



# Rocky Hill Public Schools

ADMINISTRATIVE OFFICES, 761 OLD MAIN ST., P.O. BOX 627

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## NOTICE TO PARENTS/GUARDIANS REGARDING RULES AND GUIDELINES FOR PARTICIPATION IN LIVE REMOTE INSTRUCTION

During the 2020-2021 school year, and consistent with the Connecticut State Department of Education's (CSDE) guidance entitled *Advance, Adapt, Achieve: Connecticut's Plan to Learn and Grow Together* (the "Reopening Guidelines"), the Rocky Hill Public Schools will be using live remote instruction, primarily through *Google Meet*, for some of its classes to provide instruction to students learning remotely as circumstances related to the COVID-19 pandemic may warrant or require.

To implement live remote instruction, teachers will be delivering live instruction to students learning in the classroom at a designated time, and students learning remotely will be able to view and/or participate in these lessons simultaneously through group video conferencing using *Google Meet*. This instruction will be provided in a group setting with multiple students participating simultaneously in the classroom and remotely via videoconferencing. As determined by the teacher or in accordance with plans for students with special needs, the District may also use live remote instruction in small group and/or individual settings. Student names and images will be visible to the teacher and other participants and observers.

### Rules and Guidelines for Participation in Live Remote Instruction/*Google Meets*.

To facilitate the delivery of instruction through live remote instruction and safeguard student privacy and confidentiality as appropriate and to the extent required by applicable law, the District requires that students and parents/guardians of students adhere to the following:

- Parents/guardians and students are **prohibited from audio recording, video recording or photographing videoconferencing sessions** (including participants in such sessions) in any manner, unless otherwise determined by an individual student's Planning and Placement Team or Section 504 Team to provide the student with a free appropriate public education.
- Individuals present in the home other than the student are not permitted to participate in or be visible on the videoconference, or otherwise observe the lesson, other than reasonable adult supervision of the student, and except as otherwise permitted by the Rocky Hill Board of Education's policy and administrative regulations regarding classroom visitation and observation.
- Students participating in videoconferencing from remote locations must join the video conference on time, dress appropriately as if attending school in person in accordance with the Rocky Hill Board of Education's policy concerning Student Dress, and follow all rules and guidelines established by the teacher.

- All participating individuals must comply with relevant Rocky Hill Board of Education policies and administrative regulations, including but not limited to those concerning the confidentiality of student records, acceptable use of district computer systems, and visitation and observations, which policies and regulations can be accessed at the Rocky Hill Public Schools website, <https://www.rockyhillps.com/boedocumentspolicies>.

*While student privacy and the confidentiality of student information is of utmost importance, parents/guardians are reminded that the District is not in direct control of individual homes or the physical locations of students participating in videoconferencing remotely.*

In addition, please note the following suggestions regarding remote participation in videoconferencing:

- Parents/guardians are encouraged to have their students participate via a location that is quiet and free of distraction, to the extent possible.
- Consider adjusting the lighting on the student's face for better visibility.
- Please be mindful of what is in view on the camera behind the participant and take care to choose a location with an appropriate background.
- Students are encouraged to use a headset or headphones while participating in videoconferencing, especially if they are in a room with other individuals or at home where others can hear.

#### **District Recordings of Live Lessons**

The District may record live lessons and make those recordings available to students following the lesson through *Google Meet*. **Parents/guardians and students are strictly prohibited from reproducing and/or sharing these recordings with others in any manner.**

Please address any specific questions about the District's Reopening Plan, found on our website at <https://www.rockyhillps.com/reopeningplan>, with your school principal. We look forward to seeing your student either in-person or via videoconference at the start of the school year.

Sincerely,



Darlene M. Listro

Assistant Superintendent for Curriculum and Instruction