



Notice Regarding the District's Use of Audio/Video Learning Platforms

(Originally Prepared on April 3, 2020; Updated on October 29, 2020 - Subject to Regular Updates Throughout the Period of School Closure)

The District is providing this notice regarding the use of audio/video. Educators, paraprofessionals and administrators will be using virtual learning platforms and digital conferencing applications throughout the year to meet with and engage students and families while at home and in the classroom. Staff will also use these technologies to support student connections and group work through the creation of break out rooms and other similar small group settings. Staff may also use these technologies to connect remote and in-person students through video and audio interactions.

The District understands that protecting student privacy is a primary consideration as we continue providing instruction in remote and hybrid learning environments. It is our hope that these parameters and expectations will enhance our efforts to protect student privacy.

In addition to the use of live digital conferencing (such as Google Meets and Zoom K-12) staff may also post pre-recorded lessons virtual learning platforms such as Google Classroom, Schoology or other similar platforms.

If you do not wish for your child to participate in digital conferencing, you must reach out directly to your child's teacher. Otherwise, if you do not contact your child's teacher, your child will be able to participate in digital conferencing during the 2020-2021 school year. If a parent opts out of participation in digital conferencing, the student's access to synchronous learning opportunities, including morning meetings, circle time and educator-delivered, live lessons may be impacted.

Throughout the year, District staff may use the following platforms for instruction and/or interaction.

 Google Meet	Google Meet - Video communication tools
	FlipGrid – Password protected online tool for video discussion/reflection
	Zoom K-12 - Video communication and conferencing tools
 Screencastify	Screencastify - Chrome browser extension that records your screen, face, voice, and more.

This list may be updated as more resources become available. The District also reserves the right to discontinue the use of any platform at any time.

Parents/guardians are strongly encouraged to review the privacy statements for each platform prior to allowing their children to participate in audio/video learning at home. The District is providing on-going professional development for staff regarding these platforms and general best practices associated with these types of learning platforms.

Prior to allowing your child to participate in digital conferencing, you should discuss this information with your child and confirm your student understands the following:

- The District takes privacy and security of student information seriously. In order to help ensure everyone's privacy **students and staff must not:**
 - Share passwords for any meetings or class gatherings with anyone outside of the established classroom;
 - Permit unknown persons to enter or participate in any meetings or class gatherings; and/or
 - **Record or take pictures of any audio/video meetings or class gathering.**¹
- The virtual classroom will be treated like the regular classroom. Other members of a student's household may observe or otherwise participate in the classroom **on the same terms that they could in a traditional classroom**, and their doing so will not implicate your privacy rights. To the extent any member of your household observes or participates in the classroom, including your student, they will be held to the same standards of and expectations for behavior that would apply inside a classroom in

¹ Please note the prohibition against recording also applies to all telephonic communications between staff members and students and/or parents/guardians.

the school building. If you have questions about what these expectations are, contact a building administrator for more information.

- During classroom instruction, audio and video recordings and photography are not allowed. The same applies to our remote learning instruction. You may not make audio or video recordings of remote learning instruction, or take photographs during instruction that include any staff member or other students. If you receive such recordings or photographs from a source other than the School District, delete them and do not post or forward. Please notify the principal immediately. Violating this expectation may result in a student's temporary removal from live remote instruction. Multiple violations of this expectation may result in a student's permanent removal from live remote instruction.
- All students are expected to conduct themselves in a respectful and kind manner at all times. This starts prior to the beginning of the meeting when students select their participant name. For attendance purposes and to ensure that students do not identify themselves inappropriately, students must identify themselves using their first and last name as their participant name.
- Continued participation or use of any resources is not guaranteed.

Parents/guardians should also be aware that staff members may record lessons for the purpose of posting to the virtual learning platform. Prior to beginning recording, educators must affirmatively state their intention to do so and provide remote participants the opportunity to turn off their cameras and/or microphones. Any recording that is to be posted to the virtual learning platform must be edited and scrubbed of all personally identifiable student information prior to posting. Personally identifiable information generally includes any information that may directly or indirectly identify the student.

