



Zoom Etiquette



Using Zoom is very easy but not many of us are quite used to video conferencing. We don't know how to act, where to look, what to wear and so forth. We've put together a helpful guide to the basics of video conferencing etiquette to accompany our 'How to Zoom' guides.

Before your Zoom meeting

Be Prepared

Make sure you arrive a little bit early for your meeting, especially if it's the first time your using Zoom. You may need to install something, update your computer or device or overcome a technical difficulty. This will ensure you are on time.

Ensure your device (laptop/mobile phone/tablet) is charged and ready to go.

Presentation

Consider your surroundings and what you are wearing. It's easy to give in to the temptation to be in your pyjama's but if you wouldn't wear them to your face-to-face class, then it's probably not a great idea to wear them to your virtual class.

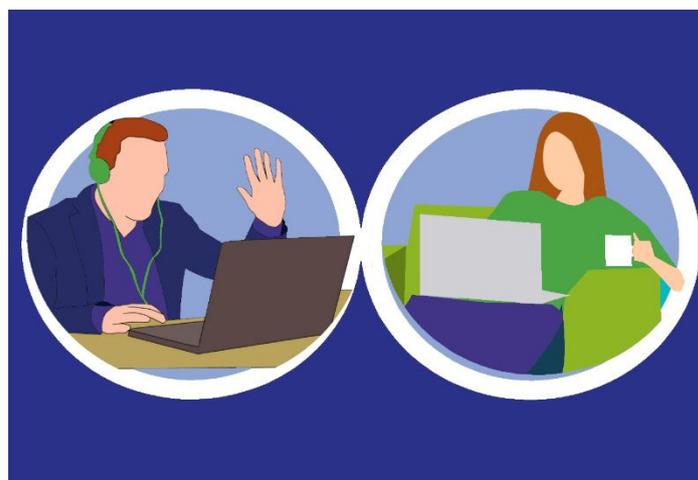
Think Position

Find a good spot in your home or outside, that is well lit. It's best not to sit directly in front or beside a bright light source or in a dimly lit area otherwise all the other participants will see is a bright light and shadowy figure or a dark screen.

Location, Location

Carefully choose where you will take part in your virtual sessions. Find somewhere that is private and you are less likely to be interrupted to avoid distraction for yourself and other participants. If you have headphones, please consider using them. This will also help protect the privacy of others participating in your meeting.

Your surroundings are on camera too, so think about your background. You can't control everything in a mobile environment, but you should give some thought to background prior to your class and be comfortable with what others can see.



During a Zoom Meeting

Mute Yourself

On entering the Meeting, you should be muted. It's best to stay muted till you need to speak, this will eliminate any ambient feedback and make it easier to hear the person speaking. Remaining on mute when you are not speaking is polite for everyone participating in the meeting. When you aren't on mute everyone can hear everything that's going on around you.



Chat Responsibly

Participate in group discussions considerately.

Be conscious of not talking over another person (speech collision – where multiple people speak at once). The use of hand signals is really effective in this setting.

Utilise the chat function to ask a question or add a comment to the discussion. You can send a message to everyone or use the drop-down option to select a participant to message privately.

If you are feeling distressed, please privately message the Host / Educators on the call for support.

Action	Meaning
Nod up and down	Yes
Nod left to right	No
Hand by Ear	Can't hear
Raise Hand	Have a comment / Would like to speak
Thumbs down	Distressed / Needing support

Conduct

Please ensure you conduct yourself in the same manner you would in a normal classroom setting, keeping in mind the College Group Agreements.

Show respect to other participants by adhering to the 'Do No Harm' Framework, this ensures the safety of each other.

It's understandable that disruptions may occur, if you need to step away or leave the meeting earlier than planned, please ensure you notify the Host/Educator by politely excusing yourself either in the video call or utilising the chat. This ensures we know that you are ok and safe.

Please refrain from eating during the Meeting. If it is unavoidable, consider turning off your video and muting your microphone. This can be very distracting to other participants and can appear disrespectful.