

MARET

CONTINUITY OF LEARNING (COL)

Lower School Student Expectations

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](#). 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.

Zoom Etiquette

Zoom is a virtual classroom. Students should enter this space with the same level of respect and intention that they would in a classroom in our buildings. Before a Zoom session, parents should make sure that their child:

1. Is ready at the start time. (This means finding the link a few minutes before class begins.)
2. Has a screen name on their device that their teachers will recognize. This needs to be the student's first name and last initial. The child may not use symbols for letters. If students do not have their first name and last initial, they will not be permitted to enter the class.
3. Has read any announcements or directions related to the session.
4. Is sitting at a table in their study space, as if in class (with the exception of PE). Devices should not be on laps or on the floor.
5. Has all of the materials they will need at their workspace.
6. Is positioned so that their face is fully visible on the screen.
7. Has either no background or has set the Maret background before entering the class.
8. Is muted.

MARET

CONTINUITY OF LEARNING (COL)

Zoom Etiquette *(continued)*

During a Zoom session, it is important that students:

1. Keep one background throughout the class.
2. Make sure their device is still. (Devices should be propped up and not on the child's lap.)
3. Minimize body movements.
4. Refrain from making distracting facial expressions or gestures.
5. Keep their camera on for the duration of the lesson, unless they have their teacher's permission to turn it off.*
6. Stay muted unless it is their turn to speak.
7. Raise their hand to speak.
8. Refrain from eating or drinking.
9. Keep toys and/or objects unrelated to the lesson out of the work area and away from the screen; this will minimize distractions for all.
10. Not send messages via the "chat" function (unless otherwise instructed).
11. Not "write" on the screen with colors when the teacher is sharing their screen unless the child is instructed to do so.

*Teachers value seeing and hearing from students during Zoom classes. If circumstances require a regular need for students to turn off their camera, the student and teacher should discuss this together.

MARET

CONTINUITY OF LEARNING (COL)

Use of COL Platforms

Maret uses SeeSaw, PowerSchool, Zoom, Google Meet, Google Classroom, and other online platforms and 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.

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:

1. 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.
2. 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.

MARET

CONTINUITY OF LEARNING (COL)

Policies and Procedures (continued)

3. 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.
4. 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.
5. 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.