



Sunnybrook School

Zoom Etiquette



Sunnybrook is providing a Zoom Etiquette for all students to follow while they are home learning.

BEFORE CLASS:

- Dress in school uniform (dress uniform on Tuesdays for GR 1-6)
- Find a quiet, dedicated space (desk/table) to be when you are on your calls (no bed)
- Turn off all other devices to avoid distractions
- Remove toys, food, water bottles to avoid distractions
- If possible no other people in the room/ or people need to be respectful of the student and their learning environment
- Charge your iPad - have charger accessible
- Be prepared to participate- books, notes, paper, writing utensils, headphones
- Have the daily schedule accessible for reference
- Take care of your needs - finish eating, getting a drink, use the restroom
- Set yourself up for the call a little ahead of time so you are ON TIME to the meeting and in case you need time to troubleshoot issues with video and audio

JOIN CLASS:

- Place iPad on a solid surface (not your bed, couch, or lap)
- Your profile picture should be a picture of you in case your video doesn't work
- Your name should be your actual name with no additional emoji added on
- Be sure that you turn audio and video on (If you have trouble with audio, try using headphones)
- Try to adjust so that your face is in the middle of your screen image

WHILE IN CLASS:

- Sit in one place, face the middle of your screen - do not walk/move around while on a call
- Advocate for yourself. If you experience tech issues, let your teacher know but if it is a connection/internet issue please wait
- No virtual backgrounds (a blank colour is acceptable) unless allowed for a certain purpose
- Video remains on during the class
- When you're not speaking, you should mute yourself
- Only unmute when asked by teacher
- Raise your hand when you want to speak - make sure your hand is visible in the screen
- Do not draw on screen, use the white board or use chat feature
- No private chats
- No eating or drinking in class - wait for break
- Be patient - ... with yourself, teachers, and others

WHILE IN BREAKOUT ROOMS

- Conduct yourselves as if you were in class Zoom
- Follow the school essential agreement
- Be respectful to others in your group
- Complete the task that was assigned to your group

TEACHER EXPECTATIONS:

- 1) Maintain ongoing communication with parents
- 2) A schedule will be provided for students and parents
- 3) Attendance will be taken at each remote learning session
- 4) The class will begin on time
- 5) If there is a connection/internet issue please wait and the teacher will restart Zoom lesson and if the problem persists the teacher will send an email to communicate next steps

STUDENT EXPECTATIONS:

- 1) Establish daily routines for engaging in learning experiences
- 2) Identify with their parents a comfortable, quiet space in the home where they can work effectively and successfully
- 3) Have iPad charged before class
- 4) Attend ALL zoom lessons as attendance will be taken in each subject lesson
- 5) Actively participate during zoom lessons and complete assigned work
- 6) Talk to parents and teachers about any concerns or difficulties
- 7) Complete assignments with integrity and academic honesty, doing best work
- 8) Turn in all assignments and in the correct location
- 9) Meet timelines, commitments, and due dates
- 10) Use the school iPad provided
- 11) Store iPad in a common location - do not leave it lying around

PARENT EXPECTATIONS:

- 1) Maintain ongoing communication with teachers
- 2) Follow guidelines set by teachers
- 3) Assist their children in establishing a work space, and support a daily routine to facilitate effective participation in remote learning
- 4) Be mindful of your activity and privacy as it can be heard in the Zoom call
- 5) Support the teacher to ensure that learning continues
- 6) Encourage students to continue their school learning plans at home

- 7) Promote independence by not interrupting Zoom lesson - allow time for children to answer and refrain from giving them the answer
- 8) Refrain from bribery to complete work
- 9) Adult present in room to help with behaviour if needed
- 10) If parents want to conference with teacher they should arrange to do so at another time, not during class zoom times