

WSD - Maintaining Confidentiality & Video-Conferencing Guidelines and Expectations



April 16, 2020

Dear Parent/Guardian:

During this difficult time, the District is committed to making a good faith effort to provide continuity of education, planned instruction, and appropriate, reasonable, flexible and accessible services for students while our school district is closed due to COVID-19. One method of doing so is providing instruction and related services, to the extent, it is appropriate, through video conferencing and other virtual/online platforms. The District has made reasonable efforts to ensure that such conferencing is confidential and access is limited to students in the assigned groups. However, some of these services will be provided in a group format and when this occurs students will be able to see other students in the group. In addition, the District is unable to control who else may be in the room in which a student is receiving these services remotely, including other family members or others who are living with the other students, who may observe the session and what other students are in the group.

Therefore, the District expects that all families will review and implement the following guidelines and expectations to ensure the confidentiality rights of all students are protected during instructional methodologies which will include group communications, and/or video conferencing. By having your child participate in video conferencing and/or other instructional methods, you are accepting and agreeing to the conditions outlined in this letter.

- Neither the School District nor parent shall make or maintain recordings of the course content or classroom activity or other group communication that is conveyed via the virtual attendance services.
- Parent shall make every effort to ensure that no one other than the student scheduled to participate in a virtual attendance service can see or hear the virtual attendance service.
- If parental or other third-party involvement in a virtual attendance service is necessary to enable a student to participate, the individual assisting the student shall not re-disclose any personally identifiable information about any student involved in the virtual attendance activity and shall identify themselves to the instructor at the beginning of the session.
- If the parent's electronic equipment malfunctions in any way, the planned virtual attendance services will continue as scheduled.
- The parties agree that this notice does not apply to the video-taping or audio-taping of any course material by teachers that have been or may be made available to students, which shall be identified by the instructor at the beginning of the session.
- As the parent/guardian of your child, you waive any privacy rights provided for under FERPA that would prevent the disclosure of information to third parties without consent limited to any inadvertent disclosure that may occur by virtue of others individuals being present with students in group sessions while the students are receiving services. As noted above, while the District has requested that all parents limit who will be able to see or hear the virtual sessions, the District cannot guarantee that all families will comply with this request.

If you prefer that your child not participate in synchronous lessons, please inform your child's teacher. Students **are not** required to participate in a synchronous lesson. If the whole class session is recorded at the secondary level, it will be posted in Schoology so that students in the class may view it at their convenience.

Dr. Concetta Lupo, Blue Bell Elementary
Dr. Matthew Walsh, Lower Gwynedd Elementary
Dr. Jason Bialka, Shady Grove Elementary

Ms. Paula Sasin, Stony Creek Elementary
Mrs. Beth Bauer, Wissahickon Middle School
Dr. Lynne Blair, Wissahickon High School