Etiquette tips for Videoconferencing for Students:

Excerpt from District Policy JICL: Student Use of Information Technology:

The Merrimack School District recognizes that information technology is a tool that, when responsibly applied, enhances the classroom experience and extends learning beyond the school walls. With information technology saturating nearly every aspect of our lives, it is incumbent upon the District to provide the members of the school community with an understanding of what the District considers to be appropriate use of information technology by students.

Etiquette for ZOOM or other Videoconferencing Sessions

Teachers will start Zoom sessions with reminders about how the session will run and how to best participate. These videoconferencing sessions are an opportunity to connect with your teachers and fellow students.

1. Be mindful of your location
   a. Know what is in your background or, better, **use the Desktop Application settings to set a Virtual Background**.
2. Minimize distractions
   a. Notify others in your home you will be on a Zoom meeting
   b. Stay focused on your Zoom meeting/chat
3. Use the mute feature
   a. Your teacher will probably start the meeting with all participants on mute. To talk, you can Unmute yourself. Using mute will minimize distractions from your house such as rambunctious siblings or barking dogs.
4. Think about your actions on camera
   a. Everyone can see you!
   b. Be as courteous as possible to ensure a focused learning environment for all.
5. Teachers will start Zoom lessons with reminders about how the session will run and how to best participate.

Conduct Expectations

As with all technology, your use is dependent upon your responsible use. Please remember these important considerations from the Student Technology Policy:

Conduct all school-related communication in a respectful, appropriate and responsible manner at all times. This extends to all communication, whether electronic or in print, and all representation of the school, regardless of venue or occasion.

Protect privacy of fellow students in all communications.

The use of Information Technology in the District is a right that comes with responsibility. Inappropriate use may result in the curtailment of that right. District administrators or their designees shall make all decisions regarding whether or not a user has violated these guidelines and may deny, revoke, or suspend access at any time.