



Students,

I hope each of you are doing well and adjusting to Remote Learning. I miss being with all of you in our building on a regular basis!! I miss my wall being banged on as you change classes, your faces in my window if my office door is close, and those of you that drop by daily to say, "hello." I am still available to visit. You can email, call, text, or Facetime me. Let me know if you want to talk.

I would like to go over some information regarding video conferencing etiquette (aka netiquette). Below are some guidelines in regards to appropriate video conferencing netiquette.

- Be punctual – Try your best to log in 5-10 minutes before the meet-time.
- Check your camera, speakers, and microphone in advance – Most video apps have a feature for you to test your speakers and microphone. For the camera, make sure the lighting and camera angle looks correct.
- Keep your microphone on mute until it's your turn to speak – This will eliminate loud or unexpected background noises, which can be a distraction for everyone.
- Speak up when talking and use earbuds or earphones – A listening device will enhance sound quality.
- Be mindful of your background – Do not have anything distracting in your background.
- Don't interrupt others – Especially if the teacher is speaking. Instead, use the chat function or raise your hand function if/when available.
- Stay on topic – Don't post irrelevant links, comments, thoughts, or pictures.
- Display appropriate attentive behavior – Treat these video sessions like you are in the classroom. Do not lay in your bed or do other things that will distract you from the lecture and discussions. These behaviors will also distract others.
- Dress and speak professionally – MCA Casual Dress Code Guidelines apply. Don't wear or say things that you wouldn't wear or say in the classroom.
- Posting or writing appropriate comments - Don't write anything that sounds angry or sarcastic, even as a joke, because without hearing your tone of voice, your peers might not realize you're joking. Be mindful of any public comments that you post related to the assignments.

Though we are currently not on our school campus, we are still currently in session. Please be mindful that there is the potential for academic or disciplinary consequences for any inappropriate behavior. I am praying for you and am available if you need anything.

Thank you,

Mrs. Watson, Dean of Students