

REMOTE LEARNING; GUIDANCE FOR TEACHERS

PRIVACY, SAFETY, AND SECURITY GUIDELINES: UPDATED SEPT 1, 2020

DO THIS	DON'T DO THIS
<ul style="list-style-type: none">✓ Choice: While we cannot require students to turn on their computer cameras, students will be expected to turn their cameras on. Allow students to use virtual, blurred, and fun backgrounds and filters.✓ Real-Time Check In: Monitor students' understanding by asking questions often. Allow students to respond via audio or virtual tools such as chat box, polls, and non-verbal options such as thumbs-up icons and various Emojis.✓ Use Digital Assessment Tools: Collect different types of data, artifacts and responses to assess on-going learning such as: Answer Garden, Flipgrid, Sway, Adobe Spark, SMART Handout Mode, SeeSaw (PreK-2), Screencast Tools, Playlists and Hyperdocs, Beyond PowerPoint Presentation w/PowerPoint, Padlet, Kahoot, Team Forms, Polls Everywhere, Socrative, Crowdsignal, ClassKick, Ted Ed, PlayPosit, Ed Puzzle, Nearpod✓ Grading: Follow district approved grading practices.✓ Attendance: Take attendance according to district approved procedures, which may include attendance logs, activity logs, and Synergy.	<ul style="list-style-type: none">✗ Do not associate students' login time and eye contact with participation points, grades, or attendance. <div data-bbox="862 422 1463 678" style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p>Teachers work with parents: If a parent wants a student to opt out of having the computer camera turned on during remote instruction, the parent must submit a written request to the building principal.</p></div> <ul style="list-style-type: none">✗ Do not down grade student work for non-academic behaviors.✗ Do not record a classroom of students on video. Recorded video with students becomes an educational record and must be protected as such. Teachers may record a lesson but are not to record students on that lesson. <p>**A teacher may record a session when that teacher meets 1:1 with a student in a remote environment. This becomes an educational record between the teacher and the student. The recording additionally serves to protect the teacher such as having a classroom door open or having a second adult in attendance</p>

WHY DOES IT MATTER?

Privacy: Students might be uncomfortable displaying their living space with their peers.

Safety: Students and their family members may not want their images captured, recorded, or shared. Students could be cyberbullied if a classmate takes a screenshot of their computer monitor.

Equity: WPS is providing devices and internet access, yet some students might have unreliable internet access, low bandwidth, devices without video capabilities or limited access to a device.

Personal: Students might feel shy or anxious to be on camera. Teachers, please work with parents to help students feel comfortable about being on camera.

Ask before you assume: This is a challenging time for everyone. If students are struggling to show attentiveness, ask questions rather than making assumptions about their actions. Do not punish students for lack of engagement.

MAKE IT FUN FOR STUDENTS

Teach students to personalize their backgrounds and profile pictures as Bitmojis, school photos, or favorite selfies. When the camera is off, the students' profile pictures will show up giving the teacher and classmates a virtual audience to address.

FERPA AND LEARNING ENVIRONMENT PRACTICES

Recording Lessons: Teachers may record lessons for later use to reteach, provide clarity, or support absent students. Do not record students on video. If the teacher records the session, please ask students to turn off their computer cameras. Recorded video should only include the teacher and not any students or PII.

Educational Record: Reduce and limit the occurrence of Personally Identifiable Information (PII) by way of photos, videos, and student work products being observable in the instructional and learning environments. While required to provide a parent with ACCESS to his or her child's education records, a school is not generally required under FERPA to provide COPIES of educational records.

Moving education from the school to the home presents many benefits for individualized learning, independence, pacing. It also presents challenges such as ensuring student privacy. Educational records remain subject to FERPA.

Teacher Possession of Educational Records: Student educational records in the teacher's possession outside the security of a school building must be reasonably protected by the teacher from disclosure of Personally Identifiable Information (PII). As with any confidential document maintained onsite at a school building in a locked desk or file drawer, recordings additionally must be kept secure and therefore not readily accessible to irrelevant persons. This can be done with password protected systems.

Approved Interaction Platforms: Use only district approved platforms such as Microsoft Teams. Zoom is not WPS district approved for student use, however, the educational partners of WPS may initiate use of Zoom as an interactive platform.

Who May Observe Virtual Lessons: Students and parents may observe virtual lessons. Non-students such as babies, toddlers and siblings are discouraged from observing virtual lessons, although not prohibited. Background items should be minimal and no PII should be disclosed. This includes when a special education teacher is working with a group of special education students.

Parent-Teacher Conferences: Teachers may conduct a PTC virtually with additional individuals in the room as long as PII is not disclosed.

Virtual Lesson Tools: Microphones should be mute when not in use. Recorded virtual lessons may not disclose PII.

Social Media: Teachers should be mindful not to publish PII or student educational records on social media. Student work samples are educational records.

RESOURCES

FERPA@ed.gov

<https://studentprivacy.ed.gov>