**“Netiquette”**

**The Do’s and Don’t’s of Remote Video Learning**

**Do** stay connected to the course during the entire Zoom session.

**Do** always have video camera on so everyone is visible; turn camera off only during breaks.

**Do** mute your microphones when others are talking to eliminate background noise.

**Do** act as though you are in a real class and remember that you are always on camera; make eye contact with the camera while talking, be a good listener when others are speaking, dress appropriately, and use appropriate language.

**Don’t** eat during class unless your professor has indicated it is ok.

**Do** raise your hand if you want to speak.

**Do** ALWAYS log on prior to the beginning of class to allow time to troubleshoot potential connection issues.

**Do** contact help desk for technical difficulties at Phone 216-368-4357; Email: [help@case.edu](mailto:help@case.edu)

**Live Chat help:** <https://case.edu/utech/help>

**Do** email your professor immediately if you have technical difficulties during class.

**Don’t** allow others (visitors, family, friends or other distractions) near your work area during class.

**Do** turn off your cell phones during class. The only time it is appropriate to be on the phone is if you are talking with tech support.

**Don’t** access email, read unrelated materials or use Instant Messaging during class. Use only classroom‐ designated programs/applications during class.

**Do** let your professor know well in advance if you may need to be late or miss class or need to leave class early. Each professor has different opinions regarding class attendance so never assume your absence will be excused.

**Don’t** leave the room unless absolutely necessary, and keep your head centered in the camera at all times.

**NOTES:** No private chats will be allowed during class or seminar. This is to create a respectful, civil environment for all participants without distracting side conversations.

Remember that the Case Western Reserve University Academic Integrity Policy and the Student Code of Conduct apply to all remote learning, assignments, testing, and behavior.

Sessions may be recorded only for purposes of learning in a specific course. Downloading or replicating a recording and using it inappropriately will be addressed as a university student conduct violation.