

## General Guidelines for Distance Learning

- Communication with students and families can occur via phone or email. If using video, avoid a one-to-one situation. This provides protection for the parent, student and staff member. ( Speech Therapists will receive directions related to tele-therapy and best practices)
- Permission slips must be received prior to any live synchronous chats occurring with students.
- Approved tools to use for student /parent communication are Google Hangout/Meet and Microsoft Teams/Outlook
- Zoom is not approved at this time. The hacking occurring within Zoom is outside of their privacy settings. The video feed is getting hacked during encryption. CUSD has opted to not use Zoom for adults or students.
- If using the live chat tool, best practice is to wait until all students have disconnected prior to the instructor hanging up. This prevents any unmonitored discussions from occurring.
- **Do not post** recordings of live chats or photos with/of students on your personal social media. This includes personal twitter, Facebook, snapchat, Instagram, etc. Permission slips grant usage only for school sites and media related to schools. Any live recordings of instruction become educational records that can be accessed even if posted on your personal social media.
- **Do not post** any identifying information related to your students on personal social media. FERPA still applies during the COVID-19 closures.
- Teachers can record their instruction and just play that video back to students in order to avoid the live chat setting. This also enables those students unable to log in at a designated time to receive the same instruction.
- Children under the age of 13 require more protection. Elementary teachers cannot ask students to create accounts. All accounts must be created by the school/district.

## Resources

- Child Internet Protection Act ( CIPA) <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
- Child's Online Privacy Protection Rule ( COPPA) <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>
- Federal Educational Rights to Privacy Act ( FERPA) [https://studentprivacy.ed.gov/sites/default/files/resource\\_document/file/FERPAandVirtualLearning.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPAandVirtualLearning.pdf)

Our main goal is to **protect our staff and students**. If you have any questions related to privacy or safety guidelines, please reach out.

Sincerely,  
Wendy Nance