



## Online Class Meeting Etiquette

As Grayson shifts to video conferencing and online communications for more of our instructional time, we wanted to share a list of expectations teachers and students will be expected to follow. If you have any questions about these guidelines, please don't hesitate to reach out to your teachers or the administrative team for support.

For all online classes, **teacher(s)** will:

- Begin live session meetings on time, and have all class materials, plans, and assignments posted to Google Classroom in advance of the scheduled class.
- Be dressed professionally and present from a professional setting.
- Expect students who want to speak to either use the hand icon to “raise their hands” or comment in the class chat.
- Assume that students who are logged in are focused and ready to learn.
- Understand that working from home can provide distractions that the student(s) will need to navigate.

For all online classes, **student(s)** will:

- Log into Google classroom and check your class stream for directions on assignments or links for live meetings at the appropriate time based on schedules provided.
- Be dressed appropriately for a dress-down day.
- Be seated at a table or desk with the camera facing a neutral background to minimize distraction. Toys, trinkets, and tunes are not appropriate in school. No voice changing software or disruptive noises, including high frequency sounds, will be tolerated.
- Have all materials ready before class starts, including all files shared by the teacher(s).
- Mute the microphone when not speaking.
- Only post to the group chat when relevant using professional, easy-to-understand language; do not chat 1:1 with other students.
- Focus on the lesson being presented and refrain from changing backgrounds during your class.
- Never take screenshots or pictures of teachers or students; this is an invasion of privacy.
- Use their own names as handles in all online platforms. Impersonating other students is a form of plagiarism and will be subject to Grayson's policies on academic integrity.
- Refrain from chatting offline, texting, or playing games while class is in session; no additional tabs should be open in order for students to focus fully on the class content.
- Observe normal rules in terms of politeness, respect, and appropriate language; inappropriate, offensive, or biased language, memes, or avatars are strictly forbidden.
- Acknowledge that any attempts to hack or tamper with online systems will have serious disciplinary consequences.