

## Distance Learning Etiquette for Online Meetings:

1. Be online and ready for any face-to-face meetings 5 minutes prior to the scheduled meeting time.
2. Dress appropriately. Teachers will be having live video sessions with their classes, small groups, or individuals.
3. Think about your background. Make sure you are in a clean area free from distractions.
4. Adjust your lighting. Don't sit directly in front or beside a bright light source, or else all everyone sees is a bright light and a shadow. Your teachers want to see your bright, smiley faces on the screen!
5. Think about your actions on camera. Remember that everyone can see you. Try to stay still and be attentive.
6. When you are speaking, let others know that you are finished by saying something like, "That's all", or "I'm done", or "Thank you", so that everyone knows you have finished your comments.
7. No noise. Please be in an area where there isn't a television, radio, or sound that could be distracting to the rest of the group. For the most part, your teacher will have everyone muted as they present. Keep this in mind during any question/answer time.