

## Acceptable Use Expectations for Technology During Remote Learning

These Acceptable Use Expectations for Technology During Remote Learning is an addendum to The Green Hedges School Acceptable Use Policy ("AUP") for technology devices and services (available on our [website](#)), which is distributed to and signed by all families at the beginning of each school year. In the event that school must be conducted remotely, the school will ask students to take their assigned school-owned iPad home with them to ensure that they have equal access to our remote learning platform and learning materials.

Important: Parents and students may not, under any circumstance, record any remote learning sessions. This is for the protection of all of our students. In addition, under no circumstance shall video, photo, or audio be recorded and/or posted to social media.

Additionally, links to Zoom meetings should never be shared outside of the school by students, parents or faculty members to ensure the safety of our students.

### General Responsibilities - Students, Families and the School

#### Students:

- Students may not, under any circumstance, record any remote learning sessions. This is for the protection of all of our students. In addition, under no circumstance shall video, photo, or audio be recorded and/or posted to social media.
- Links to Zoom meetings should never be shared outside of the school by students, parents or faculty members to ensure the safety of our students.
- Use the assigned iPad only for academic purposes
- If possible, encourage student use of their iPad in common areas of the house, not in a bedroom.
- Ideally, use a headset with a microphone, or a pair of earphones if the former is not available, whenever participating in online class meetings
- Store the iPad in a common area in the house when not in use, not in a bedroom
- Keep the iPad inside the home at all times until asked to return it to school
- Keep track of the assigned charger until asked to return it to school
- Follow all other provisions as agreed upon in the [Technology Acceptable Use Policy](#)
- Only use Zoom accounts to join scheduled meetings. Students may not make Zoom meetings with each other outside class
- Understand that your iPad activity may be monitored actively by teachers and technology staff

**Parents:**

- Parents may not, under any circumstance, record any remote learning sessions. This is for the protection of all of our students. In addition, under no circumstance shall video, photo, or audio be recorded and/or posted to social media.
- Additionally, links to Zoom meetings should never be shared outside of the school by students, parents or faculty members to ensure the safety of our students.
- Ensure that the iPad is used only for academic purposes
- Ensure that the iPad is not used by family members other than the student to whom it is assigned
- Monitor the use of the device. While the school does force all iPad traffic through a proxy filtering system, the school can not guarantee that the filter is perfect. Please monitor student activities and online behavior. Students may only use Zoom accounts to join GHS scheduled meetings
- Regulate where and when the device may be used. Even though this is a school-owned device, when it is in your home, you are in control of how it gets used:
  - Ensure that the iPad is stored in a common area in the house when not in use, not in the student's bedroom
  - Ensure that the iPad is used in a common area, not in the student's bedroom
- Follow all other provisions as agreed upon in the [Technology Acceptable Use Policy](#)
- Understand that your child's open tabs may be monitored actively by the school and will be filtered and recorded passively by the IT Department using the Lightspeed Systems Proxy server service whenever your child uses their iPad whether at school or home
- Understand that certain apps and websites used for educational purposes may record the IP address assigned to your home network, which in most cases is tied to a rough location

**The Green Hedges School's Responsibility:**

- Links to Zoom meetings should never be shared outside of the school by students, parents or faculty members to ensure the safety of our students.
- Supply an iPad and charger for students to use in the event of prolonged school closure for ages 5 and above.
- Provide basic passive category-based Internet filtering services and web history monitoring via Lightspeed Systems Proxy server.
- Provide remote tech support for students, to the extent possible, when issues arise with the iPad. See below for details on reaching the school's tech support personnel.
- Retain records of which Chromebooks were distributed to students for use at home

## **Grade-Specific Student and Family Responsibilities**

### **Montessori Ages 3 and 4 Student and Family Responsibilities**

Teachers will provide appropriate activities for students and their families. These will be posted on the password-protected [Haiku Learning/Powerschool Learning](#) website. Teachers will provide these activities with the understanding that students do not have access to school devices.

Parents/Guardians are expected to check email daily, navigate to class pages for activities, and support children as they use the resources provided by teachers on a daily basis.

### **Montessori Age 5 through Grade 5 Student and Family Responsibilities**

We acknowledge that having school devices at home will be a new experience for our Montessori through Grade 5 students.

School devices should be used for school purposes only.

