



ONLINE CLASS WAIVER

The Quincy Art Center welcomes you to our online classes! We will be using Zoom, an online video conferencing service, to bring you our interactive art classes. This will be a fun and engaging time for your student and our teachers.

Before we get started, we need to remind everyone that students will be on a live video conference. Please read through the following guidelines so we can maintain a safe experience for all participants.

1. We will send you a link to join the Zoom class meeting. Setting up a Zoom account or inputting any information except for your student first name and last initial will NOT be required. To learn more about Zoom go to [Zoom.us](https://zoom.us).
2. The class meeting will be live and interactive. Please make sure your student is in a quiet place where a parent can monitor the session.
3. Sounds and voices can be captured by your device's microphone and heard by others in the Zoom session. Teachers will mute participants for portions of the session but may unmute participants during discussion or to hear questions.
4. During live sessions, remember that everything within the camera viewing area will be visible to the teacher and other students. Please make all household members aware of this. Hanging "Live Video Session" signs around the area or turning the monitor/device camera toward a wall can help with controlling the area.
5. These sessions will NOT be recorded and will NOT be available for viewing afterwards.
6. Students will NOT be refunded for missed classes for any reason, including poor internet connection. The last day to drop a class and still receive a full refund is one week prior to your class start day.
7. Please review our "Participant Code of Conduct" policy and discuss responsible and appropriate behavioral expectations with your student that may be applicable online. We will also monitor the students and set virtual classroom expectations so that all participants will have a safe and fun learning experience together!

I do hereby release and hold harmless the Quincy Art Center, it's board members, and employees from any claims. I give my permission for my student to participate in the Quincy Art Center online classes using the Zoom conferencing service. I understand and agree that in the event any dispute arises between you, either personally or on behalf of your child, and the Art Center, or their personnel, that dispute will be decided according to the laws of the State of Illinois.

By completing your registration for this Quincy Art Center class, you acknowledge that you have read this document in its entirety, that you understand its contents, meaning, and effect, and that you have agreed to its terms completely and voluntarily. You also acknowledge by your completed registration that you accept the allocation of risks and responsibility as between the Quincy Art Center and yourself set forth in this agreement. The Quincy Art Center is relying on your consent to the terms of this agreement in its operation generally and in allowing you/your child, in particular to attend.

Please contact us if you have any questions about these guidelines or our virtual learning program at quincyartcenter.org.

I have read and understood all of the above terms and conditions and, having enrolled my child in the Quincy Art Center program, agree to be bound by them.



PARTICIPANT CODE OF CONDUCT

Dear Quincy Art Center students, parents, guardians,

All participants are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending any program or activity conducted by the Quincy Art Center. The following guidelines are designed to provide safe and fun activities and environment for all participants.

- Be respectful of all participants and Quincy Art Center staff.
- Follow direction from Quincy Art Center staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants, or Quincy Art Center staff.
- Refrain from damaging equipment, supplies, and facilities.
- Refrain from harassment of Quincy Art Center staff, facilities and/or other participants.
- Follow Studio Rules & Safety Guidelines during our program.
- Refrain from using any personal electronic devices, such as phone, tablet, ipads, or similar devices during class unless necessary.
- Online classes—in addition to the above guidelines, please include the following:
 1. Sharing Zoom meeting links and passwords is strictly prohibited.
 2. Personally recording any Quincy Art Center sessions is prohibited.
 3. Only registered participants are permitted to watch/participate in the sessions.
 4. Monitor any background activity in the participant's camera viewing field that may become visible to the teacher and other students.
 5. Participant user names should not be inappropriate, offensive, or vulgar in nature and must include clearly identifiable information about the registered participant, such as first and/or last name.
 6. Background images may be used, if desired, but cannot be inappropriate, offensive, or vulgar in nature and must not pose as a distraction to others in class. Teachers reserve the right to disable a participant's video, if deemed necessary.
 7. Zoom Chat: Texts unrelated to the lesson are distracting to both the instructor and class, therefore use the Zoom chat feature only for texts relating to the lesson. Instructors reserve the right to disable all chat functionality, if deemed necessary.

All participants must abide by the Participant Code of Conduct as outline above. Should a participant not be in compliance with the Participant Code of Conduct, the Quincy Art Center staff should report the issues to the parent/guardian, the appropriate facility if applicable, and an Incident Report should be filled out. Failure to follow these rules may result in denial of program participation privileges and/or damage fee.

The Quincy Art Center strives to make your participation fun-filled, rewarding, educational and safe. Thank you for your cooperation. Please do not hesitate to contact us at quincyartcenter.org, or call (217)223-5900, if you have questions.