

Acknowledgement of Virtual and Livestream Instruction Privacy Concern

In order to adhere to the requirements issued by the Pennsylvania Department of Education on re-opening schools for the 2020-2021 school year, and to maintain the health and safety of the Central York School District (District) student and staff community by allowing learning to occur from a remote location if and as necessary, the District will engage its teachers and students in various types of instruction such as live virtual lessons, recorded virtual lessons and readings/exchanges, and one-to-one virtual instruction/interaction with a teacher or other support professional.

Additionally, the Board has adopted Policy 831, Remote Learning, Livestreaming, & Zoom, to allow for “live” learning from a remote location. The main purpose of Policy 831 is to authorize the creation of hybrid classes. A hybrid class is one in which the teacher and a portion of the students in the class are located in the brick and mortar classroom on District property, and a portion of the students are located off District property, participating in livestream instruction and other educational activities. A hybrid class may also be one in which the teacher and all class participants access and participate in the livestream/Zoom instruction remotely. Additional staff may engage with the hybrid class, whether on or off District property. The District will livestream instruction through the broadcast of live video content through the Internet and virtual platforms, which may include social media platforms.

The Family Educational Rights and Privacy Act (FERPA) is a federal law created to protect personally identifiable information (PII) located in a student’s education record from unauthorized disclosure. The District annually distributes a FERPA notice to provide a comprehensive description of parent and student rights as well as District obligations in relation to those rights. This notice applies to recorded virtual and livestream instruction. The District’s FERPA notice can be accessed at:

http://www.cysd.k12.pa.us/parents_families/annual_notices_for_parents_guardians.

The District is making reasonable efforts to protect PII found in education records; however, this notice serves to apprise families that District cannot entirely ensure student privacy when utilizing remote learning, livestream instruction, or Zoom. Live lessons with teachers or other educational professionals may be recorded, and thus, contain student interaction. If you do not consent to these virtual arrangements, please contact your child’s building principal to opt-out of your child’s participation in: (1) Live virtual lessons; (2) Recorded virtual lessons; (3) One-to-one virtual instruction/interaction with a teacher or other support professional; (4) Livestream instruction; and/or (5) Any occasional virtual recording of a student/teacher or student/student exchange.

When a Student is Engaged in Virtual and/or Livestream Instruction From a Remote Location (See Online Learning Student Code of Conduct)

To the maximum extent possible, the student must engage in virtual or livestream instruction in a space away from noises and distraction.

- The student may need to put a curtain or object in the background to prevent others in the hybrid class from viewing items in the remote setting.

- The student may need to wear headphones or earbuds to prevent noise in the remote setting from distracting the hybrid class. Should ongoing distractions occur, and if student does not utilize headphones or earbuds, the teacher may have to mute the student in the remote setting.

Only the invited student may attend the virtual and/or livestream instruction from a remote location.

- Families must not disrupt or engage in students' instructional processes. Families/parents who wish to assist in their child's instruction from a remote setting must have prior approval from the District.
- If a parent or third party happens to be present when protected information is shared via virtual and/or livestream instruction, that person is prohibited from re-sharing the information.

Student behavior in a remote setting will be handled in a manner similar to in-person classroom settings. In addition to the **Online Learning Student Code of Conduct**, Policy 831 incorporates the Code of Conduct and its disciplinary processes, including suspension and expulsion.

Parents/guardians and students are prohibited from recording virtual and/or livestream instruction without District permission.

Electronic communication with teachers (audio and/or video) must be for legitimate educational purposes only. Legitimate educational purposes include matters relating to teaching, educational support, counseling, athletics, and extracurricular activities.

We ask that all members of the school community make every reasonable effort to abide by and implement these privacy guidelines. The District staff thank you and appreciate your cooperation with the above matters as we provide valuable educational opportunities to your child during the 2020-2021 school year. Please direct any questions about this letter to your child's building principal.

NOTICE:

PARENT(S)/GUARDIAN(S):

When your child is in the classroom on the District campus, his or her interactions may be captured and livestreamed to students engaged in instruction off the District campus.

When your child is engaging in instruction from a site not located on the District campus, the livestream may capture the visual and audio interactions taking place in the remote setting.

Recordings of instruction, including but not limited to, hybrid class livestreams, Zooms and pre-recorded instruction, are the property of the District. (See **Policy 815** Acceptable Use of Computers, E-mail, Network Resources, and Internet Access).

Should you receive a recording of a hybrid class livestream it is because you have a legitimate educational interest in your child's education.

Should you receive a recording of the livestream you are obligated to abide by privacy protections and shall not share this livestream recording with anyone, even if it is the parent of another student in your child's class. **Only the District is authorized to share livestream recordings.**

You shall utilize the livestream recording only for the remote instruction of your child.

Should you violate such privacy requirements – i.e. share this livestream recording with anyone or on the website or on social media – you will be prohibited from gaining access to future recordings.

STUDENT:

Recordings of instruction, including but not limited to, hybrid class livestreams, Zooms and pre-recorded instruction, are the property of the District. (See **Policy 815** Acceptable Use of Computers, E-mail, Network Resources, and **Policy 224** Care of School Property).

Should you receive a recording of instruction, it is to be used by you only for educational purposes as instructed by your teacher.

Should you receive a recording of instruction you are obligated to abide by privacy protections and shall not share this recording of instruction with anyone, or edit or misuse it in anyway, even if it is with another student in your class. **Only the District is authorized to share recordings of instruction.**

You shall utilize the recording of instruction only for remote instruction.

Should you violate such privacy requirements – i.e. share this recording of instruction with anyone or post it on the website or on social media, or in any way edit or misuse the recording – you will be prohibited from gaining access to future recordings and maybe disciplined in accordance with **Policies 224 and 815.**