



HF-L ZOOM NETIQUETTE



Maintaining a school which provides students and staff with productive, safe, satisfying, and wholesome learning environments. The HF-L Code of Conduct (COC) applies to all learning environments, including in-person or online. (COC pg. 5)



LOGGING INTO ZOOM

Log-in at least 5 minutes before class starts. Use your first name and last initial. Attendance will be taken at the beginning of class and participation is encouraged. (COC pg. 21 & 22)



CHOOSE A LEARNING SPACE

Find a space where you can engage in the instruction. Be mindful of your environment and choose a background that will not distract you or others from learning (COC pg. 15 & 18)



DRESS FOR SUCCESS

Take care of your personal needs (appropriate dress, hygiene or eating) prior to entering the Zoom classroom. Remember, our dress code applies to online learning as well. (COC pg. 12 -15)



USE MUTE AND CHAT

Keep your audio on mute until you want to speak and then either raise your hand or use the raise hand feature on Zoom. The chatbox is used for class related discussions only. Remember there is a record kept of the chat. (COC P.15)



BE PREPARED

Have all of your needed materials (pencil, book, paper) and a headset ready prior to class starting. Using a headset is required and a microphone will help everyone hear what you have to say. (COC pg.18)



NO RECORDING OR PICTURE TAKING

Taking pictures, recording lessons or posting on social media sites is not allowed. Recording of any kind will result in disciplinary action. Any activity that is disruptive or disrespectful to the online learning environment is strictly prohibited. (COC p.9, 15 & 22)