











# ATLANTIC CITY PUBLIC SCHOOLS

## ZOOM MEETING BEST PRACTICES AND ETIQUETTE

	Be Professional	Adhere to standard, professional meeting decorum. Attendees will use language respectful of all participants.
	Turn Video On	Please be sure video camera is on and facing you (not the ceiling or other background); be present for the meeting.
	Be Attentive	Don't stare at your phone or other work while people are presenting, be attentive and present
	Refrain from Multitasking	Don't work on other tasks (like checking email or papers) during the virtual meeting. You might miss key information or an opportunity to give input.
	Be Respectful – Raise Your Hand	Do not interrupt others when they are speaking (or attempt to speak over them). If you want to speak, physically raise your hand or use the “raise hand” feature.
	Mute Yourself	Mute your microphone when you are not talking. This will help eliminate any feedback or background noise.
	Silence your phone	Turn off all notifications and make sure your cell phone is on silent.
	Professional Development Meetings Recorded	Attendees will note that all video meetings will be recorded and available to staff members.