

# Standard Operating Procedure (SOP): Virtual Classroom Behavior and Etiquette

This SOP provides comprehensive **guidelines for virtual classroom behavior and etiquette**, covering expectations for student engagement, respectful communication, appropriate use of technology, attendance and participation standards, managing distractions, privacy considerations, and instructor responsibilities. The aim is to create a positive and productive online learning environment that fosters mutual respect, active collaboration, and effective educational outcomes.

## 1. Purpose

To establish clear expectations and best practices that ensure a respectful, engaging, and effective environment in all virtual classroom sessions.

## 2. Scope

This SOP applies to all students, instructors, and teaching assistants participating in virtual classrooms hosted by the institution.

## 3. Guidelines and Standards

Category	Guideline
Student Engagement	<ul style="list-style-type: none"><li>Log in on time and remain present throughout the session.</li><li>Actively participate in discussions and activities.</li><li>Stay attentive and avoid multitasking.</li></ul>
Respectful Communication	<ul style="list-style-type: none"><li>Use polite, inclusive, and constructive language in chats, forums, and verbal discussion.</li><li>Allow others to complete their thoughts before responding.</li><li>Critique ideas, not individuals.</li></ul>
Technology Use	<ul style="list-style-type: none"><li>Test audio, video, and connectivity before the class.</li><li>Use a professional or neutral virtual background if needed.</li><li>Keep microphones muted when not speaking to avoid background noise.</li></ul>
Attendance & Participation	<ul style="list-style-type: none"><li>Adhere to class schedules and notify the instructor in advance if you cannot attend.</li><li>Respond promptly to attendance checks or polls.</li><li>Participate in breakout rooms or other group activities.</li></ul>
Managing Distractions	<ul style="list-style-type: none"><li>Join from a quiet environment and minimize background distractions.</li><li>Close unrelated tabs/programs and silence mobile devices.</li><li>Avoid eating or engaging in non-class-related activities during sessions.</li></ul>
Privacy Considerations	<ul style="list-style-type: none"><li>Do not record or share session content without instructor and peer consent.</li><li>Respect others' privacy by not taking screenshots or sharing personal information.</li><li>Ensure your video background does not reveal sensitive or private details.</li></ul>

<b>Instructor Responsibilities</b>	<ul style="list-style-type: none"> <li>• Set clear rules and expectations at the beginning of each course or session.</li> <li>• Foster an inclusive environment by encouraging participation from all students.</li> <li>• Address disruptive behavior promptly and respectfully.</li> <li>• Protect student privacy and model respectful online etiquette.</li> </ul>
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## 4. Enforcement and Accountability

- Violations of these guidelines may result in warnings, temporary removal from the session, or further disciplinary action in accordance with institutional policies.
- All participants are expected to report issues of inappropriate behavior to the instructor or designated authority.

## 5. Review and Updates

- This SOP shall be reviewed annually or as needed to incorporate new technology and feedback from participants.