



GOOGLE MEET/ HANGOUTS

Etiquette Guide for Students



RESPECT PRIVACY

Set up in a private space. Don't take pictures or screenshots or share/post pictures of your online class.



MUTING

When you enter the Meet/ Hangout, mute yourself (If you are already not muted.)

QUESTIONS

When you have a question, type in the textbox and wait for your teacher to call on you.



CONTRIBUTING

When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.

YOUR TURN

Wait for the teacher to call on you to unmute yourself. Only one student should contribute/talk at a time.



WHERE TO LOOK

Look into the camera when you are talking.

STAY ATTENTIVE

Pay attention to your teacher or other students who are speaking. Give them time to respond.

