



ZOOM GUIDELINES: GETTING STARTED, ETIQUETTE, & REMINDERS FOR STUDENTS

Countryside Montessori Charter School

GETTING STARTED WITH ZOOM

- Download the Zoom app via the App Store or at zoom.us onto your iPad, computer, or mobile device. Do this well before your scheduled Zoom meeting.
- Test your tech before the lesson by going to zoom.us/test.
- Have headphones or earbuds on hand for Zoom meetings.
- Teachers will post notices of Zoom meetings. You must have the **Meeting ID** and **Password** to access the meeting.
- When logging in, choose to log in with **video** and **audio**. You may have to allow Zoom access to your camera and use of internet audio.
- You may also have to click “**Start Video**” (movie camera icon) if your camera doesn’t automatically connect when you enter the session.
- Zoom looks/functions a little bit differently on each device. We recommend using iPads or computers.
- Make sure your device is charged or plugged in and charging prior to your Zoom meeting.

ZOOM ETIQUETTE

- Log on to Zoom meetings from a quiet, distraction-free environment with good lighting.
- Remember to use your headphones or earbuds.
- Zoom Meetings are for CMCS students only. Due to confidentiality, parents are prohibited from joining Zoom class lessons/sessions.
- Be dressed and ready for school when logging into Zoom meetings. Please adhere to the Dress Code policy, though uniforms are NOT required.

- We have little time together; let's try to maximize it!
- Use your first and last name when logging into Zoom meetings.
- **Keep your audio on mute** until you want to speak. We must work together to limit background noise, so we can all be heard.
- **Enable video** so that we can see you! Let's create as much "face-to face" social interaction as we can.
- You can switch from "**Speaker View**" (big window of person who is speaking) or "**Gallery View**" (tiled windows of all participants).
- When you want to speak, use the "**Raise Hand**" feature in the "**Participants**" section. Be sure to unmute yourself to talk.
- Use the "**Chat**" box to make a point or ask a question. Remember that Chat is public and may be recorded and archived.
- You can also use the "**Reactions**" buttons of "**clapping**" and "**thumbs up**" during Zoom sessions.
- Keep yourself in the field of view of the camera.
- Do not use our Zoom meeting times to talk about your specific grades - these are conversations that should happen privately, and teachers meet with you at another time to talk if you'd like. However, if you have general questions about how something will be graded, this is a GREAT time to ask, as most of your classmates are probably wondering the same thing.
- For some Zoom meetings, have a plan for taking notes (paper and pencil, digital notepad, Google doc). We may record and post these Zoom class sessions, but you should also try to capture your thoughts and questions in the moment.
- Appropriate classroom behavior is expected in our virtual classroom.

ZOOM REMINDERS

- For Zoom meetings, be in a quiet, distraction-free environment.
- Use headphones or earbuds during Zoom meetings.
- Keep your audio on mute until you want to speak.
- Enable video so that we can see you!
- Just like in the classroom, raise your hand to speak (found the Zoom window under "Participants.")
- Use the Chat box to make a point or ask a question.
- Don't talk about your grades, but DO ask questions!
- Take notes if needed.
- Appropriate classroom behavior is expected in our virtual classroom.
- Teachers will cancel the Zoom meeting immediately if they feel any conversations or images have become inappropriate.
- You are not required to wear your uniform for Zoom sessions, but should adhere to school Dress Code.