

### **Virtual 5 Hour Class Etiquette And Disclaimer:**

We ask that you observe the following online group norms:

- You will need a mobile phone, tablet or computer with working sound and video to attend this course.
- You must send a photo/copy of your learner's permit to [info@bellautoschool.com](mailto:info@bellautoschool.com) prior to the class. We need this so we can identify you, ensure that you are eligible to take the course and record your information as listed on the permit. If you do not send your permit, we will be unable to complete your certificate.
- Do not send out the Zoom meeting link, password, meeting id, and anything contained in this email to anyone.
- If you are not pre-registered for the class, you will not be admitted.
- Please log in at least 5-10 minutes early to check and troubleshoot technology issues.
- You must ensure your screen name appears as the name consistent with your registration.

you may click the ... (three dots) on the top right of your picture and select to update the name. Participants will only be admitted once the registration name is confirmed by the host.

- Please keep your video on for the entire session in order to receive full credit for participation.
- Please mute when you are not speaking to avoid background noise.
- Set yourself up in a quiet, private space, without distractions to the best of your ability.
- Please remain fully present throughout the session and refrain from doing other activities (checking phone, email, internet surfing, laundry, cooking, etc)
- Think about who might interrupt and kindly ask if they could allow you the space for meaningful participation during the hour, if possible!
- Please keep all questions and comments focused on the topic and appropriate for the learning environment.
- During breaks you may keep your camera and mic off - please remain logged in for easy access to return to the virtual classroom.
- All of the same confidentiality expectations apply to online sessions as with in-person ones.

### **Important:**

- Failure to comply with the virtual classroom expectations may result in ineligibility to receive full credit or certificate.
- Failure to comply with appropriate etiquette may result in a formal report to Zoom.us.

Bell Auto School

[www.bellautoschool.com](http://www.bellautoschool.com)

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