



Code of Conduct for Online Learning & Acceptable Use of Technology

1. All participants should log on to their device and begin “live” sessions at the start of class and remain active for the duration of the session. Attendance is expected, and attendance will be taken each class period. The School understands that some students will not be able to attend all live sessions due to time zone differences, and we prioritize sleep and wellness.
2. All participants should be seated at a desk, table, or similar workspace. If this is not possible, students should do their best to create an environment conducive to academic study. If boys need to move during class they are welcome to do so as necessary.
3. Food is not permitted during class time. If you are in a time zone that makes that a challenge, please speak to your teacher in advance.
4. Class dress is encouraged. We understand that students may not always have access to class dress attire, but we ask that you honor the spirit of this expectation.
5. During live class sessions, communication standards are the same as they are for an in-person class. All participants should only communicate with each other publicly and in the context of the class. There must be no backchannel texting or chats, and all communication use must occur through the platform established by the teacher. Participants should not be performing other tasks while online for class. Zoom sessions are recorded, including video and chat transcripts.
6. Participants may not make unauthorized audio or video recordings, nor take unauthorized photos or screenshots.
7. Mobile devices and any other technology not prescribed for use by the teacher should be turned off or set to silent mode prior to each class and kept out of the student’s reach.
8. Participants may not use backgrounds or background images.
9. Cardigan will continue to enforce basic rules in order for everyone to enjoy the greatest opportunity to learn in a safe and productive environment. Our major school rules still apply. Violating these rules during online interactions may include a disciplinary response of suspension or separation from school.