

Video Conferencing Guidelines and Etiquette for Students

Be prepared

- Go to the bathroom
- Refill your beverages
- Take care of any personal needs so you can be 100% focused on the meeting once it begins
- Let people know you'll be in a virtual meeting

Test Your Tech

At least 15 minutes before the meeting:

- Open the app to check for any software updates
- Test call a classmate to make sure both your camera and mic are good to go
- Troubleshoot where you can and immediately alert your teacher to any problems you can't solve on your own so they can help you before the class is set to begin

Control Your Environment

Set up in an environment that:

- Is quiet and offers privacy
- Is well-lit
- Is not distracting or school inappropriate

Be on Time

- The scheduled start time is the time the meeting is set to begin **not** the time people are scheduled to arrive
- Join the meeting before the scheduled start time: 5 minutes is a good rule of thumb
- Respect the time of all meeting participants by being ready to go as soon as the meeting is scheduled to begin

Look Nice-ish

You don't need to dress up, but you certainly shouldn't dress down.

Dress as you would for any normal school day.

Treat your video meetings like school.

Don't Make Distracting Sounds

- Mute your mic when you're not speaking
- Turn off any notifications or other sounds that will detract from the meeting

Don't Carry on Side Conversations

Off-task talking isn't allowed in the physical classroom so it's not allowed in the virtual classroom either.

This includes tuning out of the meeting to talk to someone else physically sitting next to you, texting, in-app messaging, other messaging platforms, or otherwise engaging with anyone not in the virtual meeting.

Turn off all messaging apps and put your phone in a different room while in a virtual meeting

Speak Clearly and Don't Shout

- Speak clearly
- Don't shout.
 - If someone can't hear you, then adjust the level on your microphone and make sure it's not covered by your clothing or something else.

Don't Interrupt Others; Practice Step Up, Step Back

Virtual meetings and conversations follow the same conventions as physical ones:

- Don't interrupt: Wait for an opening in the conversation before putting in your two cents.
- Practice Step Up: Make verbal contributions to the meeting to keep the conversation going
- Practice Step Back: Don't dominate the conversation and give others the opportunity to be heard

Do Not Submit to Distractions

Eliminate distractions and focus on the meeting:

- Adopt a zero-tolerance policy toward sending email, texting, eating and doing anything else that pulls you away from the meeting
- Closing any running applications
- Put your phone in another room
- Do not stream music during a virtual meeting

Treat a Video Class Like a Real Class



References

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