

## Zoom Etiquette and Guidelines for HVWS Students and Parents

### **Preparing for Class**

- Ensure that your device, if wireless, is fully charged.
- Dress as if you were in school--no pajamas, please!
- Use the bathroom before your lesson.
- You may have something to drink at hand but please refrain from eating and chewing gum.
- Plan to be five minutes early to class to ensure you are ready to go at the designated start time.
- Find a quiet space for each session. Ideally your siblings and pets are not in your screen during your session. If possible, remove any background items or images that might be distracting to your classmates.
- Set up your device or computer in a well-lit spot, angled so that your face is fully visible on screen. We want to see your smiling and interested face!
- Sit upright in a chair by a table as if you are in the classroom.
- Close all other programs on the device unless necessary for classwork.
- Searching the internet and texting are not allowed during class.

### **During Class**

- Remove your self-view to lessen distractions to you while on the call.
- Stay seated and attentive, with video feed on and audio muted, unless your teacher directs you to unmute for discussion or questions. Remaining muted helps in being respectful of the person speaking.
- If you want to ask a question during discussions, raise your hand (literal or virtual) and wait until your teacher acknowledges you. If you are called upon to speak, remember to unmute your audio (and mute yourself again afterwards).

### **Technical Difficulties**

- Keep in mind there may be a slight delay in audio/video, so you may need to pause before responding to questions or allowing others to respond.
- Have your parent contact the teacher via text if you are having connection issues.
- If your teacher is disconnected from the call stay on the call and wait for your teacher to return.
- If you are disconnected from the call, let your parent know and log back in.