

Online Meeting Etiquette

We follow these expectations when participating in an online learning environment:

What We Do

- Dress appropriately, just as what would be worn on school campus
- Sit in a quiet spot at a table or desk with limited noise and distraction
- Have necessary materials ready (pencil, worksheet, scissors, etc.)
- Have assigned work completed and ready for next steps
- Log in a few minutes before the start of class to ensure on time arrival
- Log in with own first and last name – unrecognizable names will not be admitted
- Have camera turned on – keep camera on, even if there is a need to step away
- Keep mute button turned on until called on to speak
- Raise hand to speak
- Use the chat function to ask a question or share a comment related to the lesson

What We Don't Do

- Wear costumes or anything that may be distracting
- Sit or lie down on a bed or couch
- Walk around with the device
- Bring siblings, pets, toys, or other distractions to the meeting
- Eat or drink during the meeting
- Log in with a nickname or personal avatar
- Change the background – the image can be unstable causing a distraction
- Interrupt the speaker, whether it is the teacher or a classmate
- Use the chat function to say hi or otherwise distract others from the lesson

Thank you

Following these rules will ensure the meeting is a safe and efficient use of screen time.

