INOVA TEACH
Equity in Learning

To reduce distraction and improve focus:

Digital Manners and Good Habits

1 iPads Face Down
iPads should be face down and flat on the table whenever they are not being used. This helps everyone stay focused.

2 During Teacher Instruction
When the teacher is speaking, iPads remain face down so all attention is on the lesson.

3 Countdown Routine
Everyone follows the shared routine: “3… 2… 1… iPads down.” This ensures the whole class transitions together.

4 Tracking the Speaker
When a classmate is speaking, pupils track the speaker with their eyes and place iPads face down to show respect.

5 Writing Position
When writing on the iPad, it should be flat on the table like a book to support neat handwriting and good posture.

6 Showbie Pen Thickness
Pupils choose an appropriate pen thickness in Showbie so their writing is clear, readable, and consistent.