

## **ISoN Remote Learning Classroom Etiquette - Cameras on Policy (Effective Immediately)**

February 18, 2022

To All ISoN Students,

Given that many courses continue to be delivered remotely at the ISON we are updating the Camera On/Off section of the Zoom etiquette guidelines to improve the remote learning experience for both instructors and students.

The expectation is that ISoN students engage and conduct themselves in classes delivered via Zoom like they would in face-to-face classes. To meet this expectation, it will require that students turn on their cameras during class interactions, in accordance with the guidelines outlined below.

### Specific Guidelines for IBL courses, Seminar Courses..

- You must have your camera on during the class.
- If during a class, you are unable to keep your camera on due to technical issues or a personal situation, inform instructor before the start of class. If this is not possible, inform the instructor privately during the class via chat. You may also choose to inform everyone in the class. In these circumstances the expectation is that students still participate actively during the class.
- If you need to attend to an urgent matter during the class, you can turn off your camera for a short period of time. For extended periods you are required to inform instructor using the chat function.
- If your camera is off, it will be considered an absence.

### Specific Guidelines for Large Lecture Courses

Unless otherwise specified by the instructor, the expectation is that cameras are on during the class.

Instructors use non-verbal cues from students to help them determine the extent to which the concepts they are aiming to transmit are being received and understood by students. When instructors have access to this type of feedback, they can adapt their teaching approach. In addition, seeing students facilitates teaching by making the experience more enjoyable and engaging. “We are more effective teachers when we see our students”.

- If an instructor uses interactive instructional methods during the lectures (e.g., breakout rooms, quizzes, polling) the expectation is that students participate in the learning activities to enhance their learning.

## General Guidelines and Recommendations for Remote Learning Activities:

- We strongly encourage you to join the zoom session 5 minutes before the start time of class to trouble shoot any technical difficulties you may encounter.
- Ensure that your display name accurately shows “First Name Last Name” as it appears on your student ID. You can also choose to include your preferred pronouns. *Note you can change your name by clicking on your own icon and using the rename function.*
- If possible, find a quiet spot free of interruptions and background noise.
- You may wish to change your background image or blur your background image for privacy. Blurring your background image can be done by following the steps below:
  1. Sign in to the [Zoom desktop client](#).
  2. Click your profile picture, then click Settings.
  3. Select “Backgrounds & Filters”.  
Note: If you do not have the Virtual Background tab and you have enabled it on the web portal, sign out of the Zoom desktop client and sign in again.
  4. Click the Blur option.  
Your background will become blurred behind you, obscuring your surroundings.
- Keep your microphone off when not speaking to prevent background noise.
- Instructors will provide students with instructions regarding class engagement. (e.g. use of chat function, raising of hands, muting of microphone)

### To use the Chat Function:

- Click the chat bubble to ask questions and share comments.
  - You can chat with everyone in the meeting or to an individual.
  - Note that all chats are saved on the cloud and can be seen by instructor.
- Students will be informed if a session is being recorded. Students are not permitted to record a session.
  - At the end of the session, click **Leave Meeting**.