

# DO'S AND DON'TS

## zoom MEETINGS AT FSU

As you start a new semester, consider setting Zoom ground rules with your students and make sure everyone understands what lines should not be crossed. Use the Zoom meeting etiquette guidelines below to help navigate the virtual classroom.



### Acceptable Behaviors

The following list is the basis for appropriate behavior for both faculty and students during a Zoom course meeting. Feel free to add or subtract to fit your meeting's needs.

- Make sure your full name shows in your Zoom window
- Be aware of your background, lighting and noise
- Use an appropriate background
- Be on time
- Dress appropriately
- Pay attention
- Limit distractions
- Mute your microphone if you are not talking
- Only post chat messages relevant to the lessons
- Use the "Raise Hand" feature to ask a question



### Negotiable Behaviors

Consider and inform students of your stance on the following items as a starting point for running your Zoom courses and meetings to ensure minimal disruptions and maximum inclusivity.

- Cameras on or off
- Mute or unmute microphones
- Address how a student should answer or ask a question
- Policy on screenshots, cellphone pictures or recording
- Policy on how the chat is used
- Policy on screen sharing
- Phone use during class
- Expectations for eating and drinking during class
- Profanity or inappropriate language policy
- Parameters for removing disruptive participants from a Zoom session (e.g., interrupting speaker, sharing screen when not asked, inappropriate Zoom backgrounds)



### Unacceptable Behaviors

The following behavior is considered disruptive or obstructs student learning, instruction, research or other university operations during a Zoom meeting.

#### When to report a situation to report.fsu.edu

- Inappropriate language or images are presented
- An [FSU Student Conduct Code](#) violation occurs
- Information security and privacy violations occur
- Compliance and ethics concerns occur
- Legal concerns not associated with the police occur



### When to Call FSU Police During a Zoom Meeting

Emergency: 911

Non-Emergency: 850-644-1234

- Threat to human life or safety
- Threat to property
- Threatening language or hate speech
- Zoom bombing
- Stalking behavior
- Medical emergency
- Fire or hazardous material spill
- Suspicion of child abuse or domestic violence
- Witness a Zoom member in a car crash or other emergency
- Witness other crimes