

# Online Classroom Etiquette



**Be on time.** The tutor will be in the waiting room for at least 5 minutes before the lesson starts

**Be Prepared** complete any tasks assigned to you by the tutor before the start of the lesson

**Be polite and respectful** to the tutor and your classmates

**Take part in the lesson.** Share your ideas and speak when you can or when asked. But remember only 1 person can speak at the time, so let other people take turns too!

**Do not multitask.** Focus on the class at all times

**Mute yourself** when you're not speaking. Background noise disrupts the class for everyone and we can't hear you. Choose a quiet location – away from pets, children, etc. Turn off the TV and any music. Use the mute button (or press ALT A) when you are not speaking. You can also hold the spacebar if you wish to speak for a short time.

**Treat the session as a normal classroom.** Don't walk away or hold the screen. (If you really have to take an urgent call, please leave the class and re-join our class after you complete your other call).

**Speak slowly and clearly.** Don't talk over another speaker. It is difficult when more than 1 person speaks. The teacher will ensure everyone has a turn to speak. You can use the 'raise hand' option on the zoom screen to make a comment.

**No 1-on-1 side conversations.** All discussions are meant for everyone, use the chat box if you want to say something or ask a question





- **Don't share private information** with others about yourself or others from the group in the lesson
- **Choose a plain background** (or a custom zoom background) so that you don't give away any personal information about yourself  
Zoom virtual backgrounds: <https://www.youtube.com/watch?v=3Zq-b51A3dA>
- **Safeguarding** If you are worried about something or someone else, or, if you wish to make a complaint please visit our website at: <https://creativelearninghh.wixsite.com/website/contact> for more information.
- **Only share what you need to** When you sign up for online learning consider what information you need/are happy to share. E.g. perhaps you wish to use an alternate email address. When signing up you may wish to use a nickname or omit your surname in order to protect your identity.
- **Don't post** any personal information: your address, your email, your mother's maiden name. your mobile number or your date of birth.

