

Protocols for CUSD Distance Learning

To deliver distance learning, District teachers and staff may utilize web/video conferencing communication platforms to engage students in the learning process. Distance learning activities that occur via web conferencing platforms may resemble activities that have already occurred in a teacher's physical classroom, such as lessons, resource sharing, and discussion between teachers and students.

These platforms may include Zoom and Google Classroom. While the features of these platforms may vary, they include the following general features: webcam viewing by participants; audio participation; screen sharing of instructional materials; chat room comments, questions, and answers; engaging students in student Q&A and peer discussion; and sharing of student work.

Distance learning instruction and educational activities that occur via District-approved web/video conferencing platforms may be recorded by the District for educational purposes. The recordings may be shared with other students enrolled in the class and/or their parents/guardians, and/or with district personnel or other school officials with a legitimate educational interest in reviewing such recordings. Students and parents are not to record, photograph, or share any distance learning instructional activities without the consent of all of the participants, or unless prior District approval for such recording has been granted.

It is essential to understand and respect the legal aspects pertaining to students and staff in a distance learning environment. The District asks parents and guardians to read and review the following information with their child to ensure students understand and follow the Distance Learning protocols. The following **Guidelines for Participation in Online Instruction** are intended to promote a safe and secure learning environment for **all students**.

- Students should not share their login information, meeting links, or passwords with others.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions. School and classroom rules apply to the virtual instruction environment. It is recommended that students review the District Technology Acceptable Use Policy regarding expectations for behavior while conducting themselves online and on District devices.
- Zoom sessions are a sacred time for students and teachers. During these sessions, instruction can't be interrupted. No other individual should be the session unless assigned to the class as a student or serve as a District approved administrator, education consultant, or coach. Exceptional circumstances would have to be approved by the site principal. If a parent has a concern or questions, please contact the teacher or site administration to discuss.
- Students should attend daily all class synchronous meetings as scheduled by teachers; dress appropriately for virtual instruction sessions; complete all assignments by the due date, and connect with teachers during office hours for additional help and questions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference may be subject to appropriate discipline.
- Students should not conduct audio or video recordings or take screen shots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized District official. Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. Students should also ensure that **cameras** are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

The District will continue to comply with the Family Educational Rights and Privacy Act ("FERPA") and all applicable federal and state student data privacy laws during the period of distance learning. Students participating in classes or group services at schools typically work together. The same will occur when students receive instruction virtually, i.e., they typically will be able to view the other students participating in group instruction/services. We ask parents to respect confidentiality as they would during the in-person school instruction.

Distance learning instruction is provided exclusively for educational purposes for District students. Parents, students, and/or others are not authorized to audio or video record, stream, or share in any way, distance learning instruction or services without the express consent of all participants. This includes instruction or services provided *via* telephone or a video conferencing platform.

If you have any questions regarding the information provided above please contact your child's school site.