**Zoom Classroom Etiquette and Protocol**

The same rules that apply in the regular classroom also apply in the virtual classroom. Just as in the case of a face-to-face and/or hybrid course, you are expected to log in to the Zoom classroom on time, stay for the duration of the meeting, and leave when the meeting concludes.

Zoom class meetings are **not** optional; they are an essential part of your overall course performance; late arrivals and early departures should be the exception rather than the rule, and absences will require appropriate documentation.

* Please use your legal or enrolled name for identification purposes.  Unidentified students will not be allowed in the classroom.
* For the duration of the meeting, your camera should be on, and you should be present and visible at all times. Of course, if there are technical issues with your computer or internet connection, we will have to do what we can, but I very much want to see my students when we are in class together if at all possible. The default setting for your microphone should be muted; this will reduce external noise that interferes with our in-class interaction.
* Please mute your audio until you want to speak to limit distracting background noise and be aware of others who might appear on your screen or the visible background on your camera.
* Be mindful of the profile picture and virtual background you use while on screen.  What may seem fun or interesting to you may be offensive to others.
* Please refrain from eating, chewing gum, or drinking alcoholic beverages while in class.
* Keep paper and a pen or pencil on hand to take notes
* Please avoid multitasking on your computer or handheld device, moving about to complete other tasks, or other behaviors during class time.  It is distracting and disrespectful to other students.
* Respect the privacy of your classmates and the integrity of the learning environment.  When possible, find a private space where people who are not members of the class cannot see, hear, or participate in class.  Also, remember that this a university class and sometimes the content may be unsuitable for children or others in your household.  Consider wearing headphones if privacy cannot be assured.
* Activate your microphone whenever you wish to speak. Feel free to interrupt me at any time, but be mindful about interrupting other students’ questions or comments.
* Do not share your Zoom meeting I.D. or password with anyone not enrolled in the class.
* If matters at home require your attention, please send me a private message via the Zoom chat feature or by email. Let me know if/when you need to leave, when you expect to return, or if you will not be able to return at all.