

The following steps should be revisited BEFORE starting each ZOOM meeting.

1. **CHECK THE CHARGE** of your device. You will want it fully charged or plugged in before you start and **SET UP** your device so that you can be **SEEN** and **HEARD CLEARLY**. Headphones can be very helpful.
2. Make sure you have a **simple background** behind you; for example, a white wall.
3. Find a **QUIET PLACE** that has **GOOD INTERNET** and away from all **DISTRACTIONS** and **NOISES**.
4. Be on time for your ZOOM meeting.
5. Before beginning, **TELL YOUR FAMILY** that you will be going on ZOOM. Nobody else should attend the meeting but you, but an adult can be nearby in case you need help with technology.
6. Make sure you are wearing appropriate **CLOTHING**, for example, what you would wear on a mufti day. You could wear your school uniform.
7. Your teacher will let you know what **RESOURCES** you need prior to the meeting. Before your zoom meeting starts, get all your resources **ORGANISED**.
8. Using the link provided by your teacher, join the zoom meeting. You will be placed in a **WAITING ROOM** and on **MUTE**. Do not unmute yourself.
9. To show that you have something to say, you must press the **HAND UP BUTTON**. This is located at the bottom menu bar, press participants, then you will see a hand titled 'raise hand'. When your **TEACHER** says your name, they will **UNMUTE** you (see next expectations for muting).
10. You will always be muted in the chat. Please **DO NOT DISABLE THE MUTE** at any time. The classroom teacher is in charge of this and will unmute you when it is your time to speak.

School Expectations Always Apply During Your Zoom Meeting



Be Respectful

- Use respectful body language. For example, looking at the camera, sitting comfortably without moving around.
- Use kind and polite language at all times.
- Respect other people's opinions, ideas and questions by actively listening and responding to others.

Be Responsible

- Be organised and ready to learn. You may need your workbook/other resources. You need to make sure your computer is charged and that you are in an appropriate location away from all distractions.
- Follow the instructions of the teacher at all times.
- Take responsibility for your learning by trying your personal best, taking risks and asking questions.

Be Safe

- Do not share the link with anybody else.
- Let people in your house know you will be going on a ZOOM meeting with your teacher. Do this before you start. Please ask an adult to help you if you need help with your technology.

Be Resilient

- Be patient. There may be technology issues or you may have to wait a while to speak. Remember, we are all learning together.
- Making mistakes is an important part of the learning process. Don't be afraid to ask questions - ZOOM is a safe learning space for everyone.
- Approach ZOOM with a growth mindset – practice makes perfect. We will all improve with effort and guidance.