

Code of Conduct for Zoom Sessions

- **Be punctual and prepared.** Do your best to keep track of your meeting times by using your school agendas or iPad calendar to help you keep track of your schedule. If you are late, join the meeting and explain why at the end. When you join a meeting, you will be muted on entry—just like walking into the classroom respectfully. Zoom sessions are counted as an online classroom participation grade for each subject.
- **Be focused.** While it may not always be possible to find a completely quiet place to learn, try to find a place that will be least distracting to you and other attendees. Playing with toys, video games, and cell phones etc. are not permitted during your Zoom sessions.
- **Be seen and heard.** Unless unavailable to you, everyone should join with video and audio. Position yourself in a front-lit space so everyone can see your face. Also, stay in one place so you do not compromise your connection. Please make sure to mute your microphone when not speaking.
- **Be respectful.** Wear clothes that adhere to the school dress code. Sit or stand rather than recline on the floor, couch or beds. Be mindful of what we can see and hear in your Zoom sessions. Through everything we do, assume positive.