



## The Haverford School Distance Learning and Virtual Meetings Policy

The Haverford School (“THS”) will be operating in a Hybrid (in person and remote) model for the 2020-21 school year. THS will utilize Google Meets and/or Canvas Conferences to deliver live synchronous portions of classes and/or virtual live office hours. There are a number of considerations that need to be taken into account before engaging in these meetings.

Through the use of teacher-initiated Google Meets and Canvas Conferences, students may virtually participate in their classes, communicate with teachers, classmates and other THS employees, and receive the support they ordinarily receive from THS.

- Advisors, teachers, deans, and administrators may interact virtually with one or more students by way of virtual live office hours and/or one-to-one meetings with students where appropriate using Google Meets and Canvas Conferences.
- Teachers will not engage in any form of video communication with students via any personal accounts, only school-provided accounts.
- THS’ acceptable use policy and other school policies, handbooks, and norms shall apply to Haverford students’ participation in distance-learning classes.

Regular classes conducted through Google Meet or Canvas may be recorded by teachers for educational purposes and may be shared internally with other students or employees of THS. Teachers may record class sessions and make them available to students if certain criteria are met.

The main purpose of recording sessions must be educational and should add value to students’ learning. It is important to acknowledge that recording class sessions are not the *only* way that teachers can deliver instruction. Teachers must be intentional about recording class sessions and should think about purpose and privacy. When a teacher clicks "record", they must then present a privacy disclaimer to students alerting them that the meeting is being recorded and that they should turn off their cameras and/or microphones during this time if they do not want their faces or voices to be captured.

Students and parents are not permitted to record classes or capture any classroom images or audio.