

USE AND RECORDING OF AUDIO/VIDEO CONFERENCING DURING REMOTE LEARNING

Purpose

Dedham Public Schools (DPS) will use audio/video conferencing during remote learning. For educational and security reasons these remote learning sessions may be recorded. Any recordings will be stored by the District in a manner consistent with Public Records and Student Records laws.

Definitions

Remote Learning. Any instance in which a student is accessing their education from a location other than their assigned school via audio/video conferencing or other digital resources provided by the district. Remote learning will include, but is not limited to, the following scenarios:

- Staff are in school with some students. Other students join virtually from home or other off campus location.
- Staff and Students are in separate spaces within the school campus.
- Staff are in school and all students are at home or other off campus location.
- Staff are delivering instruction from an off campus location and students are home or another, off campus, location.

Audio/Video Conferencing. Web applications (e.g. Google Meet and Zoom) that allow for two way audio and video conferencing between students and teachers.

Recording. Capturing live audio, video or still images of students, teachers, and/or any interaction between.

Audio/Video Conferencing: Expectations for Behavior

Existing School Committee policies. All relevant, existing School Committee policies governing [cyber-bullying](#), [sexual harassment](#), harassment and/or discrimination ([Nondiscrimination on the basis of disability](#), [Equal Educational Opportunities](#), [Student Rights and Responsibilities](#)), [Student Digital Use Policy](#), [Social Media and interactive Web](#) and [Student Data Privacy](#) remain in place. Any behavior that violates the safety or rights of students and faculty will be considered a violation of the above policies and treated as such. Students are

responsible for their behavior at all times. DPS faculty have the right to remove any participant or end any meeting for special circumstances including the behavior of any participant.

Sanctioned use of audio/video conferencing. Only authorized District employees may schedule and conduct audio/video conferencing with students for the purposes of remote learning. Students are not sanctioned by the school system to use audio video conferencing independently to meet or converse with other students.

Adult supervision of audio/video conferencing during remote learning. Parents, guardians and caregivers are responsible for age appropriate monitoring of their child(ren)'s use of remote audio video conferencing when students join remotely. While parents, guardians and caregivers are permitted to observe remote learning in a non-disruptive manner, the School Committee reaffirms and reiterates that confidentiality as it pertains to student information and identity is of paramount importance. Any information or interactions observed by parents, guardians or designated caregivers is subject to [FERPA](#) regulations. Violations of FERPA by any individual will be considered a breach of School Committee Policy and the law. Should the District become aware of any breach of confidentiality on the part of parents, guardians, and/or designated caregivers the District will pursue these matters with the appropriate authorities.

Audio/Video Conferencing: Recording

Authorized Recording. The District plans to record lessons and share them with students when appropriate. This will allow for students to review them at a later time and will provide access for those who were unable to attend the live session and allows some sessions to be reviewed by students. Additionally recording the sessions help to protect the students, staff and the district by encouraging appropriate behaviors. There will be rare instances where sessions will not be recorded (e.g. some therapeutic sessions), but in most cases these sessions will be attended by more than one staff member as per School Committee policies. Staff recorded sessions will not be shared publicly. Recordings will only be shared on a limited basis when appropriate to support student learning.

Unauthorized Recording. In accordance with state and federal laws, including the [Massachusetts Wiretapping Act](#) and [FERPA](#), parents, guardians, caregivers and students must refrain from recording any and all audio/video conferences conducted by the district during remote learning.

Audio/Video Conferencing: Storage of Recordings

Audio video recordings will be stored securely with the host of the meeting having access to the recording along with appropriate technology personnel. Most recordings will be deleted

due to storage limitations after seven (7) days. The school district retains the right to maintain video recordings for a longer period of time when necessary. No video will be held longer than is educationally beneficial for the instructors current class of students. If a recording is a student record (and to the extent it is a student record of multiple students is such that it can be redacted of other students' information), a parent/guardian may request a copy of the recording in writing before its deletion.

Audio/Video Conferencing: Consent

Participation in audio/video conferencing during remote learning. Parents, guardians and/or designated caregivers understand and agree that information regarding their child and their child's voice, image and chats, may be shared with other students in the class, and that by allowing their child to participate parents or guardians are agreeing to the recording and dissemination of such on a limited basis when appropriate to support student learning.

Recording and distribution of audio, video and/or still images of audio/video conferences. Audio/video conferencing during remote learning may at times provide access to confidential student information. All participants agree, by participating in audio/video conferencing during remote learning, to refrain from disseminating any confidential student information about other student participants with any and all third parties. By participating in the remote learning opportunities, consent to this request is hereby provided. Students, parents, guardians and caregivers should take all precautions to safeguard personal or private information that they do not wish to be disclosed.

Audio/Video Conferencing: Problem Resolution

Should parents, guardians, designated caregivers, and/or students have questions about this policy they should contact their building principal to discuss.

Approved by Dedham School Committee on November 4, 2020