



# --CODE OF THE CASTLE-- A KNIGHT'S GUIDE TO BASIC ETIQUETTE FOR AN ONLINE CLASS



Being part of a virtual classroom is much like being in the regular classroom. The same rules apply. You'll treat your online classroom much like you would in your in-person classroom.

Be ready to learn. Please show up on time at the scheduled time.

Maintain RESPECT in both speaking and writing.

Consider your appearance. Follow the school dress code.

Respect fellow learners, teachers, and staff.

Keep other devices off during class.

Make sure you are muted when you join the meeting. Stay on mute unless otherwise instructed. Please click the raise hand button (if your teacher has this feature), or raise your actual hand if you would like to contribute.

The video needs to remain ON to promote focus. Eye contact should be maintained.

Consider your surroundings. A blank wall is a great background.

Join in the conversation. Use chat features, appropriately, to ask questions or get clarification.

Refrain from chewing gum or eating in front of the camera.

If you have headphones, use them. This will help focus and block out distractions.

When you're feeling frustrated or overwhelmed, take a beat and breath. This is not easy.