**Zoom Classroom Rules**

1. **Be Prepared.** It’s important to have all your materials ready to go. Make sure you have the Zoom links handy and know the time of your classes. Have your classroom materials ready to go, including a sharpened pencil or pen, notebook, etc.
2. **Be On Time.** Be on time for your class meetings (or even a few minutes early). It's a good idea to test out the class link in advance of your call time, so you know that it works and your system is up and running. Print out your class schedules and post them on your wall as a reminder.
3. **Make Sure Your Video is ON.** It is important for the teachers to see you during our Zoom sessions. Meaningful learning and connections are made when we can see one another. When video remains on it promotes focus.
4. **Stay on Mute/Wait Your Turn.** Teachers will ask you to unmute to share. When done please mute so we can hear everyone else when it is their turn. You can use the “raise hand” feature to ask a question.
5. **Use Headphones.** It's easier for the class to hear from you when you need to talk if you are wearing [headphones with an external microphone](https://www.amazon.com/i39-Headphones-Microphone-Adjustable-Cellphones/dp/B07KQS84WH?tag=redtric-20). Also, headphones will help you block out the distractions around you.
6. **Find a Quiet Spot Free of Distractions.** Keep in mind that class time is class time even when you are at home. Turn off the music or the TV in the background. If you need to use the restroom, try to do that before class starts. Don't text or play on your cell phone during the class meeting.
   1. **Stay in one spot during your call.** Find a quiet spot where you will be comfortable for the whole class and make it your classroom spot. Remember, you are in class so lounging on your bed is not a good option. Sit at a desk or your kitchen table so you can have more focus.
7. **Chat Feature**. Chat feature is for everyone to see. Please use it only when teacher asks. Having side conversations can be distracting to the teacher and class.
8. **Respect.** Be respectful at all times. Use kind and appropriate language. While your video is on, no hand gestures or inappropriate language allowed.