

Netiquette

- Never make derogatory comments toward another person in the class.
- Disagree with ideas, but do not make personal attacks.
- Challenge others with the intent of facilitating growth.
- Do not demean or embarrass others.
- Encourage others to develop and share their ideas.
- When participating in a written discussion thread, refrain from using all capital letters. It signals you are shouting.

While participating in ZOOM, please keep the following in mind:

1. Be on time.
2. Have your class materials ready.
3. Mute yourself when joining a class.
4. Have your video ON.
5. Make sure you have an appropriate virtual background.
6. If you do not use a virtual background, please stay away from personal spaces in your home (e.g. bedroom, bathroom). Living room, backyard, family room, and bonus room/den/office are suitable.
7. School dress code applies at all times. Do not show up to a Zoom meeting in a bathing suit or shirtless, etc.
8. When eating or drinking while at the computer, use the “STOP VIDEO” and MUTE at the bottom left of your screen. Stay professional.
9. If you need to walk away from the computer, please “STOP VIDEO” until you get back to your seat. The same applies on a cell phone. Movement distracts.
10. If your connectivity is poor (video is intermittent or your voice is coming in and out), try the following to improve the speed:
 - a. Close as many tabs as possible
 - b. Clear your cache [How to clear the cache](#)
 - c. Restart your computer
11. Use the “reactions” button (lower right of your toolbar) to clap or give a thumbs up when appropriate.
12. Open the **participants** tab and RAISE HAND when you have a question. “Lower” hand when your question has been answered.
13. Stay engaged. Do not distract others while the video is on. If you are a distraction, the instructor reserves the right to dismiss you from class with no re-entry for the day.