

# Notice to Parents/Guardians

## Information Regarding Student Confidentiality

During the current COVID-19 outbreak, our School District's programs and services may be offered remotely (via video or online services) for general and special education instruction, related services, and Section 504 accommodations, whether for whole class, group or individual instruction or services, whether as part of the regular program or as part of a program of students whose parents have opted out of in-person learning. Such remote services include Google Enterprise For Education. While these educational opportunities are being offered remotely, we must still respect the privacy rights of our students. In addition to the protections that we inform you about via our District's Family and Educational Right Privacy Act policies and notices and other District policies and notices including Board Policy 5125: Student Education Records, please be advised that these provisions and protections also apply to any of the remote educational opportunities that we are offering as well. All online vendors of the School District must comply with the mandates of the Student Data Privacy Act (as may be applicable) and protect student information.

In addition, parents/guardians who may be with their students while our District's remote educational opportunities are being provided are asked to treat any observations during the "virtual" or "distance" learning program the same way that they would treat anything that they would observe during a classroom visit. Whether you as a parent/guardian are visiting a class in person or by observing (or accompanying their child) during any remote educational opportunities, it is especially important that you not interfere with or violate the privacy rights of other students and their families, and as such, 1) you should not disrupt the delivery of instruction or the educational process, 2) you should avoid unnecessary access to confidential or personally identifiable information regarding other students (and their families), and 3) you should not disclose any information concerning such other students or their families that you may have incidentally discovered during any such observations of a class or instruction.

*OPTIONAL RECORDING OF LESSONS: The teacher may make a recording of a virtual/remote classroom lesson so that it may be made available to students enrolled in the class (especially those who may be unable to attend a specific lesson). While such recordings may briefly include student responses and images, please be advised that such recordings are only being made available to students through the District's online instructional platforms (such as Google Enterprise For Education), consistent with a platform's permitted uses, and are not available to the public at large or through any other media. The display or transmission of these recordings by student or parents to others is prohibited.*

Finally, as with classroom visitations, electronic recording or video/audio taping by parents/guardians of either students or teachers in our schools, in the classroom, or during the provision of remote instruction is not permitted (and with respect to audio and visual communications as part of the remote instruction, may be illegal under federal and state law). Any such 1) recording (or transmission), 2) release or disclosure of confidential information concerning other students or their family members, and 3) any disruption of the delivery of instruction to any

of the students (including your own children or other children) may result in the restriction or suspension of those online/remote privileges.

It is our goal to continue to protect all students' confidentiality during these unprecedented times. We believe that our policies and procedures (as outlined above) offer adequate safeguards and provide informed consent for any child's participation in the virtual/distance learning program that we are providing. If you as a parent or guardian is concerned about the release of student information or invasion of privacy rights through your child's participation in any online or virtual learning opportunities, please contact Dr. Paul Smotas, Interim Superintendent of School, at [smotasp@newmiltonps.org](mailto:smotasp@newmiltonps.org) immediately.