

# Zoom Etiquette Guidelines for Students (part 1)

## Behavioral Expectations for Video Conferencing



### **Punctuality and preparedness is an expectation.**

Arrive at your Zoom “classroom” 2-3 minutes before class starts with all your materials ready to go. This will ease your transition into your next commitment and allow teachers to start class when the “bell rings.”

**Be at your workstation.** By now, you have had time to create a workstation in your home. You should not be learning synchronously from bed.

**Dress appropriately.** While you may not be dressing exactly as you would to attend school in person, please be sure that all of what others will see on camera is appropriate for school.

**Take care of your hunger needs before or after class.** Similar to when you are on campus, you can drink water during your class period, but there should be no eating during class.

**Turn on your video, always.** Teachers might provide flexibility with cameras as bandwidth can be impacted; however, your video needs to be on when attendance is taken.

**Mute your microphone when you are not speaking.** Imagine how chaotic and noisy it would be if everyone were speaking at once. Now imagine that coming through your own headphones. Ouch.

**Pay attention and be an active participant.** Class comes alive when everyone is engaged and participating. Work to minimize/eliminate distractions that might pull your attention away from your synchronous class. If you need to step away, privately let your teacher know, similar to what you would do in a physical classroom.

**Be respectful of your teachers and peers.** Do not take still pictures or audio or video recordings of Zoom interactions without the expressed consent of all involved parties. Be respectful of every person’s privacy.

# Zoom Etiquette Guidelines for Students (part 2)



## Best Practices for Video Conferencing

**Use a headset (headphones, earbuds, AirPods, etc.), especially in crowded or noisy places.** You will probably rely on the computer's built-in microphone for input, but you want to have the audio output coming through a personal listening device, and not the computer's speakers. This is especially true if others will be around while you are participating in the class or meeting.

**Shut down anything running on your computer that doesn't pertain to the class at hand.** This is pretty self-explanatory. It includes browser tabs you don't need open. Videoconferencing uses up a lot of resources on your computer, including your attention.

**Use an appropriate profile photo in Zoom.** The optimal choice is a nice headshot picture of yourself. If you prefer not to have your likeness appear as your profile picture, please choose a neutral (i.e. non-controversial) still picture for your profile picture. Animated GIFs are **NOT** an acceptable option.

**Use a Harker approved background.** In [this folder](#), there are approved backgrounds for you to use in an effort to reduce distractions to other learners on the videoconference. If your teacher requests that you turn off your background, please do so.

**If you cannot use virtual backgrounds, choose your location and backdrop thoughtfully.** Avoid sitting with a window behind you. Avoid having bright light behind you at all. Arrange yourself in a comfortable place where people will not be moving around behind you, there are no distracting visuals behind you, and you are sitting up, preferably with your computer staying in one place on a table or desk.