

VIRTUAL CLASSROOM RULES

Class rules are strictly enforced.

We are committed to providing a virtual environment free of distractions and conducive to learning.

For security, attendance, and documentation purposes, use your full name.

To be admitted to class, set your "screen name" to your TRUE First & Last name

Camera must be turned on and in a position that will not disrupt class.

No background distractions. *Example:* Other people in your camera, TV, etc. An empty wall is the ideal background.

Camera should be stationary. No full-body camera shots.

Avoid moving the camera unnecessarily. Turn your camera off if you need to change locations.

You must be visible during instruction, in a seated position, as if in a classroom*.

Conduct yourself as if you are in a traditional classroom.

No laying down or being in bed. No sleeping.

Do not attend class while driving or riding in a vehicle.

Always keep your mic muted.

No inappropriate background or profile pictures, logos, or sayings.

NO shirts or blouses that are low-cut or revealing. **NO inappropriate clothing.**

Dress as if you are going to work or training.

Be respectful and courteous. This is a CLASSROOM.

***Note:** There is no need to ask permission to step out of camera view. (Example: To go to the restroom). However, being out of camera view too often or for too long may be cause for removal from class.

All classrooms are monitored. Inappropriate or disruptive conduct of any kind will not be tolerated. You can be removed from class permanently.