

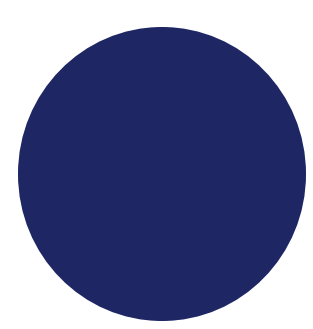
ZOOM Etiquette

Follow these rules when you are in a ZOOM meeting with your teacher and class.



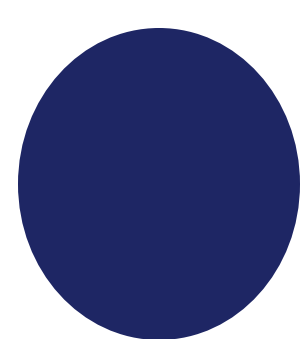
BE PREPARED.

Have all of your materials ready to go. Know the link, the time you should log in and what books or printouts you will need. Get your pencils sharpened and be ready to listen. Look for the house icon on your Chromebook to go straight to [Moodle](#).



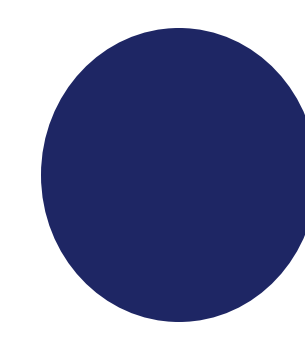
Be on time.

Make a copy of your schedule and post it near your work area. You should be on time or early for class. Set an alarm if you have trouble remembering class times. If a teacher asks you to turn on your video three times and you don't do it - you may be marked absent.



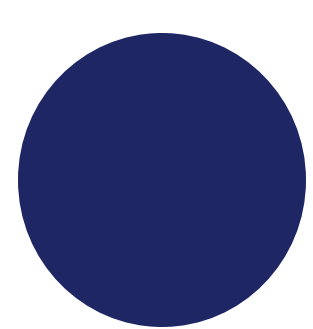
Stay in one place.

Sit at a desk or table in a quiet spot. Try to sit in front of a plain wall. It's distracting to see you moving around during class so find a place you can sit for the whole time. Lounging on your bed is not a good option.



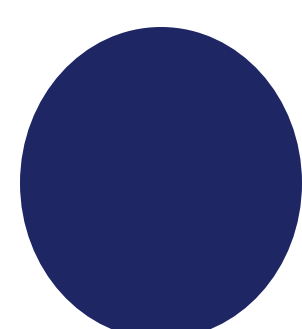
Eliminate distractions.

Class time is class time even if you are at home. Do not chew gum or eat food while in class. Turn off the music or TV in the background and don't text or play on your phone.



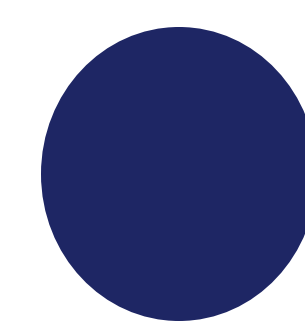
Muting, video, and chats

You will be **muted** when you enter the class. Stay muted until the teacher directs you to talk. Your **video** should be ON unless your teacher allows you to turn it off. If your virtual classroom has a **chat** feature, stay out of it unless the teacher requests the students use it.



Wait for your turn.

Follow your teacher's directions for volunteering and don't blurt out answers unless you are called on. Look for the 'raise hand' feature so the teacher knows you want to say something. Do not leave the ZOOM meeting without your teacher's permission.



Dress the part.

Get up out of bed and get dressed for school. Wear normal clothes and brush your hair and teeth. Pajamas are not a good choice! Make sure all family members who may appear in the video are also dressed appropriately.



Respect your teachers and your classmates.

Be mindful of the fact that virtual teaching is new to everyone. Be patient and cooperative. Parents should wait until the lesson is finished to email the teacher. Our teachers need to give students their undivided attention during the class time.

Check your email daily.

You should check for messages every day. Look for the [GMAIL icon](#)



Ask for help.

Ask for help from your teacher if you are confused. Ask for help at home if you are able.

