

## **ZOOM - Student Online Classroom Etiquette**

1. This is a virtual classroom, therefore, appropriate classroom behavior is expected.
2. Log into your class or meeting from a distraction-free, quiet environment.
3. Please keep your audio on mute until you want/or asked to speak. This will help to limit background noise.
4. Consider using a headset with an external mic for best hearing and speaking capabilities.
5. Close unneeded applications on your computer to optimize the video quality.
6. If you would like to speak or answer a question, use the "Raise Your Hand" feature. Then unmute yourself after you are called on by your teacher.
7. When you are speaking, let others know that you are finished by saying something like, "That's all", or "I'm done", or "Thank you", so that everyone knows you have finished your comments.
8. If you would like to use the chatbox, remember that it is public, and a record of the chat is kept and archived.
9. Keep paper and pen or pencil handy to take notes.
10. Make sure your video is on (if you have camera capabilities) so your teacher and peers can see you. Keep your video on unless accessing another tab for classwork.
11. Please leave the device in one position and do not cover camera.
12. Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might need to be adjusted for the best image quality.
13. Please take care of your personal needs (school appropriate dressed, basic hygiene, eating, chewing gum, talking to others in your home, etc.) prior to entering a Zoom classroom.
14. Please do not use profanity or inappropriate language.
15. Remember to sign out or "leave the meeting" when the session is finished.
16. If changing the background, please pick an appropriate background before the zoom session begins and do not change the background while the class is in session.
17. If you have a connection issue with the zoom - call the school office at 712-582-3212 to get assistance. You should also email your teacher with what the issues are so issues can be resolved as soon as possible.