

Zoom Meeting Security, Classroom Rules and Etiquette while Using Zoom

A. Zoom Meeting Security

1. The Zoom meeting link is not open to the public and will only be sent to student school email accounts.
2. Waiting Room: by default, the waiting room is enabled and allows teachers to control when a participant joins a meeting. Students should wait patiently for the teacher's permission to join the meeting. If a student is disconnected during the meeting, he/ she should join the meeting again. He/ she should wait patiently for the teacher's permission to join the meeting.
3. Teachers will prevent unknown participants from joining a meeting. Unknown participants will be removed from the meeting. Students should use a designated user name in Zoom (Please refer to Classroom rules and Etiquette while using Zoom below)

B. Classroom rules and Etiquette while using Zoom

To maintain quality learning in Zoom, parents are advised to supervise students to follow these guidelines:

1. Appropriate dress is required during video conference participation at all times. Wear clothes that reflect good etiquette, e.g., no pajamas or shorts. Sit or stand at a table or desk with your stationary ready.
2. Join the Zoom class according to the normal timetable (8:05-12:50). Your teacher will take attendance every lesson.
3. Students should identify themselves when entering a ZOOM meeting using their class, class number and name. (e.g. 1E 03 Ivan Tsang). Teachers will remove unidentified students.
4. Keep the camera on and show your face. Be mindful that everything in your camera frame is visible to all attendees. Avoid activities (and voices) of your family members being captured by the camera
5. Whenever you're not talking, keep your microphone muted so as not to add background noise. You can unmute your device before speaking.
6. Students should not leave the meeting without the teacher's permission. Students should also refrain from drawing on the shared screen.
7. Polite language must be used at all times. Be mindful of what you are communicating.
8. Students must not record Zoom sessions in order to protect the privacy of all participants.
9. Students should follow the above rules. Discipline and counter-measures will be applied to students who fail to follow the above rules.