

When conducting and recording class sessions or meetings in Zoom/Google Meet teachers are expected to follow the guidance below to protect student privacy in compliance with FERPA.

<p>Students see teacher and other students virtually <i>Via Zoom or Google Meet</i></p>	<p>Students see other students in break-out room with periodic teacher supervision <i>Via Zoom</i></p>	<p>Students see teacher but NOT other students virtually <i>Via Zoom or Google Meet</i></p>
<p><i>Teacher is teaching real-time virtually and students can see the teacher and other students</i></p>	<p><i>Teacher provides whole class instruction, gives directions for group interaction for students in smaller groups, and sends student groups to breakout rooms.</i></p>	<p><i>Teacher is teaching real-time virtually and students can see the teacher but not other students.</i></p>
<p>This IS a recommended instructional delivery method.</p>	<p>This IS a recommended strategy contingent on class dynamics and personalities. Frequent monitoring ("popping in") is recommended.</p>	<p>This IS an allowable instructional delivery method IF done for a limited amount of time for targeted instructional intent.</p>
<p>Recording: Allowed only for the purpose of posting instruction to Canvas for asynchronous learning support. Students whose parents have opted out of virtual class session participation and recording may not be able to participate.</p> <p><u>Recording & Session Security Requirements</u> Teacher must:</p> <ol style="list-style-type: none"> confirm each student's "Directory Policy and Opt Out Rights" status with school administration or in PowerSchool provide legally required verbal and visual notification of recording to all participants at the beginning of each session to be recorded admit students to live session through the waiting room after confirming each participant is on their class roster disable cloud recording settings to prevent students from using local or personal technology to record. train and allow students to change their profile picture to a school appropriate image other than a personal photo and display name to their first and last initial only 	<p>Recording: Not available in break out rooms</p>	<p>Recording: Allowed only for the purpose of posting instruction to Canvas for asynchronous learning support.</p> <p><u>Recording & Session Security Requirements</u> Teacher must:</p> <ol style="list-style-type: none"> admit students to live session through the waiting room after confirming each participant is on their class roster mute audio and turn off video for all participants. disable cloud recording settings to prevent students from using local or personal technology to record. train and allow students to change their profile picture to a school appropriate image other than a personal photo and display name to their first name only.

At this time, Zoom and Google Meet are the DPS allowed video conferencing platforms for instructional delivery. Information about how to use Zoom and Google Meet and protect student privacy can be found at the links below:

[DPS Zoom Security Protocol](#)

[Video Tutorial- DPS Zoom Security Settings](#)

[Zoom Security Participant Tips and Notice Slides](#)

[Zoom Participant 1 Page Guide](#)

[Zoom Educators Guide](#)

[Google Meet Teacher Center](#)

Copyright Notice- If staff members are reading/broadcasting any copyrighted material, outside of DPS provided curricular materials, there could be copyright issues. Teachers are responsible to check copyright information prior to use in live and or recorded sessions.

All instruction conducted via Zoom/Google Meet that includes course content and student information is protected by the [Family Educational Rights and Privacy Act \(FERPA\)](#).

- FERPA defines the term Personally Identifiable Information/PII, as direct identifiers (such as a student's or other family member's name) and indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name) ([see 34 CFR § 99.3](#) definition of "personally identifiable information").
- Parents are notified on [page 11](#) of the student family handbook, regarding FERPA, Directory Information and Personally Identifiable Information (PII).
- Parents can elect to keep their student's camera off during live instruction sessions by completing the Durham Public Schools Media Consent form (ENG and SPAN).
- Students are not required to have their cameras on in live learning sessions. Students may turn off their cameras during live sessions if they or their parent/guardian/caregiver has made arrangements with their teacher to do so OR opted out using the consent form.
- Teachers who disclose or post recordings or PII of students may violate [DPS BOE policy](#) and state/federal confidentiality laws.
- Teachers should close PowerSchool and email applications before starting a live session with students to prevent accidental sharing/viewing of student information.
- Teachers are strongly encouraged to include language in your syllabus about the purpose of Zoom/Google Meet recordings and the protection of student information. Here is an example that can be used:
"Some live class sessions will be recorded for use by enrolled students, including those who are unable to attend live. Students will be notified of recording at the beginning of sessions that will be recorded. During these sessions, all students' video will be off and microphones will be muted."
- It is not appropriate to share recordings that include personally identifiable information (PII) of students on social media or with anyone that is not enrolled in your course.
- Teachers are expected to know and act according to the guidelines provided and support resources linked in this document.
- Schools may wish to obtain prior written consent to permit any such sharing of personally identifiable information from education records.
- Principals and teachers are encouraged to inform students and parents that
"Students sharing zoom links and passwords is a violation of the district's student Technology Responsible Use Policy (https://boardpolicyonline.com/bl/?b=dps_new#&&hs=569965). Durham Public Schools discourages non-students from observing virtual classrooms in the event that personally identifiable information from a student's education record is, in fact, disclosed in such virtual classrooms. Students and parents are not allowed to share or record any student information, pictures, or videos that may be shared in the virtual classroom. Such actions would violate student and family rights to privacy and secure educational records." (DPS Parent Notification Letter Live/Recorded Learning Sessions [English](#) [Spanish](#))