

# Zoom Etiquette Guidelines and Expectations

## Setting up your workspace at home:

- Choose an area that is quiet, not distracting, and is well lit.
- If you have them, please use headphones if it is noisy.
- Keep your space pet and toy free. If possible, put pets away before the meeting begins.
- Have materials (if needed) ready before we begin. Have YOUR Name on the screen.

## Remote learning during video meetings/class:

How it used to be..	How it is now..
Enter the classroom quietly.	Say a quick hello & then Mrs. Floum will mute you. Please wait for Mrs. Floum to unmute you or ask you to unmute yourself when it is your turn to share.
Arrive to class on time and with the materials you need.	Arrive at the video conference on time and with the materials you need.
Speak clearly and listen carefully. Don't talk when it is time to listen. Raise your hand when you wish to contribute.	Look at the camera when you are speaking. Don't talk when it is time to listen. Raise your hand when you wish to contribute.  *Do not use the Chat button.
Dress and behave appropriately, and treat others in a respectful and kind manner.	Dress and behave appropriately, and treat others in a respectful and kind manner.
No food is allowed in class during instructional time.	Don't eat in the meeting.
Shut the classroom door if it's noisy in the hallway.	Set up in a quiet spot or shut the door. Headphones would help, too.
No taking pictures or recording in class.	No taking pictures or recording in class.

**\*Please do not change the background of your screen. It becomes very distracting during our sharing and extra supporting time.\***