

MARET

Addendum to Continuity of Learning (COL) Expectations

April 9, 2020

During COL, all members of our community are expected to uphold Maret's Mission and Core Values and abide by the School's Code of Conduct.

PARTICIPATION IN COL—Student responsibilities and guidelines for COL are no different than our accepted and understood campus teaching and learning expectations outlined in Maret's Responsible Use Policies, Student and Faculty Handbooks, and Code of Conduct. These expectations are summarized below:

- Be courteous to other participants.
- Be punctual.
- Speak clearly and at a regular volume.
- Avoid eating during the sessions.
- Keep body movements and distractions, including other noise, to a minimum.
- Follow your teachers' directions about muting mics and asking questions.
- "Be Present"—avoid interrupting others, having side conversations and text chats.
- Be mindful of your distance from the camera and how you are seen on screen.
- Be sure that shades/blinds/curtains behind you are closed to reduce glare.
- Be prepared by sitting at a suitable space prepared to work and avoid lounging on couches or beds.
- Avoid sitting outside to keep background noise to a minimum.
- The school dress code is in effect during all sessions.

USE OF COL PLATFORMS—Maret uses SeeSaw, PowerSchool, Zoom, Google Meet, and other online platforms/tools deemed appropriate by the School to conduct meaningful teaching and learning. COL platforms used by Maret are understood to be for school and educational use only. The use of these platforms for any other purpose without written consent by Maret School is prohibited. Failure to comply with this directive may result in disciplinary action.

COL POLICIES AND PROCEDURES—The Maret community understands and acknowledges that COL is a continuation of daily teaching and learning, not only for our faculty and students, but also for their parents and guardians. In addition to the expectations outlined above, it is critical to understand and abide by the following:

- Participants in a video conference (or any other aspect of COL) are expected to comport themselves as they would on campus. Only faculty are to initiate, record, post, and share class videos. Students should not mute and/or disconnect any participant during a session.
- As is provided during our on-campus program, advisors, teachers, learning specialists, and administrators often conduct one-to-one meetings with students when appropriate. These meetings usually entail academic and/or social-emotional support. Virtually, Maret faculty members may meet with students to discuss a range of educational, personal, and/or social development issues. Toward that end, participation in COL and its virtual one-on-one meetings constitutes acceptance of this approach and agreement to release and indemnify Maret and its faculty from any claim whatsoever in the implementation of services, including counseling and related emotional support sessions.
- Participants' images, likenesses, or voices may be recorded while using Zoom, Google Meet, or other platforms. In some cases, such as recording of synchronous teacher-led lessons, these recordings will be made available for student review.
- Without express and written permission from a Division Director or Head of School, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created through these or any other platforms. Only representatives of the School may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- Each platform that Maret employs for teaching and learning has specific user agreements. Please review these agreements.

While minimal, there may be risks related to the use of online platforms. As participants in COL, parents and guardians recognize and accept those risks. A student's participation in school activities via COL serves as a student's and parent's/guardian's acknowledgment and acceptance of Maret's COL program and adherence to all of the COL Expectations, including this addendum.