Online Classroom Norms

Online classes are real classes! You’re following your usual schedule just like when you’re at 40 Charlton. Your teachers’ Personal Meeting IDs are their “classrooms” and it is your responsibility to show up 5 minutes ahead of time with your mic muted, ready to learn, and prepared with any needed materials.

Going to class online though requires some special classroom norms. For all of your classes, you should:

- Create a workspace for yourself, stay in one spot, and dress appropriately.
- Do not eat during class.
- Use headphones with a mic if you have them.
- Mute your mic when you enter class. This will reduce background noise.
- Keep Zoom open and do not navigate to other tabs, windows, or apps, unless directed to do so by your teacher.
- Do not use your phone unless directed to do so by your teacher.
- Do not stream music or video, unless directed to do so by your teacher; during class time you should be focused on the class’s activity.
- Use the “Raise Hand” button and always wait a beat before speaking.
- The Responsible Use Agreement that you’ve already signed applies in the online space. Most important to this is that you should not take or post photos/videos of your classmates and teacher, and you should not screenshot unless given permission by your teacher.
- In a 40 minute class you shouldn’t need to get up and leave; however, if you do, send a chat message to your teacher to ask permission.
- Take a break before your next class!