



Child Abuse Prevention Association

Virtual Class Decorum

*Given the recent COVID-19 pandemic, CAPA transitioned to virtual Parenting Skills Training via Zoom. The following must be adhered to in the virtual classroom environment.

1. Be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are not speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.
2. Consider muting your video (also on the lower left of the screen) if you are eating, scratching, talking with someone else in the room, or anything else that might be distracting to others.
3. Close unneeded applications on your computer to keep the video optimally functioning.
4. You might want to use a headset with an external mic for best hearing and speaking capabilities.
5. When you are speaking, let others know that you are finished by saying one of these sign-offs: "That's all." "I'm done." "Thank you." So that everyone knows you have finished your comments.
6. If you want to speak, physically raise your hand or use the "raise hand" feature that is available at the bottom center of your screen.
7. You can ask questions and make comments silently if desired using the "Chat" feature (also on the bottom and center of your screen).
8. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.
9. Parents are prohibited from actively using substances or being under the influence of substances while engaging in Parent Skills Training classes.

ADDITIONAL INFORMATION- VIRTUAL CLASS DECORUM

It is important to be cognizant of the following:

- Appropriate use of the chat box
- Classroom Attire
 - Dress Code
 - Proper dress attire is always important.
- Learning Environment
 - Webcam
 - It is required that your webcam is operational and you are visible on camera during your weekly class.
 - Media distractions
 - Both television and music should not be on during class time, nor should music be listened to on your computer. Your classmates and instructors are able to hear what you are hearing and can view any distraction in the background.
- Conduct

The following items are not allowed and will not be tolerated in the classroom.

 - Alcohol
 - Smoking
- Classroom Etiquette
 - Language
 - Academic discourse is encouraged at all times, whether it is through speech, chat room, or e-mail.
 - Camera- ability to see parent in well lit room
 - In respect for your instructor and other parents, your learning space should be a well-lit, quiet room, and your camera should give full view of your face in order to engage with the others in the classroom.
 - Cell phone use in front of camera
 - Unless used for class, your cell phone should be in the off or silent position during class time. It is inappropriate to answer phone calls during class time, and especially in view of the camera. Certain instances occur when it is necessary, however. For most cases, use of a cell phone during class time is prohibited.

- Behavior
 - As in any classroom setting, appropriate behavior is expected at all times. Third party distractions take away from the classroom setting and disrupt the learning environment.

- Timeliness
 - Parents should attend class in a timely manner, as well as in completing the class. Students should not attempt to leave early unless the instructor is notified or an emergency has taken place.

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