

Writing Symphony User Agreement

Writing Symphony provides **supplemental writing and public speaking instruction**. Writing Symphony is not a daycare or childcare service, and parents or guardians are responsible for their students outside of scheduled class instruction.

Class Access

Students should not log in to their virtual classroom more than **5 minutes before the scheduled class start time**.

Students will use a Microsoft Teams account provided by Writing Symphony for class meetings. These accounts are created and managed for class use. By enrolling, parents or guardians give permission for a Microsoft Teams account to be created for their student and understand that student information associated with the account is used for educational purposes.

Parents and guardians are responsible for managing their student's access to the virtual classroom and ensuring that the student can log in successfully before class.

Technology & Internet Access

Parents and guardians are responsible for ensuring that their student has:

- A stable internet connection
- A functioning device
- Access to their Writing Symphony Microsoft Teams account
- The ability to log in before the scheduled class begins

Writing Symphony is not responsible for technical issues caused by a student's device, internet connection, or inability to access their account.

Classroom Expectations

Students are expected to participate respectfully and follow all classroom guidelines provided by their instructor. Students should treat their teacher and classmates with respect and participate appropriately during class.

Parent & Student Communication

Parents and guardians are responsible for communicating anticipated absences, technical issues, scheduling concerns, or other relevant information to Writing Symphony in a timely manner.

If a teacher has not arrived within **5 minutes of the scheduled class start time**, the student should notify a parent or guardian. The parent or guardian should then contact Writing Symphony Support at support@writingsymphony.com.