

The Siena School
Addendum to Handbook for Students and Families
Participation in Distance Learning and Online Meetings

The evolving challenges raised by the Coronavirus have resulted in the closure of schools around the country including in Maryland. In the event that The Siena School (the “**School**”) must close temporarily, the School will be providing students continued instruction and support via distance learning. The School will be utilizing a combination of online tools to conduct lessons and operations remotely and communicate during school closures: live instruction and meetings will be delivered using Zoom, a videoconferencing application; other educational materials will be delivered by a wide variety of online apps and services. Through the use of Zoom, students may virtually participate in their classes, communicate with classmates, teachers, and other School employees, and receive other support services they ordinarily receive from the School. Faculty, counselors, administrators and other staff may also have one-on-one videoconferences with students to provide academic support and/or social-emotional support in a break-out room during their regular classes, or as separately scheduled meetings. Parents and families may virtually participate in meetings and communicate with other parents, teachers, and other School employees. Students will be given access to all of these tools by using their school-issued Google Account.

The education provided by the School through distance learning is considered a continuation of the School’s educational program in the same manner as if the program was being provided on-campus. Each day of distance learning will be considered an academic day of the School’s annual calendar. The rules and responsibilities of the student and family are the same as if the student was participating in learning on-campus. Students are expected to come to class in a timely manner, prepare in advance for the lesson and participate in a meaningful and respectful manner. Tests and other assessments that may be performed will count towards a student’s grade in the same manner as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in compliance with the School’s rules related to cheating, plagiarism or other violations of the School’s policies.

The School has reviewed all applications and web services used in the coordination and delivery of distance learning against our internal standards for student data privacy. You understand and acknowledge that while minimal, there may be risks related to the use of Zoom, and you recognize and accept those risks. You further acknowledge that you have had the opportunity to review the Privacy Policy and Terms of Use for Zoom, which can be found at this URL: <https://zoom.us/privacy-and-legal>.

The School’s Handbook for Students and Families and Enrollment Contract, including but not limited to the acceptable use policy and the distance learning addendum, privacy policy, and other policies and procedures related to electronic communications, shall apply to your child’s participation in distance-learning classes via Zoom and any parent/family participation in meetings. You understand and acknowledge that all of the School’s policies and procedures apply to students while participating in distance learning, you will communicate these responsibilities to your child(ren) and you will ensure that your child(ren) complies with all School policies while participating in distance learning.

You understand and acknowledge that your child’s image, likeness, or voice; your image, likeness or voice; as well as images, individuals, conversations and other sounds in your home that are visible or audible in the background of their webcam's transmittals, may be transmitted or recorded during participation in distance learning or meetings conducted via Zoom, and you expressly consent to such transmittal and recording. From time to time, classes and meetings conducted through Zoom may be recorded by the School for educational purposes and may be shared with other students or employees of the School. Recording of classes or other online interactions with a student or students is not permitted in any manner by anyone other than a representative of the School without permission in writing from the head of school. Failure to comply with this restriction may result in disciplinary action of the student regardless of who made the recording, including but not limited to removal from the school.

You consent to all the terms herein and give your child permission to participate in the School’s distance-learning opportunities using Zoom. You acknowledge and represent that you have read this Addendum, fully understand it and agree to its provisions, on behalf of yourself, and as the parent or legal guardian of your child, on behalf of the child.