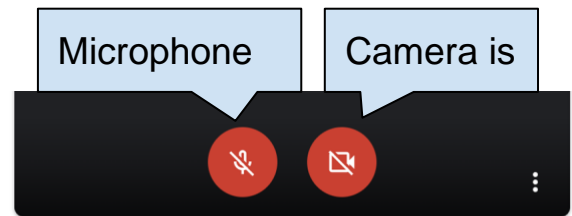


Google Meet Etiquette Guide for Students

Prior to the Meet

1. Dress appropriately.
2. Adjust your workspace.
 - Find a quiet space with a work/school appropriate background.
3. Set up your computer.
 - You may also want a notebook, pen/pencil on hand for meeting notes.
4. Join the meeting on time or a few minutes early.
 - Go to [Meet.google.com](https://meet.google.com)
 - Enter the meeting code or nickname provided by the teacher - do not share this information with others.
5. Check your camera and audio prior to joining the meeting.
 - You can use a computer's internal microphone and speakers or join and use a phone for audio.
 - You can turn off your microphone and camera prior to joining the meeting; using your webcam is optional. If it is on, Meet Members can see you/your webcam.



During the Meet

1. When you enter the Meet, mute yourself (turn off your microphone, if you have not already done so). Turn it on only when it is your turn to speak.
2. If your webcam is on, it is visible to others in the Meet. Continue to be aware of yourself and your surroundings. You can turn the camera off at any time.
3. Stay attentive. Pay attention to your teacher or other students who are speaking.
4. Is the Meet being recorded? Teachers should make students aware if they are recording the Meet - Students are NOT permitted to record audio or visual during the Meet (unless explicit permission is granted by the teacher).
5. When you have a question or something to contribute, use the chat messaging feature (click on the chat icon in top right corner, and then type in the textbox). All members can view and participate in the Chat.
6. Only one student should speak at a time - wait for your teacher to call on you. When it is your turn to speak, unmute yourself and speak up so everyone can hear you. If your webcam is on, look into the camera when you are talking.

