



## Online Model

### Zoom Meeting Etiquette

Thank you for following these rules. We are all in this together. Educators connecting with their students and families is paramount at this time. We are their rock and hopefully the glue that holds everything together during these challenging times. If you have any questions, feel free to reach out to us.

### Student Expectations

- **Find a Quiet Spot**

To avoid distraction for you and the others on the conference call, find a quiet spot in your house. It will be easier for classmates or teammates to hear from you and for you to hear them.

- **Be On Time**

Be on time for your zoom call. Ask your parents to log you into the call a few minutes early to make sure your device is working properly.

- **Have Materials Ready**

Be ready for your zoom meeting. Gather any materials you need ahead of time. Also, make sure you go to the bathroom beforehand. If you want to have water or snacks grab it before the zoom starts.

- **Stay in One Spot during the Zoom**

We know this seems like a great time to give your school friends a tour of your home and introduce them to your pets, but resist the urge. It's distracting to the class. So, stay put and schedule a video call with your friends later to give them the house tour.

- **Don't Use A Fun Background**

Zoom has a ton of fun backgrounds, but don't use them when you are on with your teacher or coach. It makes it very difficult for them to see you. If possible, find a spot in your house that has a simple background and has good lighting. But, don't sit in front of a window with the light streaming in behind you; that will also make it hard for people to see you.

- **Know When and How To Mute**

The mute button is your friend in zoom. When your device picks up any sound, zoom grabs your screen and puts you front and center. Turn on mute and keep it on until it is your time to speak.

- **Be Respectful**

During your zoom meetings with classmates and teachers, act like you would in your class at school.

- **Wait Your Turn**

Teachers will probably give you a signal to use, like raising your hand, if you have something to say. Use good manners by using this signal before speaking.



- **Be Presentable**

Take a few minutes to make yourself presentable. Brush your hair and teeth. Change out of your pajamas.

- **Using ZOOM tools**

Share your screen only you are invited to do so.

Do not scratch the screen or do special annotations when you are invited to do so

Only post chat messages relevant to the lessons if requested.

- **Skip virtual names or backgrounds**

Use your given names (Hebrew or English) and refrain from using virtual backgrounds or props unless you are instructed by the teacher.

### Parent Expectations

- Provide an appropriate environment within the home for virtual learning.
- Assist in ensuring student is present for Virtual Class Sessions.
- Assist in ensuring setting up on time while showing the basic tool, volume, microphone, headphones, mute and unmute.
- Communicate via email to your child’s teacher if student is ill and unable to attend class(es).
- Individual students will use individual devices. (if you have any conflict, let us know)
- Individual students in different zoom meetings will should be in different rooms.
- Students should attend Zoom Virtual Class Sessions at the appropriate times. Please, connect a few minutes before class begins.
- Students will report on time and in appropriate attire (i.e., bathrobes, swimsuits, and pajamas are not appropriate).
- Stay tuned to teachers Notifications to receive Zoom Meeting link for each session and to retrieve relevant coursework as indicated by the teacher.
- Stay informed on our Scheck Family Religious school community and Miami-Dade County Public Schools.

Student Name: \_\_\_\_\_

Parent Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Find some time to have a family conversation before school begins**  
**5 Easy-to-Follow Etiquette Rules for the Zoom Classroom**

You've had years to learn how to behave in a face-to-face classroom but what about an online classroom? Here are five easy-to-follow rules to ensure you are making the best virtual impression.

- **Clothing is NOT optional.**

Remember that, even though you may be alone at home, your teacher and classmates can SEE you! While attending class in your pajama bottoms is a tempting option, you'll want to make sure that you are presenting yourself in the best possible light at least from the waist up. Put on a clean shirt. Run a brush through your hair. Brush your teeth and put on deodorant... no, they can't smell you through the screen but that is just good common hygiene.

- **Be aware of your surroundings.**

Your teacher and classmates can also see BEHIND you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your messy bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can employ a Virtual Background to hide what you don't want seen.

- **Mute is your friend.**

Once you log in to the virtual classroom, be sure to mute your microphone (lower left-hand corner). This will help to eliminate background noise that could distract others.

- **Raise your hand and wait to be called upon.**

If you wish to speak, either physically raise your hand or use the "Raise Hand" button at the center of the bottom of your screen. Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again.

- **Use headphones with a mic.** It's easier for the class to hear from you when you need to talk if you are wearing headphones with an external microphone. Also, headphones will help you block out the distractions around you.

- **Dress the part.** While school uniforms aren't required for virtual schooling, you do want to make sure you look presentable for class. Change out of your pajamas (unless it is official pajama day), brush your hair and teeth and look presentable. Make sure any shirt you are wearing doesn't have any offensive graphics or text on it. Think about what you'd wear to school and dress accordingly.



- **Skip the virtual backgrounds.** While some programs have fun options to add a virtual background, that can be super distracting to the other students. Unless your teacher has requested it, skip it. Also, it's good to clean up your room or sit in front of a blank wall to keep the mess to a minimum.
- **Wait for your turn.** It's tough enough for teachers to manage a class when you are there in the same room. Virtual classes add a whole other challenge. Follow the teacher's instructions for volunteering and don't blurt out an answer unless you are called on. It can be a good idea to raise your hand instead of interrupting so that the teacher can finish the instructions before you jump in.
- **Remember, this is school.** While it might be exciting to see your friends (finally!), this is not the time or place to chat about Minecraft or what you had for breakfast. If your virtual classroom has a chat feature, stay out of it unless the teacher requests students use it. Chat is public to everyone in the class (including the teacher), and it can be distracting.
- **Respect your teachers!** This is the most important rule of all! Respect your teachers and all the work they have done to teach you in the virtual classroom. This might be a challenge for them too; we are all learning together. Make sure they know how much you appreciate them. The best way to do this is with good behavior in the virtual classroom (and gift cards don't hurt either!).