**VIDEO CONFERENCING Etiquette**

**BE ON TIME**
Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure all tech works 5-10 minutes before the meeting.

**MUTE YOURSELF**
Mute yourself right away to eliminate background noise.

**PRESENTATION**
Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate for school.

**HEADPHONES**
Use headphones if you have them! If your headphones or earbuds have a microphone, even better!

**CHAT RESPONSIBLY**
Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly.

**SIGNALS**
Use hand signals:
- Thumbs up = yes
- Thumbs down = no
- Hard by ear = can't hear
- Raise hand = have a comment