The following will be applied to any online video meetings. Depending on the nature of your meeting, additional protocols may be requested by your teacher or support staff.

Before you join a Google Video Meet session

Required	**Recommended**
● Find a quiet and well lit space to work that does not have a light source behind you. ● Ensure that your mic and camera are turned on and working. ● Close all unnecessary windows or programs before sharing your screen to avoid accidentally showing sensitive emails or other information. ● Dress appropriately - you will be on video. ● Do not share Meet invitations with anyone else. ● Be on time.	● Use a headset or earphones with a mic if possible to improve audio quality. ● Avoid pointing the camera into your living room or other traffic area and have your back to a wall so that there are no background distractions. ● Open ahead of time any websites and documents that you will need for the online meeting.

During a Google Video Meet session

Required	**Recommended**
● Be respectful and use professional language and behaviour. ● Always mute your microphone if you are not speaking during the Meet. This helps ensure that whoever is talking is easily understood. ● If you need to leave the meeting for a moment or speak to someone in your room, mute your microphone and let people know in the chat that you have stepped away.	● Request a chance to speak by using the chat tool to avoid talking over others (eg. write comment in the chat box) ● Turn on the closed captioning function to assist with understanding conversations. ● When presenting indicate your pauses to let the audience know what you're doing. Sometimes it is hard to know if you have paused, or experiencing internet lag.