**OCCC Telecommunications Etiquette**

We understand that your class just became more challenging and somewhat problematic with everyone working off campus. Still, with patience, some initiative, and the use of creative processes, we can all be successful in completing the course as planned.

Many normal classroom rules will still apply to this term:

* Make sure your assigned work is completed on-time, and that you follow the course schedule and address both the work that is intriguing and the work you’d rather avoid.
* If we decide to use a Zoom format at some point, please test your systems out early, so you don’t lose time trying to figure out why your sound or video isn’t working.
* Your classroom may be set-up so you can “arrive” early and communicate with your classmates.

**OCCC Telecommunication Rules & Helpful Hints**

While you are participating in a Zoom meeting (or any other videoconferencing) and you’re at home or other location, please follow a few rules:

1. When you are not actively talking, please mute your microphone by checking that a red circle and line are through the microphone symbol in the lower left corner of your screen.
   1. While on mute, pressing and holding your space bar should act as a speak button on a walkie-talkie or mobile radio.
   2. Please show respect and pay attention when someone is speaking. Your classmates will provide you the same courtesy when it is your turn to speak.
2. Inform your family, friends, co-workers, and yes, even pets, that you are on a “public” meeting.
   1. Small interruptions are sometimes unavoidable, but with planning, we can keep ourselves focused on the important business at hand.
   2. Consider this: if this is a behavior you wouldn’t, or we wouldn’t, want you to reveal in class, then please refrain from it in the virtual classroom.
3. Scrutinize what is in your background!
   1. Don’t forget we are looking into your living space. Choose the “visual” behind you with some thought.
   2. If there is a window behind you, please close the blinds. The glare can be distracting and might make it harder to see your face.
4. Keep your camera on.
   1. We are participating in a face-to-face class, and it will feel a bit more like a real class if everyone is visible.
   2. Please try to keep distractions to a minimum both on your own end and to avoid calling everyone’s attention to what you are doing.

1. Please don’t eat during the Zoom session and have only those beverages that you would bring to class with you. (It’s an ordinary thing for people to have coffee, juice, or water during a class. Alcohol-- not so much!)
2. Please remember: Our Zoom classroom may seem informal, but we want these sessions to feel like business as usual. Please wear clothing that would be appropriate and approved as in-class clothing. If you choose to wear something “more comfortable” that is out of the camera view, please, keep it out of the camera view!

Again, we understand that our class is no longer the same face-to-face type course we love to participate in, but we do have an approved mechanism in place to help you complete your course – let’s make the best of it for everyone involved!

So when you tune into your Zoom classroom, please don’t overlook that a little preparation and netiquette can put our best foot (or face) forward.

This outline and excerpts were adapted from Rogue Community College Emergency Services Department and also <https://federalnewsnetwork.com/tom-temin-commentary/2020/03/rules-for-telework-zoom-meetings-no-1-no-nighties/>

OCCC Office of Instruction 03/27/2020