



## **Clear directions from MA STIRLING on Zoom Classes**

In regard to Zoom hui, please lay the foundations of student participation and behaviour BEFORE you start class – these rules are as follows:

- ✓ All student zoom hui are being recorded for auditing behaviour purposes – Ma Stirling will look at them randomly each day.
- ✓ All students must have cameras on at all times – be present or they will be cut off and registered not present.
- ✓ Do not play any music to disrupt the learning
- ✓ Private chat on zoom or being cheeking behind the teachers back – otherwise you will not be able to participate without a support adult during zoom
- ✓ Work hard to keep up to date otherwise you will have to give time up after school when you get back
- ✓ Be honest and hardworking and remember the others in the class that really want to learn if you don't then leave the zhui.

## **Zoom Meeting Etiquettes**

Think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. In addition, there are some additional useful tips below to observe to help ensure the meeting goes smoothly for all involved:

- Join early – up to 5 minutes before the meeting start time
- If you haven't used Zoom before clicking the link to download Zoom prior to the day of the meeting and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc.
- Have your video on unless you are experiencing connection issues
- Have a stable camera. If using phone place-it somewhere so that you are not moving with it
- Find a quiet space without interruptions / background noise
- Have a plain background – avoid backlight from bright windows
- Have good lighting on your face so you can be seen clearly
- Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.



*Good lighting, good angle, plain background*



*Poor lighting, backlit by window, busy background*

- Mute your microphone when not talking
- Try to avoid talking over / at the same time as other participants
- Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.
- Most importantly. Dress appropriately. Be presentable.

**“Being Professional isn’t Self-Importance. It’s Self-Respect!!!”**