



Remote Learning Etiquette for CMS Students

REMEMBER EVERYDAY IS A SCHOOL DAY!

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, grab a bottle before the zoom starts. Have a dedicated work space in your house.

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 Distracting 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. Please avoid zooming from the car.

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. That's great if you are answering a question or adding a comment. However, it's not so great if your siblings are 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 zoom call. Log 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. Sit up straight at a desk or table – do not zoom while sitting in bed.

Be Respectful: During your zoom meetings with classmates, act like you would in your class at school. 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.

Appropriate Communication: The chat zoom feature is for asking your teacher important clarifying questions--not for "chatting" with your classmates.

Eye Contact: Look at your teacher and classmates--they want to see your face not the top of your head. Don't use your phone during class--you wouldn't in class in-person and you shouldn't remotely.

***ALWAYS DO WHAT YOU WOULD DO IN-PERSON
WHILE LEARNING REMOTELY***