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UPPER ADAMS SCHOOL DISTRICT

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Upper Adams School District – Notice of Virtual and Livestream Instruction

In order to adhere to the requirements issued by the Pennsylvania Department of Education on re-opening schools for the 2020-2021 school year, and to maintain the health and safety of the Upper Adams School District (District) student and staff community by allowing learning to occur from a remote location if and as necessary, the District will engage its teachers and students in various types of instruction such as live virtual lessons, recorded virtual lessons and readings/exchanges, and one-to-one virtual instruction/interaction with a teacher or other support professional.

Additionally, the Board has adopted Policy 831, Livestreaming, to allow for "live" learning from a remote location. The main purpose of Policy 831 is to authorize the creation of hybrid classes. A hybrid class is one in which the teacher and a portion of the students in the class are located in the brick and mortar classroom on District property, and a portion of the students are located off District property, participating in livestream instruction and other educational activities. Additional staff may engage with the hybrid class, whether on or off District property. The District will livestream instruction through the broadcast of live video content through the Internet and virtual platforms, which may include social media platforms.

The Family Educational Rights and Privacy Act (FERPA) is a federal law created to protect personally identifiable information (PII) located in a student's education record from unauthorized disclosure. The District annually distributes a FERPA notice to provide a comprehensive description of parent and student rights as well as District obligations in relation to those rights. This notice applies to recorded virtual and livestream instruction. The District's FERPA notice can be accessed on the district website at www.upperadams.org.

The District is making reasonable efforts to protect PII found in education records; however, this notice serves to apprise families that the District cannot entirely ensure student privacy when utilizing virtual instruction and/or livestream instruction. Live lessons with teachers or other educational professionals may be recorded, and thus, contain student interaction.

When a Student is Engaged in Virtual and/or Livestream Instruction From a Remote Location

To the maximum extent possible, the student must engage in virtual or livestream

instruction in a space away from noises and distraction.

The student should put a curtain or object in the background to prevent others in the hybrid class from viewing items in the remote setting.

The student may need to wear headphones or earbuds to prevent noise in the remote setting from distracting the hybrid class. Should ongoing distractions occur, and if student does not utilize headphones or earbuds, the teacher may have to mute the student in the remote setting.

Only the invited student may attend the virtual and/or livestream instruction from a remote location.

Families must not disrupt or engage in students' instructional processes. Families/parents who wish to assist in their child's instruction from a remote setting must have prior approval from the District.

If a parent or third party happens to be present when protected information is shared via virtual and/or livestream instruction, that person is prohibited from re-sharing the information.

Student behavior in a remote setting will be handled in a manner similar to in-person classroom settings. Policy 831 incorporates the Code of Conduct and its disciplinary processes, including suspension and expulsion.

Parents/guardians and students are prohibited from recording virtual and/or livestream instruction without District permission.

Electronic communication with teachers (audio and/or video) must be for legitimate educational purposes only. Legitimate educational purposes include matters relating to teaching, educational support, counseling, athletics, and extracurricular activities.

We ask that all members of the school community make every reasonable effort to abide by and implement these privacy guidelines. The District staff thank you and appreciate your cooperation with the above matters as we provide valuable educational opportunities to your child during the 2020-2021 school year. Please direct any questions about this letter to Wesley T. Doll, Ed.D., Superintendent at 717-677-7191 ext. 2751.