



What to Consider Before You Start

- Find a quiet spot without distractions and with good lights.
- Be on time. Dress appropriately. Practice professionalism.
- Follow the same school rules as in the Student Handbook.
- Prepare for and behave during the Zoom meeting just as you would prepare for and behave in the classroom.



Important Privacy Issues

- Do not screenshot or record anything during the meeting. Your teacher may choose to record the session.
- When you participate in a video meeting, you are providing a “window” into your home. Consider what may come into camera view during the meeting. Is everything in the background appropriate?



Joining the Zoom Meeting

- Click on the Zoom link provided by your teacher.
- Do not forward a Zoom link to others outside the class.
- Attendance will be taken during the Zoom meeting sessions.
- As you join, check in with your teacher, then mute yourself by selecting the mic icon.



Using Your Mic

- Talk at your normal volume.
- Avoid side conversations when unmuted.
- The mic will pick up other noises in the room, so it's best to select a quiet place to join.



Using Your Camera

- Position yourself close enough and centered to the camera so your teacher can clearly see you.
- If you can, avoid windows behind you or other bright lights directly in the camera view to keep a clear image.
- When speaking, try to look at the camera, not your screen, as direct eye contact improves communication.



Staying Engaged:

- Nod or signal a “thumbs up” to acknowledge other student contributions to the class discussion.
- Avoid doing anything else when you are in the meeting. This is your time to stay focused.
- If the teacher allows it, use the chat to ask questions, request to speak, or share ideas.



Using the Reactions Buttons (Teacher Optional)

- If available, use the “raise your hand” option to indicate when you want to speak.
- If available, use other engagement icons when appropriate: thumbs up, applaud, etc.



Keeping Track

- Take notes during class conversations and teacher lessons.
- Demonstrate commitment to learning online by making the extra effort to be engaged.



Final Thoughts

- Always behave as if your camera and mic are on.
- Always be respectful and patient, especially when there may be technical challenges. By following these guidelines, we will get through this together!