

Virtual Meeting Etiquette

Your teachers have put together a list of some *Do's* and *Don'ts* when it comes to virtual meetings - check out the list below:

- Come and go as you please -you do not have to come to 'Office Hours' for the entire hour—simply come during the hour at a time that is convenient for you. Since it is open to everyone with questions, please be aware that you may have to wait for your turn.
- Make sure you choose an intentional space for a virtual meeting and make sure all family members are aware of when your meeting is happening—this is important to limit distractions and noise.
- Keep your camera on so that we can see who we are interacting with.
- Keep your microphone turned off unless you are called on- when you want to ask a question, you can send us a message in chat.
- All school rules and expectations apply to our interactions via virtual meetings.
- You are NOT allowed to record video session.
- Please keep in mind that virtual schools often offer a week long orientation period to teach their students how to use their programs and to allow them to become familiar with this type of technology. Do not become frustrated if the first time you try to use it you are a bit confused—we will work together to help you!

Also, as a reminder, it may be helpful to review our district technology policies. These can be found on the Oxford Area School District website using this [link](#). When using Microsoft, Google Apps, Zoom and all other District programs, whether in or out of school, the expectation is to practice proper digital citizenship and etiquette. Please be aware that Microsoft Team and Zoom are video-conferencing tools that use the device's web-cam.