

# JCU Student Netiquette: Using Collaborate

We all expect respect



Wear what you would for class



Remove or silence all distractions



Sit in a well-lit space and be mindful of your background



Be on time, be prepared



Use earphones with a microphone



Say Hi when you arrive



Mute your microphone when not speaking



Turn your camera on/off as needed



Use the 'raise hand' feature when you have a question or wish to talk



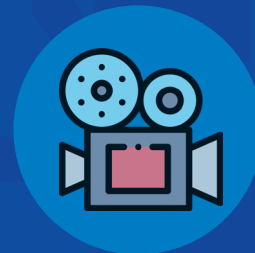
Use the 'chat' function to ask or answer a question



Make room for everyone to have a chance to speak



Use the same professional language you would in a F2F class



Remember your classes are being recorded



Be patient, be kind, be respectful



All students must adhere to the JCU student code of conduct