

VIRTUAL GATHERINGS GUIDELINES

1. Click on the meeting link that catechist/youth minister sends or posts.
2. When your catechist/youth minister joins the meeting, the virtual room will pop up. You will be admitted to the room.
3. You will join the meeting but sound will be muted until opened.
4. If you are invited to speak, a message may or may not pop up. If it does not pop up, click the **Unmute Myself** button.
5. Use only your first name on the screen. This screen name must be the same as your name that was entered on the Program registration form.
6. Under no circumstances are you allowed to use your own photos, other student's photos, web images or memes of any kind as your background.
7. If you attend a virtual gathering, you need to be present and visible. You may not use a blank screen or a picture of yourself. You need to be visible from at least your eyes and above.
8. Private chats or texts are not allowed during the virtual meeting. You must maintain full attention during the meeting.
9. You must have everything necessary and be ready at the start of the meeting (paper, pencil, textbook).
10. You may not take screen shots during the meeting.
11. You may not wear a hat or hoodie during the meeting. Clothes may be casual, but you may not wear pajamas.
12. You must sit in an appropriate location.
13. You must remain seated during instruction; do not get up and walk around the room.
14. All rules of appropriate classroom behavior apply.
15. Program managers, catechists/youth ministers, and/or parish administration shall have the final say as to appropriate behavior and appearance during distance learning.