



## ELC of Brevard County: Zoom Policies

The Early Learning Coalition of Brevard County will now be offering virtual trainings via the Zoom platform.

Please read carefully, these policies are effective immediately and apply to all who are enrolled in virtual instructor-led trainings.

**NOTE:** Instructor-led trainings via Zoom (including video, audio, and chat text) **may be recorded**.

**Participation:** is required in all ELC trainings, activities/discussions. Examples include: breakout rooms, surveys, chat responses. Arrivals after 15 minutes of start time will not be admitted.

Safety is always first. Please do not log-in to zoom instructor-led trainings while driving or engaging in an activity that requires your full attention.

**Sign in is required:** your full first name and last name in the chat box. This is the official attendance record for all trainings. Stay focused as engagement in training activities is expected. Close any apps on your device that are not relevant and turn off notifications.

**Respectful behavior:** Consider Zoom as a professional environment, and act like you are at a face-to-face training, even when you're typing in the chat. Be mindful of your surroundings and dress appropriately.

**Respect of and for others:** is expected of everyone attending virtual trainings. This is to include any inappropriate or disrespectful behavior directed toward the instructor/s and/or any participant in the training. This is to include taking pictures and or recordings of someone else without their consent. Any participant engaging in inappropriate or disrespectful behavior will be immediately removed from the training and could be dismissed from attending any future training offered by the Coalition or partnering agencies.

### **Video:**

**Keep your video/camera on:** during the course. It is helpful to be able to see one another, just as in a face-to-face training. **THIS IS REQUIRED FOR TRAINING CREDIT.**

### **Audio:**

**Mute your microphone:** when you are not talking. This helps eliminate background noise.

Use of a headset is required. If you own headphones with a microphone, please use it. This improves audio quality. Select a quiet, distraction free place while participating. Turn off any music, videos, etc. in the background. Use the chat feature for questions and comments that are relevant to the training.

**Technology Issues:** Log-in approximately 5 minutes early to test your audio/video and internet connection. If you should experience technical issues during a training, alert your instructor in the chat box (if possible). If you are unable to attend the training due to technical issues, send your instructor an email. The instructor will reply after the training.