

## WCCUSD Video Conferencing Do and Don't

Google Meet and Zoom are WCCUSD's official video conferencing and live streaming video services. Teachers are using video conferencing for class meetings, small group meetings and office hours.

### Do

**Do:** Follow WCCUSD [Acceptable Use Policy](#) and school policies on behavior

**Do:** Mute your microphone when entering a meeting

**Do:** Keep camera on whenever possible

**Do:** Wear appropriate school clothing

**Do:** Be mindful of your surroundings

**Do:** Use headphones if you have them available

**Do:** Know your teacher may assign a moderator, note taker or time keeper to help track the meeting content

**Do:** Greet people as you enter the meeting and say goodbye and thank you when leaving

**Do:** Enter the meetings with the link and password provided

**Do:** Be a good digital citizen and practice good social skills

**Do:** Wait for instructions from your teacher to enable your video

**Do:** Use the raise your hand function in Zoom to ask a question or speak

**Do:** Ask your teacher how the chat is to be used during the class

**Do:** Keep an open line of communication with your teacher.

### Don't

**Don't:** Use any devices or means to record, video, capture or distribute the content of the meeting.

**Don't:** Be a bully or participate in cyberbullying

**Don't:** Use or participate in any discriminatory behaviour

**Don't:** Have distracting or inappropriate background that is visible to others

**Don't:** Participate in meetings outdoors as the wind and other factors can cause distraction or make it hard for others to hear

**Don't:** Leave the meeting after your teacher

**Don't:** Re-enter a meeting during non class time

## **TIPS**

It's best to enter meetings with the links provided on your chromebook or cellphone. Calling into meetings should be a last resort as it does not allow for identification of the person in the conference.

Having a clean, uninteresting background ensures everyone can remain focused on the meeting.

[Distance Learning Norms for families and students](#)