

Etiquette for online meetings

Although teachers may set different rules for specific meetings, basic rules of etiquette should be practiced by all participants to guarantee a productive meeting experience. You should use only your wpsmd.org email for school related Google Meet sessions and/or Zoom meetings. If you have any questions about Google Meet or Zoom, please contact tunderkoffler@wpsmd.org.

Rules and Expectations for Google Meets and Zoom Meetings are an extension of the WPS classroom and school setting. The same rules and expectations that we have on campus for student performance and behavior apply online. Your online class is to be used only for school-related learning, interaction and discussion.

Here are some guidelines to follow during all online meetings:

- Be considerate. Give everyone a chance to contribute.
- Be polite and use appropriate language during online classes.
- Do not stare at your phone while other people are presenting or speaking.
- Turn off notifications and mute your mobile phone during online classes.
- Do not interrupt other people when they're speaking or attempt to speak over them.
- Listen carefully to your teacher and classmates.
- When there is a chat option where you can add comments, the teacher can call on students based on those comments.
- Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting.
- If the teacher provides an agenda for class, read the agenda, and come prepared with all necessary materials.
- Be attentive during your online class time. Do not multitask (checking email, texting, etc.), during the virtual meeting.
- Make sure you are in a quiet area, free from unnecessary distractions during online classes.

Please remember that the Acceptable Use Policy and the Honor Code, as stated in the WPS School Handbook, apply to all school activities, whether conducted online or on campus.

When in doubt, practice common courtesy. People want to be heard, seen, and respected during an online meeting—just like they do everywhere else. Thank you for your cooperation and flexibility. Let's all work together to make our online learning experience a positive one!