

# St. Anne's-Belfield School

## TECHNOLOGY POLICY: ALL LEARNERS

- Whether learning on campus or at home, all students must abide by BYOD guidelines and existing technology use policies in the Student and Family Handbook.
- Students wishing to use a background for Zoom meetings must select a single color or one from a menu of options provided by the School.
- Students must have cameras on at all times unless technological or other conditions make it difficult to do so. In such cases, students should email their teachers in advance of class and expect that teachers or their advisor will follow up with their parents or guardians for a discussion.
- Teachers will establish expectations around specific features in Zoom, including the chat feature, breakout rooms, and the camera. On campus and at home, students are expected to work within the norms established and communicate openly with teachers when they encounter challenges.
- Without express and written permission from the Division Head or Head of School, students may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of these platforms. Only approved representatives of the School may capture or post such content. Students may not add anyone -- including parents or tutors -- to a Zoom call or share a Zoom Link/Password. Failure to comply with this directive may result in disciplinary action.
- Students who encounter technological problems (a computer microphone or camera that is not working) should contact the IT help desk as soon as possible to resolve their issue. They should also communicate these problems to their advisor and teachers.
- Students are encouraged to take screen breaks during the school day and to limit their use of screens as they are able after school, especially in advance of bed times.