

**MEMO:**  
**FROM:** DAVIS SCHOOL DISTRICT  
**TO:** DSD EDUCATORS  
**SUBJECT:** STUDENT DATA PRIVACY AND DIGITAL LEARNING

## Using Virtual Classrooms

Do	Don't
Use DSD approved web conferencing tools (MS Teams, Canvas Conferences or Zoom). **	Don't use conferencing tools not approved by DSD Technology Services. **
Use web conferencing software to <u>schedule</u> a virtual classroom session rather than using personal meeting links ( <i>Create passwords for Zoom meetings</i> ).	Don't post links, or information related to classroom meetings on public sites (such as Twitter, social media, school web page).
Inform participants if the virtual classroom is being recorded. Also inform where the recorded can be accessed and who else will have access (school leaders).	Don't post video from virtual classroom sessions publicly.
Review and learn how to use the security features of the tool you choose to use. ( <a href="#">LINK Tutorials for Zoom &amp; Teams</a> )	
Be considerate if parents desire to not turn on the camera for their student's device.	
Use Microsoft Stream for posting video for student access when it includes students names and faces.	

\*\* DSD-specific guidelines.

## Protecting Personally Identifiable Information (PII)

Do	Don't
For all one-on-one conversations, keep a log of start, finish, and subject of discussion and <i>make the record available to school administrators</i> . **	Don't violate the professional code of conduct for district employees. ( <a href="#">LINK</a> )
Check whether parents opted out of pictures or directory information if posting or sharing virtual class images.	Don't post names and pictures of students on the same public page.
Discuss FERPA related information (such as grades) when only the student and legal guardians are present.	
When requested by parents, schools may share student emails of a child's peers.	Don't share phone numbers if parents have opted out of disclosure of directory information.

\*\* DSD-specific guidelines.

### Additional Resources

- [DSD Student Digital Privacy](#)
- U.S. Department of Education [Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices](#) (Feb 2014)
- U.S. Department of Education [FERPA and Virtual Learning Related Resources](#) (Mar 2020)
- U.S. Department of Education [FERPA & Coronavirus Disease 2019 \(COVID-19\) Frequently Asked Questions](#) (Mar 2020)
- U.S. Department of Education [FERPA & Virtual Learning During COVID-19 slideshow](#) and [video recording](#) (Mar 30, 2020)