



Daughters of Charity Disability Support Services

E-Hub Rules to Help Everyone have a Good Zoom Session

	<p>Virtual meetings like Zoom sessions are a great way to keep in contact with family and friends. You can join in activities with others when you cannot be in the same place as they are.</p> <p>Here are some things to remember when you are in a Zoom session.</p>
	<p>Be Respectful</p> <p>Remember everyone in a Zoom session can see and hear you when your video and microphone are turned on.</p> <p>It is important that everyone in the session is relaxed, can participate in and enjoy the Zoom Session.</p> <p>Treat everyone in the session the way you would like to be treated.</p>
	<p>Be Patient</p> <p>Sometimes things can go wrong during a session, there may be technical problems or you may have to wait for a while for everyone to join into the session.</p>



No Recording

Individuals attending Zoom sessions and anyone else do not have permission to record or take photos during the sessions.



Speaking

Raise your hand when you want to speak or ask a question

or

use the raise hand icon

When you are speaking try to look at the camera and speak up so others can hear you but be careful not to shout.

Wait until the other person is finished speaking before you speak.

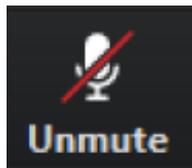
Give other people time to speak.



Pay attention

Listen to others when they are speaking.

Try not to do anything else during the session that will disturb others.



Mute your Microphone

The host may ask you to mute your microphone so there will not be too noisy.

If you cannot do this yourself ask for help.

	<p>Inappropriate behaviour or language</p> <p>If anyone's behaviour is inappropriate or offensive they will be removed from the session. If this happens a member of staff will contact them to discuss why it happened and how to avoid it happening again.</p>
	<p>Help</p> <p>If you are having problem with your technology ask someone in your house or in work to help you.</p>
  	<p>Making a complaint</p> <p>If you have a complaint about the session or have other concerns, please contact the E-Hub Coordinator</p> <p>Stephanie Lynch</p> <p>Daughters Of Charity Disability Support Services</p> <p>St. Vincent's Centre, Navan Rd Dublin 7</p> <p>087 1852257</p> <p>stephanie.lynch@docservice.ie</p>