Online Transition – Spring 2020
Syllabus Addendum: Zoom Policies

The Kansas State University Student Code of Conduct applies to online behavior as well as in-person or classroom behavior. You are expected to be professional and respectful when attending class on Zoom. The following are class policies for our meetings with Zoom. Please read carefully, these policies are effective immediately and apply for the remainder of the semester. All students are expected to adhere to the policies.

NOTE: Class meetings on Zoom (including video, audio, and chat text) will be recorded.

Violations are subject to the K-State Student Code of Conduct and will be adjudicated accordingly.

GENERAL

● LOG in with your full first name and last name as listed on the class roster. Do not use a nickname or other pseudonym when you log in. (It makes it impossible to know who is in attendance. Using your full name, quickly sorts student into their groups when needed). Users who do not provide their full names will NOT be admitted to class.
  ○ Exceptions
    ■ Since enrolling in the class, some students have changed their names to better reflect their gender identity. If you currently use a different name than what is listed on the official roster, please send me a private Canvas message so I can note this on my roster. Then you can use your current name on Zoom! (If you would like to change your name officially with KSU, please visit this link).
    ■ If you do not have access to a computer or smartphone with internet access, call into class from a phone line. This is not optimal; please try to locate an internet-enabled device to use for class.
  ● Stay focused. Please stay engaged in class activities. Close any apps on your device that are not relevant and turn off notifications.
  ● Need technical help? Contact the IT Help Desk at helpdesk@k-state.edu or 785-532-7722.

VIDEO

● Turn on your video when possible. It is helpful to be able to see each other, just as in an in-person class.
  ○ Exceptions
    ■ If you have limited internet bandwidth or no webcam, it is ok to not use video. If you’re unable to find an environment without a lot of visual distractions, it is also ok to turn off your video.
  ● Keep it clean. Don’t share anything you wouldn’t put up on the projector in class!

AUDIO

● Mute your microphone when you are not talking. This helps eliminate background noise.
● Use a headset when possible. If you own headphones with a microphone, please use them. This improves audio quality.
• **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background.

**CHAT**

• **Stay on topic.** Use the chat window for questions and comments that are **relevant to class**. The chat window is *not* a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students’ real questions/concerns about the course.

• **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a **professional environment**, and act like you’re at a job interview, even when you’re typing in the chat.