

### *Zoom Etiquette Guidelines – for all ages*

1. Participants should be punctual; please join five minutes before the start time and attend until the class ends.
2. Always join the class with video ON. Be sure other participants can see your full face clearly. Since we cannot meet in person, we strive to make the best of our virtual world.
3. Keep audio on mute. Unmute only when you are required to speak.
4. Use appropriate headsets to avoid distraction to yourself and others
5. Keep your device fully charged. Use a stand/support for your device for stable video. Do not frequently move the device as it can distract the teacher and other participants.
6. Sit in a clean, proper place (study or prayer room if possible) with good lighting and minimum disturbances or distractions.
7. Chinmaya Mission is a place of learning and worship, so please dress appropriately and be presentable as you do for regular Mission activities. No pajamas!
8. Participants should come prepared, with notebooks, pencils, pens, etc. as instructed by the teacher.
9. Respect for self is respect for others. Participants should be attentive and respectful in class. Use the "raise your hand" (feature) and wait for your turn before speaking.
10. Use the chat feature as a tool to ask questions and communicate, not as a distraction.
11. Be active and refrain from multitasking while you are in the class. **Do not eat/drink or walk around, do not engage in other side conversations or activities while you are in class.**
12. For young participants (4-9), a parent's presence is required.
13. Treat these sessions with respect just like the regular onsite classes.
14. Restrict conversations to only class-content related items.

