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August 14, 2020

Re: Provision and Recording of In-Person and Remote Educational Services

Dear Families:

In an effort to provide continuous learning opportunities to students during the COVID-19 pandemic, the District is providing *both* in-person instruction *and* remote learning at the start of the 2020-2021 school year. The District's learning plan will include both in-person and virtual instructional sessions to students via third-party remote meeting platforms, such as Google Meet.

To provide virtual learning opportunities as part of the District's blended remote learning plan, the District may livestream and/or record in-person lessons during in-person instruction to provide identical instructional opportunities to those students participating in remote learning. The use of livestream and/or recorded in-person lessons and remote meeting platforms carry potential privacy risks for students. Students will be logging into the remote meeting platforms and engaging with District staff and other students from home. Students and their parents (and possibly other family members) will have the ability to see and hear District staff and *other students* if the instructional services are live streamed and/or recorded in a classroom setting or provided in a virtual classroom/group setting on the remote meeting platform. In addition, for students participating in a virtual classroom, group, or individual sessions, the remote meeting platform may maintain, utilize, or disclose student information for its own purposes in line with its terms of service.

Therefore, teachers may livestream and/or record their lessons and use remote meeting platforms so students unable to participate in-person can participate remotely and/or review the lessons at a later time. As a result, your student may be viewed and/or recorded while participating in class.

Please note, however, the District prohibits parents/guardians and students from recording on a video, audio, electronic, digital, photographic, or any other recording medium, any student's or employee's likeness and/or voice during a live stream lesson or recorded school activity held on a remote meeting platform. Furthermore, any recorded lessons provided to students are private and for use by the students for educational purposes only and shall not be distributed, posted or published in a private or public venue such as, but not limited to, on social media or any online video sharing platform. Students who do not adhere to these prohibitions will be subject to the District's discipline policies and appropriate legal action may be taken against parents/guardians who fail to abide by these prohibitions.

If your student is participating in remote learning, please ensure your student is in a quiet location with minimal distraction, and that his or her device is not visible to the public. We note that no virtual classroom, group, or individual session should be recorded, downloaded, or shared in any manner by students or parents. Your student remains subject to the District's Acceptable Use Policy.

If you have any concerns regarding your student's participation in in-person instruction and/or remote learning through virtual meeting platform(s) during this period, especially regarding your student's privacy or confidentiality rights, please contact Sean Joyce, Technology Director at sjoyce@npd117.net.

Thank you for your partnership and patience as we work to provide your student with continuous learning opportunities during this challenging time.

Sincerely,
Jeannie Stachowiak
Superintendent