

ISM Etiquette

- ISM is NOT social media and should not be used as such!
- When you see a new post or activity, **thumbs up the post** by clicking the little thumbs up icon under the post, or comment on the post. This lets us know you have seen it and is a very important step.
- Respond and engage in all forum posts and any other group activities.
- Use ISM Go to message teachers directly.
- While we are doing NTI schooling at home on ISM, check the pages EVERY DAY. When we return to learning in the building, be sure to check ISM at least ONCE A WEEK and at your teacher's request.

Video Calls

- **DO NOT place a video call** while waiting for a scheduled teacher call. If you do, click the red phone at the bottom to end the call. Do not just 'X' out of the call. You HAVE to end it by clicking the red phone icon.
- When a teacher has scheduled a video call, simply wait with the specific group page open on ISM Go. When the call comes through, it will have a little dark grey bar that says "Jane Smith started a video call. Join Call Now." You will click on the words that say, "Join Call Now" and immediately mute your mic.
- Microphone needs to be on mute (microphone icon will be at the bottom of video call screen during a video call). Click the mute button as soon as you show up on the video call. Hover your mouse at the bottom of the call and a microphone icon will appear.
- Don't eat while on a video call.
- To show professionalism, please sit at a table while on a call.
- Follow school dress code.
- Don't multitask with other tabs or devices – be fully focused on the caller.
- Don't turn your camera off and on.
- Be mindful of camera positioning – we want to see your face, not just your forehead.
- Don't interrupt classmates or teachers, raise your hand to signal to the caller when you have something to say.