



Cubberley Middle School Online Learning Norms

Entering a Zoom Meeting

1. Make sure your screen name is your first name and last name only.
2. Arrive 2 minutes before class.
3. Once in the room, turn your camera on and type your full name (last name, first name) in the chat to timestamp your attendance. (i.e., Clevon, Brian)
4. Follow teacher directions on what features (s)he wants you to use during the meeting.
5. Select a virtual background if you do not feel comfortable showing your background. However, do not keep changing backgrounds.
6. Be dressed for school. (ie: no pajamas, etc.)
7. Use the restroom, or have a snack before or after the Zoom meeting.
8. Mute your microphone when you enter the room.

During a Zoom Meeting

1. Have your class materials next to you so you do not have to leave instruction.
2. Chat participation is at teacher discretion and should always be on topic (relevant questions/comments)
3. Do not interrupt the lesson: verbally or visually.
4. No video gaming, cell phone usage, or multi-tasking. Focus on instruction!
5. Be respectful of one another and use appropriate language online.
6. Be ready to participate and be engaged through all tasks.

Breakout Rooms

1. Take turns speaking.
2. Give your peers your full attention.
3. Give everyone a chance to participate.
4. Assist your classmates as needed.
5. Complete the task you've been assigned.