



Addendum to Technology Responsible Use Policies

This addendum is intended to supplement the Meadowbrook School's existing Technology Responsible Use Policies, in light of increased use of distance learning resources and services. This addendum is further intended to work in concert with the School's Student/Parent Handbook (the "Handbook") and should be considered an additional policy to the Handbook. The Handbook will remain in effect while students engage in the School's distance learning programs. Students and parents are therefore expected to continue to comply with all School policies and standards of academic and social behavior as stated in the Handbook and elsewhere.

The School's distance learning environment is subject to the constantly changing nature of available technology. The School strives to create a distance learning environment that is as effective and user-friendly as possible, while continuing to maintain a safe and supportive distance learning environment for students and families. All student and teacher interaction must use School approved technology tools. The School may, in its sole discretion, revise or update this Addendum, the Technology Responsible Use Policies, or any other School policies at any time.

Effective immediately, the following section is added to the School's Technology Responsible Use Policies:

Distance Learning

The School maintains a robust distance learning environment. The distance learning environment functions as an extension of the School's physical campus, and all participants are expected to conduct themselves at all times consistent with the School's policies, mission, and values.

Distance learning sessions and communications should not be considered confidential and may be recorded by the School. Recordings are for student educational purposes (ex. a student missed a class) and will be made available only in such circumstances. Students, parents and families are prohibited from (a) recording any part (including taking pictures/screen shots) of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's distance learning programs. Recordings are also considered for School use as part of the Student Media Release per the enrollment agreement.

As part of the School's distance learning environment, school faculty, advisors, coaches, and administrators may provide virtual one-on-one meetings with students as appropriate. The School may also provide one-on-one meetings with approved service providers for technical assistance, additional student learning or support services. The School will seek to limit one-on-one interactions to those necessary to support the academic and social well-being of students and families. One-on-one meetings, particularly any one-on-one counseling sessions, will not be recorded unless advance notice is given. All such interactions should take place during regular school hours.

All members of the School community are responsible for maintaining a safe distance learning environment. In that spirit, while the School will make every effort to support and ensure students' safety in the distance learning environment, students and their families must also employ appropriate safeguards and manage risks independently.