

# Skyhawk A.I.R During Virtual Class Meetings

## Accountability, Integrity, Responsibility

### Be Prepared

- Be on time to your class
- Make sure your tech is working properly and ready to go
- Set up a productive work space

### Use Headphones

- Use Headphones if you have them
- This will help with background noise and help you focus

### Mute Yourself

- Be sure to mute your microphone upon entry
- Mute after you are done sharing

### Participate

- Camera On
- Listen to Others
- Ask Questions
- Be Respectful

### Presentation

- Check your surroundings before you start class
- Dress Appropriately
- Use Appropriate Language

### Chat Responsibly

- Ask and post only topic related questions and comments
- Be thoughtful with your comments
- Be Appropriate