

# Zoom Protocol and Standards:

1. Always sign in with both your first and last name.
2. Mute your mics unless you have the floor.
3. Screen must be on during the entire Zoom session for accountability and attendance.
4. You must be in a proper work space (sitting up), with proper attire.
5. You must show you have a writing utensil and something to write on.
6. Interruptions when instruction is happening: Questions should be posted in the chat and will be addressed during a pause or at the end of class.
7. Use the reactions and symbols when asked to answer questions, show you are back from a break, finished work, etc. as requested by the teacher. (participation counts)
8. Bathroom: use the clock symbol to indicate you are using the bathroom or momentarily away from your device. Please make all "breaks" quick so as not to miss instruction.
9. Please note that the entire chat will be saved and reviewed. Please keep all chats appropriate (to everyone or privately sent). Anything considered inappropriate, dangerous, bullying/harassment, or illegal will be reported.
10. Be kind.

