

## Video Conferencing Etiquette for Students

Video conferencing provides a way for you to connect with your teacher and other students in your class, and to learn together. The virtual space needs to be welcoming and safe for everyone. Treat others in the same respectful manner that is expected in the regular classroom. Do not share your username, password, and conferencing links with others. School rules regarding language, behavior, dress, and district policies regarding the use of technology apply in the virtual classroom.

	<p><b>Get ready.</b> You do not need an account. Your teacher will send you an invitation through Google Classroom. The link from your teacher is all you need to connect. Do not share the link. <b>Check the day and time</b> that you will be meeting. Be prepared and on-time for the meeting.</p>
	<p><b>Choose a quiet area.</b> Find a place to set up your device where it is quiet so that you can participate in the conference with few interruptions. If possible, pick a location away from other family members and/or pets to minimize distractions.</p>
	<p><b>Check the technology.</b> Check the audio to make sure the speakers are turned on. You will be able to check the microphone when you join the conference. Position your camera at eye level. Ensure your face and shoulders are centered in the frame of the camera.</p>
	<p><b>Wear school appropriate clothing.</b> If your teacher enables the camera option, the upper half of your body will be seen by the others during the conference.</p>
	<p><b>Check your lighting.</b> Make sure that you have enough light in the room. Front lighting will help your teacher and classmates to see your face more clearly. A window in the background may create shadows on your face and others will not be able to see you.</p>
	<p><b>Check your background.</b> Make sure whatever is behind you, and visible to the camera, is not distracting and school appropriate.</p>
	<p><b>You are not anonymous.</b> Your voice and speaking tones are heard and your facial expressions and actions are viewed by everyone participating in the video conference. Remember that you are on camera and “live”.</p>
	<p><b>Use the mute button.</b> Mute your microphone when you join the session and when you are not speaking. Don't forget to unmute yourself when it's time for you to talk, and speak in your normal voice without shouting.</p>
	<p><b>Participate.</b> Listen for expectations and follow the directions of your teacher. Stay focused and actively participate. Raise your hand when you want to speak. Speak clearly and maintain eye contact by looking at the camera. Ask/post only class related questions and comments. Help your teacher and others in the video conference enjoy this limited time together. Your teacher will end the video conference.</p>
	<p><b>Be respectful and kind.</b> Video conferencing is like an in-person interaction. It is important to use the same behavior and courtesy you would use in the classroom. Do not take photos, screenshots, or record any video or audio from the session. Follow your school's honor code or rules regarding language, behavior, and dress. District policies regarding the use of technology apply in the virtual classroom.</p>