

USING ZOOM: OUR RULES at ATGPS



Have Materials Ready

Be ready for your zoom meeting. Gather any materials you need ahead of time. Also, always have a pencil and paper to hand.



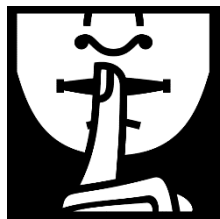
Find a Quiet Spot

To avoid distraction for you and the others on the Zoom call, find a quiet spot in your house. It will be easier for your teacher to hear from you and for you to hear them. Make sure though, that you are in a place where an adult can hear / see you.



Be On Time

Try to be on time for your zoom call. Log you into the call a few minutes early to make sure your device is working properly. You might also miss important information that you will need for the lesson if you join late. If you are late, we can't always add you to the call so you may miss it.



Know When and How To Mute

The mute button is your friend in zoom. When your device picks up any sound, zoom grabs your screen and puts you front and centre. That's great if you are answering a question. However, it's not so great if there is other background noise. Turn on mute and keep it on until it is your time to speak.



Be patient

Teachers will probably give you a signal to use, like raising your hand or using the hands up function if you have something to say or ask. Use good manners by using this signal before speaking and just wait if the teacher is talking to someone else.



Always Be Presentable

Take a few minutes to make yourself presentable. Brush your hair and teeth. Change out of your pyjamas! Please also make sure you are not eating.

Be Respectful

During your zoom meetings with classmates, act like you would in your class at school. This includes not using other devices during the sessions. We don't want to see any phones or other devices being used or any other changes to Zoom being made during the session. Please leave them in another room. Please do not use the chat or change background function in Zoom.

Respect.