

ETIQUETTE



Online Etiquette

-During Google Meet sessions-

1. Be on time and prepared.
2. Be mentally present.
3. Use chat only for relevant questions or comments.
4. When you enter the meeting, mute yourself. Only unmute when it is your turn to talk.
5. If you can, wear headphones to hear better. Turn on the captions if you are having trouble hearing.
6. If you have a question or something to say, raise your hand, add it to the chat or click the "raise hand" icon.
7. Make sure your camera is turned on and that the lighting is good so everyone can see you.
8. Always be polite, respectful and pay attention to the speaker.
9. Don't walk around with your device. Sit and stay in one spot for the meeting.
10. Behave appropriately (words and actions) in our virtual classroom.

11. Make sure no one in your family can be seen or walk behind you. Be aware of your surroundings.
12. Make sure you are wearing school-appropriate attire.

Online Etiquette

-When emailing your teacher-

1. Be polite.
2. Use proper spelling and grammar.
3. Do not write in all caps or use too many exclamation marks.
4. Do not leave the subject line blank. Put a short description instead. For example, "question about an assignment," "a missing grade," "unit test," etc.
5. Get to the point. For example, "I am writing because...," "I was hoping you could clarify...," "Are you available for...," etc.
6. Add any relevant details. Be specific. Name the assignment you have a question about. Include the date of the assignment.
7. Be clear with what you need from the teacher.
8. Do not expect a reply immediately. Your teacher will do her best to reply quickly, but could be working with another class or responding to other emails. Also, keep in mind that teachers are available during school hours, not 24 hours a day.