

Be Appropriate

- Use school appropriate language.
- Act and speak as if you were talking to your teacher in the school building.
- Consider the background of your video and make sure this is appropriate for the classroom.

Be Patient

- Wait your turn to ask questions or participate.
- Use the chat feature to post your question or response.

Be Respectful

- Respect your classmates and teachers.
- Think before you speak, act, or post.
- Find a space that is quiet to do your work, stay focused, and be prepared.

Confidentiality

- Only YOU on the camera. Don't set up your video with others around (siblings, pets, etc.). Students are encouraged to use a virtual background on Teams.
- Respect other students' privacy by refraining from picture-taking or video recording of other students or the teacher during online instruction, without permission by the teacher.

Helpful Tips

- Unless you hide your camera, everyone else can see you.
- When you first log in, please mute your microphone. (Consider using headphones!)
- Use the chat feature for classroom discussion only.
- Leave the Meet once you are finished.
- If your browser crashes or kicks you out, just rejoin at meet.google.com or copy/paste the link provided from your teacher.

Teachers:

- Consider making one meet for each class to reuse instead of multiple meets for each session.
- Make sure all students have exited the meet before you leave.
- Meetings may be recorded by the teacher to be available for students who weren't present.
- If you are creating a meet at meet.google.com make sure to share the join info with your students.
- Be aware of what tabs and windows you have open if you present your screen. Consider data privacy.
- If you are creating a Meet with appointment slots, make sure they include a Meet link. If not, edit and "Add Conferencing" to create a Meet and link after your students have chosen a slot.