

Agreement for online music lessons

Student name		Age	
Teacher name			

This agreement sets out the expectations for online music lessons.

By signing this you are agreeing to the delivery and recording of online music lessons under the conditions below.

Lessons will be arranged using the following online methods:

Email	Teacher	Student/guardian
Appointments Calendar	<i>(If you use an online booking system like Calendar, paste a link here)</i>	
Online Resources	<i>(Link to where you will post resources for the student eg: class Drive, Dropbox or Classroom)</i>	
Student submissions	<i>(How will students send you task or lesson responses eg: class Drive, Dropbox or Classroom)</i>	
Video lesson link	<i>(Link to your videoconference studio eg: Zoom room, Meet link, YouBrio or Skype name)</i>	

Conditions

- The student (or their guardian if they are under 18) agrees to provide a safe and interruption-free lesson environment, ideally a **public or family room** or a room with the door open and a neutral background.
- Where a student is under 18 a guardian must agree to monitor and supervise lessons and communications, preferably handling communications directly.
- Students are expected to **present themselves and behave appropriately**. If either party have any concerns the lesson will be terminated. The issue will be resolved by email and the lesson can then resume.
- Students should only submit **recorded or written material** when requested by your teacher.
 - Use only the submission instructions above.
 - Limit sharing restrictions to student, guardians and teacher wherever possible.
 - Submissions will not be downloaded or stored by your teacher.
 - Submissions will be securely deleted after two weeks unless otherwise agreed in writing.

Recording lessons

- **Your teacher may record lessons** at their discretion.
- If the teacher records lessons the recordings will:
 - only be used for the purposes of teaching
 - be kept for **no more than two weeks**, unless otherwise agreed in writing
 - only be shared with students in the class and their whanau,
 - be disposed of securely,
 - be disposed of as soon as possible if you withdraw your consent.
- You may agree with your teacher that **you will record the lesson** provided you agree that:
 - you will not share or post to social media any recordings of teaching or the teacher's playing without the teacher's written consent
 - you will securely delete and dispose of any recordings as soon as possible on request.

Student signature		Date	
Parent signature		Date	

(required if the student is under 18 years of age)

Teacher signature		Date	
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