

Student FM Etiquette

Do

Don't

- Raise your hand to ask for FM
- Carry the FM properly
- Touch the buttons only when they need to be touched
- Charge it daily
- Introduce the FM to those who are new to it
- Remind your teacher if the FM is not muted when it should be

- Yank FM off the teacher's neck
- Swing the FM
- Mess or play with the buttons
- Forget to charge it
- Assume others know how to use it
- Listen to conversations not intended for you

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Teacher FM Etiquette

Do

- Check to see if FM is on
- FM should be 6" away from your mouth
- Adjust FM (only when needed)
- Use when needed
- Mute when leaving the classroom (restroom, private conversations)

Don't

- Leave muted while giving instructions
- Have it farther away than 6"
- Fidget with FM
- Assume you talk loud enough
- Leave on during private conversations

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