally and/or in the chat box when asked.
* Respect for all perspectives:  We all have different experiences and come with different perspectives

Safety and Confidentiality:  Our purpose is to learn how to support each other and maintain professionalism. This sets a context of safety share ideas and grow.  Confidentiality honors those who are not in the room.