**OCCC Telecommunications Etiquette**

We understand that your class just became more challenging and somewhat problematic with everyone telecommunicating. Still, through our patience and creative processes, we can all be successful in completing your course as planned.

Many normal classroom rules will still apply to our Zoom classroom:

* Make sure you are on-time, and in class, prepared to work.
* Please test your systems out early, so we are not spending time waiting for you to figure out why your sound or video isn’t working.
* Your classroom may be set-up so you can “arrive” early and communicate with your classmates.

**OCCC Telecommunication Rules / Helpful Hints**

While you are participating in a Zoom meeting (or any other videoconferencing) and you’re at home or other location , please follow a few rules:

1. Everyone, when you are not actively talking, please mute your mics.
   1. While on mute, pressing and holding your space bar, should act as a speak button on a walkie-talkie or mobile radio.
   2. Please show respect and pay attention when someone is speaking. Your classmates will provide you the same when it is your turn to speak.
   3. At one Zoom meeting, a person couldn’t remember to mute his microphone. Every time he moved in his chair, he moved his listening/speaking device, or turned his papers in front of him his mic picked up the noise. At another meeting, a participant kept tapping their fingers on a table, causing background noise that overrode the speaker.
2. Inform your family, friends, co-workers, and yes, even pets, that you are on a “public” meeting.
   1. Small interruptions are sometimes unavoidable, but with planning, we can keep ourselves focused on the important business at hand.
3. Please use a chair.
   1. At one recent Zoom classroom meeting, a couple of people (who were together), propped themselves up in their (messy) bed for the class session!
   2. Consider this: if this is a behavior you wouldn’t, or we wouldn’t want you to reveal in class, then please refrain from it on in the virtual classroom.
4. Scrutinize what is in your background!
   1. Don’t forget we are looking into your living space. Straighten up the “visual” behind you.
   2. And if there is a window behind you, please close the blinds. Otherwise, you will look like you are an individual in the FBI Witness Protection Program.
5. Consider your camera placement, angle, and distance!
   1. If possible, get your device up high and looking slightly downward on your face.
   2. From a low, close angle, we are most likely looking up your nose.
6. Keep your camera on.
   1. We are participating in a face-to-face class, and we must witness that you are genuinely in the class.
7. Silence the alerts on your device(s) and/or close your applications altogether.
   1. All of those bells, whistles, dings, chirps, beeps, and toots drive everyone crazy and interrupt the conversation in progress.
   2. Again, we want to try to keep distractions to a minimum.

1. Please restrict your oral intake to beverages that you would partake in while you are on campus.
   1. It’s an ordinary thing for people to have coffee, juice, or water during a class.

Alcohol-- not so much!

* 1. Please don’t eat and chew while on the Zoom video session.
     1. Just like in class, we will take frequent breaks to wake-up and refresh our minds! You can snack while off-screen during a break.

1. Please remember: Our Zoom classroom may seem informal, but we want these sessions to be business as usual still.
   1. Comb your hair, wash your face, keep your shirt buttoned up, and let your dog or cat out prior to the session.
   2. Please wear clothing that would be appropriate and approved as in-class clothing.
   3. Also, if you choose to wear something “more comfortable” that is out of the camera view, please, keep it out of the camera view!

Again, we understand that our class is no longer the same face-to-face type course we love to participate in, but we do have an approved mechanism in place to help you complete your course – let’s make the best of it for everyone involved!

So when you tune into our Zoom classroom, please don’t overlook that a little preparation and netiquette can put our best foot (face) forward.

This outline and excerpts were taken from Rogue Community College Emergency Services Department and also <https://federalnewsnetwork.com/tom-temin-commentary/2020/03/rules-for-telework-zoom-meetings-no-1-no-nighties/>

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