



Google Meet Etiquette



As soon as you join:

- Mute your mic and turn off your camera
- Use the Chat on the right column to ask a question or respond. Please don't use the "Chat" to socialize. It should be used as if you were raising your hand in class.
- Teachers may record the session. Please behave appropriately.

Other Expectations/ Recommendations

- Please set up or use a dedicated workstation to avoid distractions, to make your experience as beneficial as possible and to avoid embarrassing situation
- Please be sure to log in 5-10 minutes before the online meeting starts to make sure you have all of the [technical requirements set up](#).
- Notify the host if something is not working either at the beginning or during the meeting.
- If you aren't "camera-ready," you can turn off your camera and your profile image will show up.
- Please be sure that your profile image is appropriate (Would I be ok if my grandma saw this?).
- Please dress appropriately (Is it appropriate to wear to school?).
- The host/teacher can also mute anyone, but participant/students will have to manually unmute their mic to talk.
- If you have a question that you'd like to ask, please type your question into the chat box and the teacher will answer it when they are able.
- If appropriate, please ask for permission to present your screen to the group.
- Please avoid doing other things while in a Google Meet.
- Expect that all Google Meet sessions may be recorded. **Only teachers are allowed to record the session.** After they have done so, they may upload it to Google Classroom for educational use.