

Videoconference Etiquette

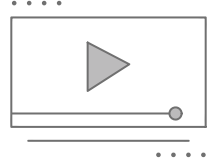
IN OUR CLASSROOM WE:

- TRY OUR BEST
- CELEBRATE EACH OTHERS SUCCESS
- RESPECT EACH OTHER
- LEARN FROM OUR MISTAKES

Do's



Mute your microphone whenever you're not speaking. Test your microphone before you video call. Introduce yourself before you talk



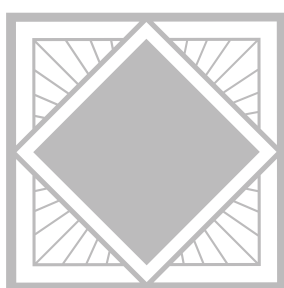
Be aware of your video settings.



Station yourself in a well lit room. Use natural light from windows or simply turn on the light. Brighten your screen too.



Wear school appropriate clothing and use school appropriate language.



Wall art or decor should be school-appropriate and your surroundings clean.

Dont's

Position your camera too low, too high or hooked onto a different monitor.

Look at yourself talking instead of looking into the camera.

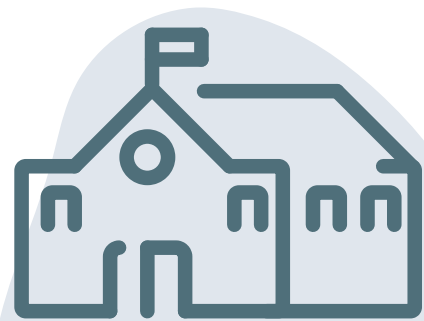
Talk quickly and quietly. It may be hard for others to hear or follow. Especially if they have a slower internet connection.

Check or read emails or peruse articles/social media while on the video call. This also includes doing additional work beyond the call.



Join

- With PBIS in mind
- On time
- Muted
- Ready to participate



Be Present

It's important to remember that video conferences are essentially in-person interactions that allow us to communicate more effectively. It's easy for other participant's to tell if you aren't fully focused and present during the video call.

SOURCE: ADAPTED FROM [HTTPS://WWW.OWLLABS.COM/BLOG/VIDEO-CONFERENCING-ETIQUETTE](https://www.owllabs.com/blog/video-conferencing-etiquette) AND [HTTPS://WWW.ENTREPRENEUR.COM/ARTICLE/238902](https://www.entrepreneur.com/article/238902)