

Remote/e-Learning Guidelines and Expectations for Students

These expectations are designed to help give students meaningful and productive on-line (e.g., Google Meet) interactions with their teachers and classmates during remote/hybrid learning days.

Participation in Remote Learning:

In the event that Fenwick transitions to a remote learning day, students are expected to participate in all remote learning activities as designated by their teachers. Students are expected to check Schoology and Fenwick email for guidelines from their teachers in advance of their regularly scheduled class periods and should anticipate that teachers may ask students to join class meetings via video conferencing (Google Meet) and/or provide asynchronous coursework for students.

Getting Ready for the School Day and Class Meetings:

- Students should be dressed appropriately for school (does not have to be full dress code).
- Students should use the bathroom before joining the session.
- Students should choose a location that allows them to hear, to contribute verbally or via chat, and to be seen on camera.
- Students should find a flat, stable spot for the device (e.g. table or floor). Students should not hold their device in their hands or on their lap.
- Students should come prepared with the materials they will need.

Please note that our expectation is that students participate in all live remote learning sessions with their cameras turned on. If a student/family feels they/their student needs permission to have their camera off, please reach out to the Dean of Students for pre-approval.

During the Remote Learning Session

- The Display Name must be the student's first and last name.
- Students may not share any Google Meet video call information without explicit permission from the teacher.
- If the student has received pre-approval from the Dean of Students to have their camera off, then their profile picture should be blank (so the student's name is displayed when the camera is off).
- If a student has a brief need to turn their camera off during a class, they should first send a private chat to their teacher. Even when brief, students must still ensure the profile picture is blank.
- If using a virtual background, it must be a solid colored background.
- Siblings and family members may not attend classes and meetings with students unless specifically invited to attend.
- Students may not record remote sessions or take screenshots/photos.
- Students should not be on their cell phones during class unless permitted by the teacher.

Communication during Remote Learning

- Students are expected to check their school email account at least twice a day and answer emails from faculty and staff within two school days.
- Students are expected to check Schoology for assignments every day that they are Remote/eLearning.
- Students should expect to be in school during what the announced school hours are, just as during in-person teaching.
- Teachers will communicate course-specific expectations and policies in their syllabus.
- Students are expected to submit work by the announced deadlines in order to receive full credit, and in the manner requested, unless prior arrangements are made.