



Notice and Guidelines for Student Participation in Online Instruction

Notice Regarding Use of Online Instruction Platforms

As the Gateway Unified School District (“District”) transitions to distance learning, teachers may utilize web conferencing communication platforms to engage students in the learning process. An online meeting may resemble actions that have already occurred in a teacher’s physical classroom, i.e. lessons, resource sharing, and discussion. The District believes there are several benefits to engaging students in online instruction, including the creation of a teaching presence, building camaraderie among students, reduction in student isolation, and real-time guidance for student questions on assignments.

These platforms may include Google Hangout Meets and other videoconferencing platforms. While the features of these platforms may vary, in general they include the following 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. In most instances, staff or students can disable the individual features.

Online instruction may also be recorded to ensure students who miss a teacher-led meeting can review the lesson(s) on their own. The recordings will be protected and only shared with students, parent(s)/guardian(s) of students, and/or district personnel with a legitimate educational interest. Students and parents are not to record and share any online instruction without the consent of all of the participants, or unless prior District approval for such recording has been granted.

Please contact your teacher if you wish for your student not to participate in online instruction and an alternative delivery method will be provided.

Guidelines for Student Participation in Online Instruction

The following guidelines 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/Responsible Use Policy regarding expectations for behavior while conducting themselves online and

on District devices.

- Students should dress appropriately for virtual instruction sessions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference will 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.
- To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space. However, to the extent a student requires adult support to participate in virtual instruction/services, a parent or guardian may be specifically asked by the instructor or service provider to provide such support.
- 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 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.

Virtual 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, virtual instruction or services without the express consent of all participants. This includes instruction or services provided *via* telephone or a video conferencing platform.

The District appreciates the support, flexibility, and understanding of the school community as we all transition to these new learning platforms to ensure continuity in education as much as possible for our students. If you have any questions or concerns please contact your student’s teacher(s) or the school site administrator.