

## MHS Digital Agency Guidelines

### Zoom/Google Hangout Distance Learning 2020-21

1. All students participating in a Zoom class must have their video on and be visible while in the Zoom waiting room. Once your teacher has admitted you into a Zoom class, they will advise you of their video on/off policy.
2. Students must log into Zoom with first and last name for attendance purposes
3. Use school appropriate language
4. Be mindful of your background
5. Dress appropriately - [MHS Dress Code](#)
6. Be present - mute your cell phone when in class, sit in a place with few distractions, use headphones when you can
7. Maintain digital respect - No recording or photographing meetings without consent, all participants should be on mute unless they are speaking as it makes it easier for people to hear
8. Honor times - Communicate with your teachers
9. Reach out to your advisory teacher, your counselor, an administrator, any of your other teachers, or Wellness Center staff if you need anything at all.