Finally, as we transition into the 2020-2021 school year, which will be unlike any school year we've ever experienced, it is important for families to understand that:

- By allowing a student to participate in online instruction, parents/guardians understand and agree that the information regarding their child and their child's voice, image and writing may be shared with other students (e.g., group chats, break out rooms, shared assignments, video feeds) in the class, and that by allowing their child to participate parents or guardians are agreeing to the dissemination of such otherwise confidential information as described above.
 - For example: A group of 4 sixth grade students may be assigned a group project in which they are required to produce a FlipGrid presentation summarizing how the use of the electoral college differs from other forms of democratic voting. They are then required to post the presentation to the class's Google Classroom. Students then watch all of the other group videos and use a feedback form to provide feedback to each group.
- Educators will generally request that students who are working from home do so with their cameras and microphones on for at least some portion of the class period², which means that a student who is participating in digital conferencing from home will be able be observed by the educator and by other students in what is normally a private setting (i.e. their home, day care or other non-school setting). That setting should be free of any behavior, activities, items, or arrangements that implicate a student or family's privacy or that the student and his/her parents/guardians do not want others to observe. By allowing the student to participate in the remote learning described above, the parent/guardian and student agree that the Barnstable Public Schools and its staff, including but not limited to, have no liability or responsibility if such behavior, activities, items, or arrangements are observed by others.

² All educators are encouraged to regularly consider their camera expectations for remote learners. See *Attachment A*.

- Parents/guardians are responsible for monitoring their child's use of the above listed services when accessing programs from home. Students are responsible for their own behavior at all times. The same rules of conduct and behavior will apply as apply in the classroom.

These guidelines and expectations are informed by a number of legal considerations and protections. The following provides a brief overview of these legal considerations.

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Barnstable Public Schools presence in Google Apps for Education. No personal student information is collected for commercial purposes. The school's use of student information is solely for education purposes.

Child Internet Protection Act (CIPA)

The District is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student mail containing harmful content from inappropriate sites will be blocked.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents/guardians the rights to review student records. Under FERPA, schools may disclose directory information, but parents/guardians may request the school not disclose this information. More information about student records is available as part of the District's online [Student and Family Handbook](#).

A Note on Bullying and Harassment

Even in this remote learning environment bullying, cyberbullying and harassment are strictly prohibited. Anyone who experiences or witnesses bullying or harassment when participating in the District's remote learning should notify the staff immediately. The District's Bullying and Harassment Intervention Plan is available as part of the District's online [Student and Family Handbook](#).

ATTACHMENT A

Should you require your students to turn on their Zoom cameras?



PROS

Showing faces:

- Creates a sense of [connection and accountability](#).
- Fosters [community](#) and enhances [presence](#).
- Is required to build [engagement and trust](#).
- Simulates in-person instruction. [Students have to show their faces in class](#).
- Makes it easy to [identify students by name](#) especially in large-enrollment classes.
- Gallery view or the “[Brady Bunch view](#)” makes everyone visible to each other at the same time. May help to break perceived power differential.

CONS

Consider:

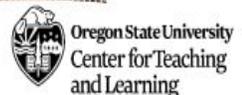
- The [digital equity gap](#) for example [limited bandwidth, internet access, and no camera on older laptops](#).
- Invasion of [privacy](#). Students can see other students' faces all the time.
- [Self-consciousness](#) is also an issue.
- The stimulation of [staring into faces at close range can be exhausting](#).
- The element of [video overshooting](#); students do not want to show their [surroundings](#).
- Concerns about [FERPA-protected information](#).

ADVICE

Please consider the following recommendations:

- [Establish expectations](#) for turning on cameras early on, and explain why.
- Set [norms](#) for synchronous meetings and the use of video camera.
- Turning video cameras on should not be mandatory.
- Have short conferences to have face-to-face with students. Encourage, but do not insist on the use of video camera for discussions, [virtual office hours, and consultations](#).
- You may ask students to make themselves visible if they are asking/responding to a question; otherwise, use chat.
- In larger classes, some professors tell students to turn their cameras off during lectures.

FOR LIVE LINKS VISIT:
<https://beav.es/4Rk>



For a version of Attachment A with live links visit <https://beav.ed/4RK>.