Policy for Student Participation in Distance Learning  
*Updated: August 2020*

From time to time the School may be required to hold classes remotely via Distance Learning. In the event that the School must transition to Distance Learning, students will continue their education through both asynchronous and synchronous instruction as outlined in the School’s Continuity of Learning Plan. Specific instructions will be exchanged via students’ school email or parents’ email, SeeSaw, Canvas, Zoom, Google’s G Suite for Education, and various other programs vetted through the school’s IT department. A current list is available on the School’s website. Synchronous instruction or one-on-one meetings will take place during regular school hours, 8am-4pm.

Students will participate remotely, using various technology platforms sponsored by the School to communicate with teachers, advisors, administrators, support personnel, coaches and other students. Teachers or school personnel may record group sessions, store for up to 30 days and share with other students or employees for educational purposes, such as to make up for an absence or to review material. Recordings may only be made by authorized school personnel or with the express written permission of a school administrator. Students should not record or take screenshots or photos of any classes or meeting without permission from the instructor. Violators of this policy may be subject to disciplinary action.

Faculty, counselors, administrators and other staff may meet with students on a one-to-one basis to provide academic support and/or social-emotional support. School employees may provide one-on-one meetings through the use of the School’s Distance Learning platform and technology. One on one sessions will not be recorded.

Class sessions, break out groups, one-on-one meetings and individual work represent a continuation of the School program, and as such, will be subject to the rules and responsibilities set forth in the Bryn Mawr Student and Parent Handbooks and the Acceptable Use Policy, both which are accessible on the Bryn Mawr Parent Portal. Students are expected to adhere to the same guidelines regarding respect, responsibility and honor that exist in the on-campus community.

The online safety of our students is important. The School thoroughly screens each technology platform used to ensure that privacy standards are met. A full list of approved technology tools, sorted by each division can be found [here](#). The School uses both Zoom and G Suite for Education for synchronous learning. We encourage you to review these links for the platforms' privacy policies and terms of use: [G Suite for Education](#) and [Zoom](#). While there is some risk, if
students follow the links sent to them by their teachers, they should not encounter any issues. We advise students to use the Zoom accounts set up by the School, rather than their own personal accounts, and ask that students and parents do not share the links beyond our school community. Other platform privacy policies can be found on their individual websites.

Recognizing that recreating the exact on-campus school experience is not possible, we’ll strive to maintain as much consistency with our regular program as possible in a Distance Learning environment. During any period of Distance Learning, student work may be assessed in similar ways to our on-campus experience, which will count toward grades and progress. Students are responsible for the completion of work assigned to them and should discuss with their teachers if they are encountering any difficulty.

Additional details about Bryn Mawr’s Distance Learning plan in the Distance Learning section of the Bryn Mawr website.

The School’s Student Handbook, including but not limited to the acceptable use policy, bullying and harassment policies, and other policies and procedures related to electronic communications, shall apply to students’ participation in Distance Learning classes. All of the School’s policies and procedures apply to students while participating in distance learning. Parents are expected to communicate these responsibilities to their child(ren) and ensure that their child(ren) comply with all School policies while participating in Distance Learning. Students’ participation in Distance Learning, serves as their parents’ acknowledgment and understanding of the Distance Learning program and agreement to the terms and conditions of the program and the obligation to comply with the guidelines as described in this policy.