



Video Conference Etiquette for Students and Teachers

Vaughn values mindful and respectful communication which entails listening graciously to others, valuing diverse opinions, and speaking in a way that is kind and polite. Vaughn expects both students and teachers to use proper online etiquette when participating in any video conference meeting.

Students must follow the following etiquette expectations at all times:

- 1. Set up and clear your work area**
 - Before jumping on a video conference, always ensure that your work area is clean.
- 2. Wear proper attire. Students should have hair and teeth brushed and ready to learn.**
 - Before jumping on a video conference, ensure that you are wearing proper clothing
 - Free dress is acceptable but must be appropriate, uniform can also be worn.
- 3. Background selection.**
 - Selecting a quiet and appropriate background will ensure you are not a distraction to others ability to learn. A plain light-colored uniform wall is preferred- to ensure the focus stays on you when you are speaking. You may choose an appropriate background from the video platform as long as your teacher approves it.
- 4. Ensure your technology is working properly**
 - Before jumping on a video conference, run a video or microphone test.
 - Be mindful of the position of the camera, lighting, background noise, etc.
- 5. Be respectful when speaking**
 - Use proper academic language when speaking with your teacher.
 - Speak in a way that is kind and polite.
- 6. Listen carefully video conferencing guidelines and norms**
 - The teacher will explain the norms to follow during a video conferencing including the appropriate times to ask questions.
- 7. Be mindful of your body language**
 - Show that you are engaged in the conference by using proper posture and body language because it speaks volumes about your participation.
- 8. Communicate with your teacher if you have any technical/learning issues.**
 - Check that your device is working prior to the video conference and email your teacher if you encounter any problems immediately.
 - See something, say something. If a fellow student is behaving in an inappropriate manner and interfering with your learning, let your teacher know this has happened. All students can see each other and your name will never be used as the one that reported.

Student consequences for not honoring the video conference etiquette:

First violation

- The teacher will reteach appropriate video conference etiquette.

Second violation

- The teacher contacts the parent through a phone call and notifies the administration team.

Third violation

- The teacher contacts the parent through a phone call and notifies the administration team.
- The administration team will hold a conference with the student and parent.

Teachers must model the following etiquette expectations at all times:

- 1. Set up and clear your desk**
 - Before jumping on a video conference, always ensure that your desk is clear of any personal objects that are irrelevant to the meeting.
- 2. Wear proper work attire**
 - Before jumping on a video conference, ensure that you are wearing proper work attire that is aligned with Vaughn's employee handbook.
 - Email Alexandra Simmons at asimons@myvaughncharter.com for a copy of the employee work attire.
- 3. Background selection**
 - Selecting a quiet and appropriate background- a plain light-colored uniform wall is preferred- to ensure the focus stays on you when you are presenting and or/ speaking.
- 4. Ensure your technology is working properly**
 - Before jumping on a video conference, run a video or microphone test.
 - Be mindful of the position of the camera, lighting, background noise, etc.
- 5. Have a clear agenda**
 - State the objective of the meeting and provide a clear agenda.
- 6. Provide clear guidelines for speaking and the length of the meeting**
 - At the beginning of the meeting, provide guidelines for when a student(s) may interject and/or ask questions.
 - The community circle guidelines can help set the tone, create clear expectations, and or/ norms during the meeting. In addition, most students are familiar with the guidelines if you have conducted community circles.
 - Remember this is a new platform for students so begin with light activities that allow students to explore the platform and experiment. If this opportunity is not given, you potentially will run into students doing this during your heavy academic presentations.
- 7. Do not hold one on one video conference meetings. Ensure a minimum of 3 participants per meeting (ie. Teacher + 2 Ss)**
- 8. Consult with the administration and counseling team for any support- prior to and or/ after a video conference meeting.**
- 9. Mandated Reporting- All mandated reporting requirements are in effect throughout the course of this year. Please ensure that you are following all requirements.**