

Book	Policy Manual
Section	
Title	Telepresence
Code	
Status	Proposed
Adopted	TBD

### **Purpose**

The Board recognizes that livestream video may be helpful to the District and its employees in both fulfilling its educational mission and in expanding the reach of school events and activities to those not able to attend in person. The Board further recognizes that without parameters, livestream video may pose legal risks to the District and its employees and may otherwise disrupt the educational environment.

### **Delegation of Responsibility**

The Superintendent shall develop procedures to implement this policy and shall delegate to their designee(s) the right to enforce this policy.

### **Definition**

**Livestream video**, as used in this policy, shall mean utilizing any camera located in the District and/or District property to broadcast live video content through the Internet, including through a social media platform. It will also include livestream videos by District employees and/or District personnel offsite for educational purposes.

### **Guidelines**

#### **Student-Initiated Use of Livestream Video**

The Board prohibits student-initiated use of livestream video at any time during the school day or at a District sponsored event that is not open to the general public, unless the program sponsor and/or building administrator has authorized the use of livestream video by giving written consent.

#### **Employee-Initiated Use of Livestream Video**

The Board authorizes the use of livestream video for instructional and other educational purposes at the direction of teachers, administrators, and other employees, if approved by the program supervisor and/or building administrator.

Any in-school use of livestream video by students for educational purposes shall be supervised by a professional employee or by an administrator.

Prior to approving the use of livestream video for educational purposes, the program supervisor and/or building administrator shall ensure that adequate precautions are in place to ensure that students limit the sharing of personal information with individuals not directly affiliated with the District.

#### Livestream Video of Classroom Instruction/Distance Learning

The Board authorizes the use of livestream video to deliver academic and special education instruction remotely when approved by the building administrator.

Students shall be notified prior to the use of a livestream in their classroom or other areas of the school where they may be captured on the livestream.

Livestreams shall be set up to visually capture the teacher/instructor and their materials, but may unintentionally capture other students attending to the same instruction in-person.

Prior to approving instruction via livestream, the building administrator shall determine if such instruction shall be recorded, and if so, how long such recording shall be maintained to provide student access. Access shall be provided to students only through a secure password-protected classroom management system and no such recordings shall be posted publicly on the Internet. Students shall be notified prior to a livestream being recorded.

Videos of distance-learning livestreams are the property of the District. Students are prohibited from filing, photographing or reposting such videos on the Internet, removing them from the classroom management system, and/or from sharing them with other individuals.

Videos of the distance- learning livestreams are intended only for the viewing of the student on homebound instruction. Other students not on homebound instruction are not to participate in shared livestreaming lessons from the classroom.

The District's media release forms do not prohibit a student's voice or likeness from appearing in a video of classroom instruction. Such videos are not posted publicly, and are maintained temporarily for student access.

Students who access academic instruction via livestreaming shall be considered present for attendance purposes during those hours during which they received instruction.

#### Livestream of School District Events Open to the Public

This policy does not prevent employees, students, parents, and/or members of the public from live-streaming 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 live-streaming at specific events hosted by the District on a case-by-case basis to comply with the law, to comply with contract terms, or to prevent a substantial disruption to the public event.

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

#### Livestream Video in Lieu of Homebound Instruction

Upon acceptance of a physician or practitioner of the healing arts recommendation that homebound instruction is medically necessary, the Board directs that consideration be given to whether the student should receive livestream access to his/her essential academic classes in lieu of homebound instruction.

Consideration must be given to:

1. The severity of the student's medical condition, and whether the student can benefit from livestream academic instruction.
2. The recommendation of the student's physician.
3. Input from the student's parents/guardians.
4. The age and specific needs of the student, including whether the student has the technical proficiency to access the livestream at home.
5. Whether providing livestream instruction may be counter-productive, in that it may prolong the student's absence from school.

Students who access their essential academic instruction via livestreaming shall be considered present for attendance purposes during those hours during which they received instruction. Livestream access to academic instruction is in lieu of and not in addition to homebound instruction.