Students are expected to access their devices during instructional time once daily updates are posted on their class web pages and each day as according to their daily schedule. Whether synchronously or asynchronously, teachers and specialists will provide appropriate coursework, assignments, and instructions for students to follow and complete independently or collaboratively. Grade-level schedules, class meeting links, and specials activities will be posted on the password-protected [Haiku Learning/Powerschool Learning](#) website.

Parents/Guardians are expected to check email daily, navigate to class pages for activities (for our youngest students who cannot yet do this independently), and support children as they use the resources provided by teachers on a daily basis.

The technology department will enact limits on device use through our management system in an effort to support both instruction and families' supervision of student iPads. For example, we limit students' access to inappropriate websites even while the devices are on a home network

### **Middle School - Grade 6 through Grade 8 Student and Family Responsibilities**

Parents/Guardians are expected to support students in completing activities and remain in communication with teachers. Teachers will be available for correspondence between 8 a.m and 4 p.m. Families and students should communicate with teachers via email if they have any questions or need support. For technical support, please refer to the contact information above.

Students are expected to access their devices during instructional time once daily updates are posted on their class PowerSchool/Haiku pages and each day as according to their daily schedule. Whether synchronously or asynchronously, teachers and specialists will provide appropriate coursework, assignments, and instructions for students to follow and complete

independently or collaboratively. Grade-level schedules, class meeting links, and specials activities will be posted on the password-protected [Haiku Learning/Powerschool Learning](#) website. Students should follow instructions carefully.

Students are expected to be aware of deadlines (where applicable). All teachers understand that working remotely can provide challenges in accessing and completing work and will take that into consideration when setting deadlines and collecting student work. If a student feels they cannot meet deadlines for any reason, they should reach out to the teacher as soon as possible. Students are also expected to take advantage of virtual office hours that will be provided by teachers likely via Zoom web conference.

While Middle School students are capable of staying current with their classes and responsibilities, parents/guardians are expected to support their child(ren) through checking their email daily for updates, navigating to class pages for information, and serve as a source of encouragement in their daily experience in distance learning.

The technology department will enact limits on device use through our management system in an effort to support both instruction and families' supervision of student iPads. For example, we limit students' access to inappropriate websites even while the devices are on a home network.

## **Synchronous Learning Guidelines and Expectations**

If or when appropriate, our teachers will take advantage of video conferencing software (e.g. Zoom) that will allow for live, virtual meetings/classes. See below for norms we expect students to follow.

### **Show up on time**

Whether you are conferencing with a teacher for office hours or connecting with the school community/fellow students in some other way, please show up on time, prepared with any needed materials, and ready to learn.

### **Mute yourself right away**

As soon as you log on, mute yourself. This will avoid any excess background noise like your dog barking. (You might find yourself automatically muted, but if not, please mute yourself). You can always unmute yourself when you want to speak or use the Zoom "Raise Hand" feature to signal you have a question.

### **Focus and Engage!**

It is easy to get distracted on your iPad. Your audience can see if you are staring at your phone or doing something different. Please give your teacher your full attention as if you were in person. Make sure that the teacher is your main screen. If needed, you can **pin** the teacher to be the main focal point to ensure that you do not get distracted by your peers.

### **Share the Air**

Be sure you are not interrupting while someone else is speaking. Have a question? Type "question" in the chat feature to let your teacher know or use the "Raise Hand" feature in Zoom. Follow your teacher's directions about how to ensure that your voice is heard. Some teachers

might alternatively prefer that you type in a question directly to the chat feature, especially if there are multiple students present.

### **Be Respectful - Important Rules for Everyone**

Do not take a screenshot, picture, etc. of your teacher or fellow students. Do not make any recordings. These behaviors are unacceptable and may result in disciplinary action. Remember that you are responsible for your learning and your actions just as you would be if we were together in school.

### **Technology Support**

The technology department will be available for technical support between 9:00 am - 4:00 pm. Please refer to their contact information below.

If families have limited or no access to the internet or other technology needs, they should connect with the Assistant Head of School, Lisa Pence ([lpence@greenhedges.org](mailto:lpence@greenhedges.org)) as soon as possible.

Alison Matthews and Carl Hutzler - Non-urgent support inquiries  
[help@greenhedges.org](mailto:help@greenhedges.org)

Alison Matthews (Classroom Technology Integration and Training)  
[amatthews@greenhedges.org](mailto:amatthews@greenhedges.org)

Carl Hutzler (Director of Technology)  
[chutzler@greenhedges.org](mailto:chutzler@greenhedges.org)  
703.915.6862 (cell)