

Online Meeting Etiquette

The guidelines below will help you to be successful and productive in your online meetings in Zoom or Google Meet.



ROCHESTER
COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE



Be on time

Wake up early

Log on a few minutes before class



Be Prepared

Computer is charged

Camera is on for attendance

Use headphones if you have them



Be Presentable

Follow School Dress Code

Be in camera view for attendance

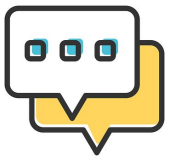
Use full name



Be a Good Listener

Mute yourself when others are speaking

Listen to what others are saying

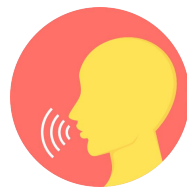


Chat Responsibly

Think before you type

Stay on topic

Type questions in chat box



Communicate

Be considerate & share the mic with others

Speak clearly

Stay on topic



Be Respectful

Show respect to all classmates and teachers

Be kind in your words and actions



Minimize Distractions

Find a quiet space

Put phone away