

Regulation 5632R.2

Non-Instructional/Business Operations

LIVESTREAMING

General

The District recognizes that digital video recording and transmission may be helpful and at times necessary to both fulfill the District's educational mission and to expand the reach of District events and activities to those not able to attend in person. The District further recognizes that without parameters, related forms of virtual and remote synchronous instruction may pose risks to the District, its employees, students and their families, and may otherwise disrupt the educational environment.

The Superintendent authorizes the use of video streaming and recording for instructional and other educational purposes. This regulation does not prevent employees, students, parents, and/or members of the public from livestreaming District events open to the public.

Delegation of Responsibility

The Superintendent may delegate to his/her designee(s) the right to enforce this regulation.

Definitions

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 livestreamed instruction and other educational activities. Additional staff may engage with the hybrid class, whether on or off District property.

A **remote** class is one in which the students in the class are located off District property, participating in synchronous or asynchronous instruction, including livestreaming, and other educational activities. The teacher and additional staff may engage with the remote class, whether on or off District property.

Livestreaming, as used in this regulation, shall mean utilizing any camera located on District property, including on District-provided transportation, to broadcast live video content through the Internet and virtual platforms, which may include social media platforms.

Personal device includes, but is not limited to, the use of a student's/family's own laptop, cell phone, personal digital assistant, tablet, desktop computer, or other Internet-enabled device.

Guidelines

The Superintendent or Superintendent's designee shall ensure that all students and employees are made aware of these guidelines by means of the District website, training materials and professional development, and other reasonable means.

Use of Livestream Video for Educational Purposes

The following precautions are in place to limit the sharing of personal information with individuals not directly affiliated with the District, and those who do not qualify as "school officials."

In accordance with The Children's Online Privacy Protection Act and Education Law 2-D, the Superintendent shall task the District Data Protection Officer to:

1. Ensure that the use of online learning platforms is for school-authorized educational purposes, and not for commercial purposes.
2. Review the privacy and security policies of each online learning platform company utilized by the District to understand how each organization/company will collect, use, and/or disclose personal information from District students.
3. Provide parents with notice of the website and online learning platform companies whose collection the parents have consented to on behalf of the student through a link on the District website related to the Parents' Bill of Rights for Data Privacy and Security.

Parents/Guardians and students enrolled in a hybrid or remote class shall be notified of the use of livestreaming. Students whose parents/guardians have elected to opt them out of video or audio recording must not be captured in the livestream. Reasonable efforts should be taken by instructional staff to minimize the recording of students as a best practice.

Recording of a hybrid or remote class livestream of academic instruction and/or educational activities may occur. The District shall not share these recordings with anyone who does not have a legitimate educational interest as part of the specific course being taught without the written consent of the District. Anyone with a legitimate educational interest who receives the recording shall abide with the privacy protections set forth herein and shall utilize the recording only for the remote instruction of his or her child. Any person who violates such privacy requirements shall be prohibited from accessing future recordings.

Students participating in hybrid or remote instruction off of District property shall not record the livestream unless given explicit permission by the District. The administration shall make reasonable efforts to ensure that remote student participants to a livestream of academic instruction and/or educational activities do not make an unauthorized recording of a hybrid class livestream, recognizing that screen capture tools are easily accessible to a knowledgeable user. The District provides no guarantee that an outside party will not gain access to or record the instruction.

Students

Students in a hybrid or remote class shall:

1. Dress in proper attire consistent with the District's dress code.
2. Comply with the District's Acceptable Use Policy, whether using a District device or a personal device.
3. Abide by the District's policies and Code of Conduct and shall be held accountable for violations of policies and the Code of Conduct while participating in the livestream.

Students participating in the hybrid or remote class off District property shall abide by attendance policies and procedures in place for remote instruction in order to be considered present for those hours during which they received instruction.

Employees

At all times while engaging the hybrid or remote class in livestreaming, employees on and off District property shall:

1. Be dressed in proper attire consistent with the District's dress code.
2. Shall comply with the District's Acceptable Use Policy, whether using a District device or a personal device.
3. Conduct themselves in a professional manner consistent with regular District operations.

Employees engaging the hybrid or remote class in a livestream while off District property shall adhere to the assigned work schedules and procedures as outlined in administration regulations pertaining to working periods.

Livestream of School District Events Open to the Public

This policy does not prevent employees, students, parents, and/or members of the public from livestreaming District events open to the public. Students, parents, employees, and members of the public should not have any expectation of privacy while attending public events; they may be captured and broadcast on a livestream just as they could at any other public or community event, or facility open to the public.

However, District administrators may prohibit livestreaming at specific events hosted by the District on a case-by-case basis to comply with the law, or to prevent a substantial disruption to the public event.

The Board prohibits livestreaming of copyrighted musical performances, theatrical performances, or any material or performance in violation of copyright law.

Accommodations for Disabilities

The District must provide qualified individuals with disabilities equal access to their programs, services, or activities in part by ensuring that government websites have accessible features for people with disabilities. The Board directs that livestreams, depending on the use and as defined and authorized via this policy, be as accessible as reasonably feasible for students, employees, and members of the public with disabilities as their nondisabled peers. Such accessibility may include, but is not limited to, the provision of captioning.

Student Initiated Use of Livestream or Recorded Video

Students are prohibited from livestreaming or recording video at any time during the school day, including while on District-provided transportation to and from school, or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the livestream or recording by giving written consent.

Penalties for Violations

Violation of these administrative guidelines, and/or state or federal laws, will result in discipline and/or loss of access to instructional recordings. Employees may be subject to discipline up to and including dismissal. Students may be subject to discipline up to and including expulsion.

Established: 09-11-2020