



Gilman School Student Participation in Distance Learning Policy

Gilman School will be utilizing several platforms, including Zoom, Seesaw, the Google Suite, and our learning management system Canvas to conduct lessons remotely via distance learning. Students will participate virtually in their classes, communicate with classmates, teachers, and other School employees, and receive other support services they ordinarily receive from the School, including individual and group meetings with teachers and advisors, as well as other forms of academic support. Most students will have access to these platforms by using their school-issued email address. Younger students may have access through a parent's or guardian's email address. We anticipate that the majority of distance learning will take place during the school day, though acknowledge that there may be exceptions to this timeframe.

The education provided by the School through Distance Learning is considered a continuation of the School's educational program. The rules and responsibilities of the student are the same as if the student was participating in learning on-campus. Students are expected to attend scheduled online meetings in a timely manner, prepare in advance for the lesson and participate in a meaningful and respectful manner. Tests, assignments, and other assessments that may be performed will count towards a student's grade in the same manner as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in compliance with the School's rules related to cheating, plagiarism or other violations of the School's Honor Code.

The School's Student and Parent Handbook, including but not limited to the acceptable use policy, privacy policy, and other policies and procedures related to electronic communications, shall apply to your child's participation in distance-learning classes. You understand and acknowledge that all of the School's policies and procedures apply to students while participating in distance learning, you will communicate these responsibilities to your child(ren), and you will ensure that your child(ren) complies with all School policies while participating in distance learning.

Distance learning will be conducted both asynchronously and through live instruction and interactions through online platforms, which may be recorded by your child's teacher for educational purposes and may be shared with other students or employees of the School. As a result, your child's image, likeness, or voice may be recorded while he (or she, in the case of our Upper School coordination program) is participating in distance learning via Zoom. Recording of the class or other on-line interactions with a student or students may not be recorded in any manner by anyone other than a representative of the School without permission in writing from a division head or head of school. Failure to comply with this restriction may result in disciplinary action of the student regardless of who made the recording, including but not limited to removal from the School.

In limited circumstances, one-on-one video communication may take place when a group meeting or email is not sufficient. All video communications must take place during regular school hours using the online platform provided by the School and should be scheduled in advance whenever possible. These meetings will not be recorded and will take place with prior email notification to the student's parent(s)/guardian(s).

In summary,

- Classes will continue via Distance Learning on Wednesday, March 25, 2020 using Zoom, Seesaw, and Canvas, as well as other online tools. Please see our [Coronavirus \(COVID-19\) Update page](#) for more information on [Distance Learning](#).
- Policies and procedures in the Handbook continue to be in effect, including but not limited to:
 - Expectations for academic honesty, including the Honor Code as stated in each division's student handbook,
 - Acceptable use and privacy policies, and
 - Bullying and harassment policy.
- Group and one-on-one consultations will continue to occur between students and teachers, advisors, learning specialists, counselors, deans, and administrators during regular school hours.
- Teachers/Administrators may record classes (not advisory sessions or 1:1 meetings) to facilitate the review of direct instruction for students who are absent or who need reinforcement.
- Students should not record classes or meetings.

While minimal, there may be risks related to the use of online platforms. You may review the [Privacy Policy and Terms of Use for Zoom](#). [The School's privacy policy can be found here](#). It is important that parents/guardians recognize and accept those risks as we move to distance learning. Your child's participation in school starting on the first day of distance learning, Wednesday, March 25, 2020, serves as your acknowledgment and understanding of the distance learning program and agreement to the terms and conditions of the program and the obligation to comply with the policies as described in this policy.