

October 2020

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

During the 2020-21 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 Fairfield Public Schools will be using Live Video instruction through livestreaming, live synchronous or blended learning means to provide instruction to students learning remotely when the District is in hybrid or full-remote learning models as circumstances related to the COVID-19 pandemic may warrant or require.

To implement live video instruction, teachers will be delivering live video instruction to students individually, in small groups or to high school students learning in the classroom at a designated time. Students participating in livestreaming of classes remotely will be able to view and/or participate in these lessons simultaneously through group live video instruction using *the Google Meet platform*. This instruction will be provided in a larger group setting with multiple students participating simultaneously in the classroom and remotely. Student names and images will be visible to the teacher and other participants and observers at these times.

Rules and Guidelines for Participation in Live Video Instruction

To facilitate the delivery of live video instruction and safeguard student privacy and confidentiality as appropriate and to the extent required by applicable law, the Fairfield Public Schools 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 live video instructional 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 live video session, or otherwise observe the lesson, other than reasonable adult supervision of the student, and except as otherwise permitted by the Fairfield Board of Education's policy and administrative regulations regarding classroom visitation and observation.
- Students participating in live video sessions from remote locations must join the session on time, dress appropriately (as if attending school in person in accordance with the Fairfield 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 Fairfield Board of Education policies and administrative regulations, including but not limited to those concerning the confidentiality of student

records ([Policy 5125](#), Education Records: Confidentiality, and Regulation [5125AR](#)), acceptable use of district computer systems (Policy [6141.321](#), Student Internet Use, and Regulation [6141.321AR](#)), and visitation and observations ([Policy C19.6 1250](#), Visits to the Schools and Regulation [C19.6 1250AR](#)). Policies and Regulations can be accessed on the [FPS Website](#).

- Any violations of **the Rules and Guidelines for Participation in Live Video Instruction** may result in the suspension of participation in further live video sessions and potential assignment of alternative asynchronous educational opportunities.

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 live video instruction remotely.

In addition, please note the following suggestions regarding remote participation in live video instruction:

- 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 be mindful to choose a location with an appropriate background.
- Students are encouraged to use a headset or headphones while participating in live video instruction, especially if they are in a room with other individuals.

District Recordings of Live Lessons

The Fairfield Public Schools may record live lessons and make those recordings available to students following the lesson through *the Google Classroom platform*. **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 with your school principal. We look forward to seeing students either in-person or remotely throughout the 2020-21 school year.