

# Zoom Guidelines

All classes will be recorded:

- for the security of the Students and the Catechists
- to track attendance
- for improvements and development
- to assist Absentees with up to two (2) make-up sessions (Requires approval of DRE).

The classes will be stored offline and kept confidential.

*All recorded classes will be deleted at the end of the year.*

## Students

- ✓ Log in with your full name on display (i.e. John Smith).  
Nicknames are not allowed.
- ✓ Log in **15 minutes** before the Session Start Time to set up your headset, camera, and microphone, and to ensure that they are working properly.
- ✓ Keep your camera on and be visible at all times during the class.  
Slow Internet Connection or other technical issues?  
*Contact your Catechist before the date of the session.*
- ✓ Keep your microphone on at all times. Find a quiet space to participate in the class. A Catechist will “mute” a Student’s microphone if appropriate (i.e. noisy background)
- ✓ Be sure that your background is appropriate. Your appearance must also be appropriate to be in front of the rest of the class. Virtual Backgrounds are acceptable if they are appropriate and do not cause a distraction. Backgrounds cannot be changed *during* class.

- ✓ Request the chance to speak by “Raising your hand” or writing in the chat area. Chat messages must always be addressed to “Everyone”. *Only one person speaks at a time.*
- ✓ Avoid private "side conversations" in the chat window during the class, as it distracts from the ongoing conversation/lesson.
- ✓ Do not watch TV or use a cell phone, laptop or other electronic device during the class unless directed by the Catechist.
- ✓ Raise your hand to go to bathroom.
- ✓ Do not eat during the class.
- ✓ Do not use or post profanity, obscenities, or insults on video or in the chat window. **Candidates that break this rule are subject to expulsion from the program.**
- ✓ Be aware that the class will be locked 5 minutes after the official Class Start Time. If you are not in class, you will be counted as absent.
- ✓ Be aware that no guests are allowed. Only students that are registered in the class can be a part of the Zoom session.
- ✓ Be aware that protocols may be added and/or adjusted as the Online Program develops throughout the year, to improve services and the safety of all the participants.