The decision whether to provide livestream access to academic instruction in lieu of homebound instruction rests in the sole discretion of the local educational agency. Nothing in this policy shall be construed to require the local education agency to provide livestream access to any particular student.

#### Livestream Video in Times of Special Circumstances

Upon approval of the Superintendent and/or their designee, it is recognized that special circumstances may arise in which approval at the state or board level would allow livestream video to be utilized for an extended period of time of absence from the school building. The Board directs that consideration be given to whether the student should receive livestream access to their essential academic classes in lieu of attending the actual school site.

Consideration must be given to:

1. The severity of circumstances, and whether the student can benefit from livestream academic instruction.
2. The presence of a directive provided by and state or federal entity requiring the use of extending the ability to access the education.
3. Input from the student's parents/guardians.
4. The age and specific needs of the student, including whether the student has the technical proficiency to access the livestream at home.
5. Whether providing livestream instruction may be counter-productive, in that it may prolong the student's absence from school.

Students who access their essential academic instruction via live-streaming shall be considered present for attendance purposes during those hours during which they receive instruction. Livestream access to academic instruction is in lieu of and not in addition to homebound instruction.

The decision whether to provide livestream access to academic instruction in lieu of in school instruction rests in the sole discretion of the local educational agency. Nothing in this policy shall be construed to require the local education agency to provide livestream access to any particular student.

#### Telepresence Robots

The Board authorizes the use of telepresence robots in the District's buildings when approved by a Student's IEP or Section 504 team due to a long-term illness or disability preventing regular school attendance, and when the student has been deemed as requiring homebound instruction, as outlined in the considerations above. The use of telepresence robots shall be considered an employee-initiated livestream. Subject to the conditions outlined above. The District Superintendent or designee shall develop procedures outlining employee responsibilities regarding the use of such robots in the District's schools.

#### Livestream Video for Routine Illness & Absences

No teacher or administrator shall be required to provide a livestream of academic instruction for a student's routine illness or absence. If a student or parent/guardian requests access to such a livestream due to extenuating circumstances, the decision of whether to provide such a livestream shall be in the sole discretion of the teacher and building administrator.

#### Proper Attire/Code of Conduct

Any student participating in a livestream for academic instruction must abide by the District's Code of Conduct and may be held accountable for violations of the code of conduct while participating in the livestream. Students participating in a livestream of academic instruction must also comply with the District dress code.

#### Acceptable Use of District's Network

If a livestream utilizes the District's Internet connection, the local educational entity's Acceptable Use Policy applies and is incorporated herein by reference.

#### Use of Personal Devices

If any livestream authorized pursuant to this policy utilizes a personal mobile device, the school's mobile device policies apply and are incorporated herein by reference.

#### Accommodations for Disabilities

The Board directs that public livestream of District events be as accessible as reasonably feasible for individuals with disabilities as for non-disabled members of the public.

Nothing in this policy shall affect the provisions or use of live streaming as stated in an Individualized Education Program or Section 504 Service Agreement.

#### Penalties for Violations

Violation of this policy, administrative regulations, and or state or federal laws will result in discipline. Employees may be subject to discipline up to and including dismissal. Students may be subject to discipline up to and including expulsion.

#### Development of Administrative Guidelines

The Superintendent or designee may develop administrative guidelines to implement this policy. The Superintendent shall ensure that all students and employees are made aware of this policy and any administrative guidelines by means of the employee and student handbooks, the District website, or other reasonable means.

#### Technical Assistance:

The AT consultants will be the liaison between the Office of Information Technology and the families when they require technical assistance with equipment or software. The AT material facilitator will assist with equipment and software troubleshooting. The student, teacher, parents/guardians, related-service providers to follow the district's procedure of contacting the AT department and email [support@pghschools.org](mailto:support@pghschools.org) and put "AT- telepresence" in the subject line. An AT consultant will receive the message and work with the Team to come up with a solution.

#### Legal

Policy 221

Policy 813.1

Policy 913