



Addendum to The Prentice School Technological Use Policies

April 1, 2020

Participation in Remote Learning

Student responsibilities and guidelines for remote learning are no different than our accepted and understood campus teaching and learning protocols. The Prentice School's Technological Use Policy and Parent Handbook remain applicable to all students and families.

Delivery of Remote Learning Platform

The school uses Google for Education, Google Meet, Powerschool, Google Classroom, and other online platforms/tools deemed appropriate to conduct meaningful teaching and learning. Administration and teachers have communicated these platforms and related specifics directly to students and families in the form of email, parent-teacher phone meetings and as links in the student daily assignments. Parents or guardians and students should continue to review their email regularly for updates to the Remote Learning Platform.

Utilization of The Prentice School's Remote Learning Platforms

Remote learning platforms utilized by The Prentice School School are understood to be for school and educational use only. The use of these platforms for any other purpose without written consent by The Prentice School School is prohibited. Failure to comply with this directive may result in disciplinary action.

Acknowledgment of Remote Learning Policies and Procedures

The Prentice School School community understands and acknowledges remote learning is a continuation of daily teaching and learning, not only for our staff and students but also for their parents and guardians. It is critical to share that platforms utilized by The Prentice School during remote learning involve the following:

- When in a video conference, members of the meeting may be asked to turn on microphones and cameras. Participants (including their image, voice, and background/surroundings) are viewable to other members of the conference.
- Participants in a video conference (or any other aspect of remote learning) are expected to conduct themselves as they would on campus. Students need not be in dress code or uniforms unless requested by the teacher. Otherwise, they should be wearing dress-down day school-appropriate attire. Similarly, backgrounds in a video recording or conference should be appropriate for sharing with the school community.



- Participants' image, likeness, or voice may be recorded while utilizing Google Meet. 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 the Director of Program or Head of School, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of these platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- A student's participation in school activities via remote learning serves as a student's and parent's or guardian's acknowledgment and acceptance of The Prentice School School's remote learning program and adherence to the full Prentice School Technological Use Policies including this addendum.