

ZOOM VIDEO CONFERENCING GUIDELINES

Zoom is a conferencing tool that we can use to connect with each other while you are learning from home. While using this tool we ask that you follow the guidelines below.

1. **Be prepared**

Make sure that your device is charged and you have everything you need before your scheduled Zoom Meeting time.

Sit still and quietly for a moment

Listen to the sounds around you; if you can hear noise, then there is a high chance that people in your meeting will too. Try and find a quiet place!

2.

Headphones

3. Consider using headphones so that you can hear more clearly. If your headphones also have a microphone this may make it easier for everyone to hear you.

Remember to make sure that the microphone isn't rubbing on your clothes and making a loud sound in everyone's ears.

Use a Clear Room

4. Make sure that the room you are going to film in is clear of things that might embarrass you and your family, or cause offence. Specifically, look at your walls and try to pick one that has a plain background.

Appropriate Clothes and Online Etiquette

5. Remember that you are going to be in an educational environment! Dress appropriately and act respectfully. The same rules at school apply in a video conferencing meeting. If you are continuing to not following the video conferencing rules, your teacher will remove you from the meeting.

Raise your Hand

6. Just like at school, you need to raise your hand to talk. Video conferencing can be tricky when too many people talk at once so please be respectful and wait to be invited to speak.

Mute your microphone

7. Please make sure that your microphone is muted when you enter a Zoom meeting. The teacher will unmute you when it is time to talk.

Time is key!

8. Make sure you are on time for your video conference meetings