

# LCA ZOOM ETIQUETTE

**FIND A QUIET SPACE:** Go to a quiet room so that we are not interrupted by background noise.

**USE YOUR OWN NAME:** When you sign on, you must use your first name as your display name.

**ARRIVE ON TIME:** We have a limited amount of time, so it is important to sign in at the scheduled time.

**COME READY TO WORK:** This is just like a class, so you should be focused and have all materials with you. Leave your phone in another room.

**PARTICIPATE ALONE:** While we love seeing your pets and your family, they are a distraction.

**STAY MUTED:** The teacher will give directions, and it is important that everyone is able to hear.

**USE HEADPHONES, IF POSSIBLE:** Using headphones helps to cut out background noise. If you don't own headphones, that's ok!

**RAISE YOUR HAND:** If you would like to ask a question or add to the discussion, raise your hand and wait to be recognized. The teacher will give everyone a turn.

**DO NOT CHANGE YOUR BACKGROUND:** Everyone is at home—it's ok if we see your dining room, living room, or bedroom.

**KEEP YOUR CAMERA ON:** Teachers miss you and like to see your face. They also like to see that you are focused on the speaker.

**BE RESPECTFUL:** This is a class, and you should act like you do at school. Use kind words, pay attention, and do not eat during your session.