

# Online Video Conferencing Etiquette

There are some important things we need to follow when video conferencing with others during this time of home learning. These will help to make sure we are prepared, we engage respectfully and responsibly, and we are keeping ourselves and others safe.

## Dress Code



Ensure you are dressed appropriately. No singlet tops or low cut tops.

## Location



Make sure you are in a common space, e.g. dining room. Please don't be online in your bedroom.

## Test Your Tech



Check to make sure your technology is working properly.

## Be On Time



Check the time of your online meeting. Make sure you are ready to go when the meeting starts.

## Presentation



Check your surroundings. Make sure there are no important documents in the background.

## Mute Your Microphone



Be sure to mute your microphone when you join the video conference.

## Participation



Be focused.  
Pay attention.  
Actively participate.

## Chat Responsibly



Raise your hand.  
Ask and post only class related questions and comments.

## Don't Share The Link



Never share the private online class meeting link with others.