



LCMSD Virtual Education Online Meeting Protocols and Norms

In distance learning we want to set up supports for our virtual class meetings and when working in small groups. It will be important if holding virtual meetings with larger groups (3+) to implement these video conferencing norms to facilitate student and staff productivity.

Zoom Etiquette



BEFORE CLASS

- Designate a learning space that is as disruption free as possible
- Be aware of what is in the background, use a non-distracting virtual background if needed
- You may **only** use your LCM student email for login to virtual classes at all times
- If entering a Zoom or Google Meet, your name should present as it does according to teacher records - nicknames are not acceptable or appropriate
- Students should only use LCM email for communication with teachers and staff
- Let your family know how long you need for each class period to avoid disruptions during class

DURING CLASS

- Keep your **video on** unless you absolutely need to step away
- **Stay muted** unless your teacher otherwise directs you
- Raise your hand to share - digitally or on screen
- Be aware of equity of voice and mindful when others are presenting

AFTER CLASS

- Stay to ask additional questions with your teacher if you need more clarification
- Be sure to leave meeting and close browser
- Set up a schedule and plan to complete the tasks given prior to your next live session

PERSONAL PRESENTATION

Virtual classrooms have some similarities with the traditional setting. It is important to remember that the virtual classroom is a learning space like the traditional classroom. With this in mind, here are some things to consider when in a virtual classroom. Students should avoid:

- Inappropriate dress (e.g., revealing clothing, costume, pajamas, bathrobes, or swim attire)
- Engaging in a simultaneous activity (e.g., using a phone, reading a book)
- Interacting with persons who are not part of the class
- Leaving/pausing the camera frequently or for an extended period of time Having other persons or pets in view of the camera
- Behaving in an overtly inattentive manner

CHOICE OF LOCATION

Students should:

- Attend from a workspace (desk, table, chair)
- Find a quiet space and **use headphones** when possible
- Avoid non quiet home areas in which the activities of other residents and/or pets are potential distractions
- Avoid parks or other outdoor areas that have a high level of background noise