

Administrative Regulation 3027R - Virtual Instruction Guidelines

The Board has adopted Policy 3027 governing the use of District Internet and Computer Networks. Policy 3027 authorizes the Superintendent or designee to develop and implement procedures and guidelines consistent with the Policy. The Superintendent has determined that these supplemental guidelines are necessary for the District to deliver virtual instruction (asynchronous (pre-recorded) and synchronous (live) online instruction) in a safe and legally compliant manner. Policy 3027 continues to apply for remote learning and these guidelines are in addition to the responsibilities and limitations set forth by Policy 3027.

Prohibited Acts and Confidentiality

The reproduction or distribution of a pre-recorded (asynchronous) lesson to a third party who was not an intended recipient of the lesson is prohibited without prior consent of the creator of the lesson. The recording, photographing (i.e. screenshot), or sharing of any live virtual learning sessions (synchronous) is strictly prohibited and will be deemed a violation of District policy and applicable confidentiality laws and regulations. Recording a live virtual lesson would also be a violation of the Pennsylvania Wiretap Law, which makes it illegal to record a conversation without the express consent of all participants. 18 Pa.C.S. § 5703. Recording, photographing, or sharing a live (synchronous) learning session may also violate the Family Educational Rights and Privacy Act (FERPA) as well as School District Policy 6006. 20 USC 1232g; 34 CFR 99; Policy 6006. As such, violations of these laws and District policy may result in both criminal penalties, individual liability, and discipline consistent with District policy and the Code of Student Conduct.

Participation in live group lessons or programs may be part of the District's virtual instruction program for some students. District employees and related service providers may offer live virtual lessons with multiple students participating at the same time so students can work together like they would at school. Due to the at-home virtual delivery of these group sessions, the District cannot guarantee confidentiality and the parents/guardians of the other participating students may be able to observe the group session.

Synchronous (Live) Session Guidelines

- 1) Staff and students should create a professional virtual learning environment when participating in synchronous sessions, which includes, but is not limited to:
 - a) Awareness of background and surroundings, including any audio/visual surroundings or distractions;
 - b) Professionalism and respect on camera;
 - c) Awareness of computer screen/s tabs that are open during any virtual instruction session;
 - d) Wearing appropriate clothing while participating in a video session;
 - e) Refraining from using inappropriate language while participating in an audio session;
 - f) Refraining from sharing any non-school related photos, documents or information during the session; and
 - g) Complying with all District policies and the Code of Student Conduct.
- 2) All synchronous sessions will focus on school-related matters.

- 3) All applicable school rules, policies, and procedures apply during synchronous sessions to the extent applicable. Instructors and students who do not adhere to these guidelines, as well as any other applicable school rule, policy, or procedure may be subject to discipline.
- 4) When utilizing Google hangout meets or another online meeting platform for video conferences, District staff should utilize all confidentiality functions within the online platform, including passwords and security options to prohibit unauthorized individuals from joining the meeting.
- 5) Instructors hosting a virtual lesson or meeting should not allow any other individual to have control over screen sharing or session controls, unless necessary for students to share their screen/work as part of an instructional lesson.
- 6) Neither instructors nor students are permitted to record any synchronous sessions.
- 7) When utilizing Google hangout meets or another online meeting platform for “office hours,” this time is dedicated to support student’s learning needs and should not evolve into an impromptu parent-teacher conference. When necessary, parent-teacher conferences should be scheduled separately at the convenience of both parties.
- 8) If a student requires an individual (1:1) virtual session outside of open “office hours”, at least 2 District employees/providers or a parent/guardian must be present for the virtual session, unless an individual (1:1) session is necessary for required counseling or nursing services.
- 9) During the COVID-19 closure, students should not be penalized for an inability to participate in a live virtual lesson or service.

District staff is authorized to implement additional safety and security guidelines that may be appropriate for a particular virtual service or learning session.

Accessibility

The District will take reasonable steps to make its online learning program available to all students, including opportunities for synchronous and asynchronous education when offered. During the COVID-19 closure, the District understands that some students may not be able to participate in live sessions and will provide parents/guardians with other asynchronous learning opportunities. Parents/guardians with accessibility concerns or students who are unable to participate in live sessions should contact their teacher for alternate options.