

Before the event



1

We check our equipment

We make sure in advance that our equipment runs without a hitch (for instance in a Lernwerkstatt test meeting: www.lwo.ch/zoom-testmeeting).

2



We get prepared

We keep the course-related documents, both electronically and in printed form, as well as all teaching documents and materials handy.



3

We are always punctual

We arrive at the Zoom room on time. The same goes for our return after recess.

4



We show who we are

We attend the event with our webcam on, and our name as it appears on the screen is our real first and last name.

Netiquette
for virtual events

During the event

5



We use the mike to make a point

We only turn on the microphone when we have something to say, to keep the background noise down.



We play an active part

We speak up and share our thoughts with the class.



We show appropriate behaviour

Online, we show just as much courtesy as we do in the real-life classroom, attending the event sitting or standing.



We respect other people's privacy

We refrain, without the prior consent of everyone attending, from recording and making screenshots of the event and its chats. The same goes for our mobile phones or other recording devices. The events are confidential and we make sure that no third parties can eavesdrop on them.