



VIRTUAL SCHOOL ETIQUETTE

Elmira City School District

HAVE MATERIALS READY

Be ready for your virtual classroom time. Gather any materials you need ahead of time. Also, make sure you go to the bathroom beforehand. If you want to have water, grab a bottle before the zoom starts.

STAY IN ONE SPOT DURING THE ZOOM

I 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. When your device picks up any sound, your computer grabs your screen and puts you front and center. That's great if you are answering a question or adding a comment. However, it's not so great if your brother and sister playing loudly in the next room. Turn on mute and keep it on until it is your time to speak.

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 virtual class. Ask Mom or Dad to log you into the call a few minutes early to make sure your device is working properly.

WAIT YOUR TURN

Teachers and coaches 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.

BE RESPECTFUL

During your virtual school sessions with classmates, act like you would in your class at school. If you wouldn't chew gum, crunch on snacks, or talk with your brother during a class at school, don't do it on the call.