

September 2020

Dear Families,

During virtual learning, the instructional time students receive should be free from distraction and disruption. Students are expected to adhere to the [Henrico County Public Schools Code of Student Conduct](#) and parents are expected to comply with the HCPS School Visitor Policy. We have received inquiries as to whether it's allowable for students and/or parents to video-record lessons, take pictures of a student's screen during a class lesson, and/or use an extension or app to record, edit, or share class lessons. Video recording and the use of these types of extensions or apps, should not be used to record any lesson or part of a lesson that also includes other students participating. **Videoing, recording or photographing lessons when other students are participating in the lesson is not allowable due to students' rights to privacy under the Family Educational Rights and Privacy Act (FERPA).** HCPS must adhere to the requirements of FERPA and is committed to maintaining a distraction-free, safe learning environment for students and staff; thus these behaviors are also not allowable as outlined in both the [HCPS Code of Student Conduct](#) and School Visitor Policy.

The [HCPS Code of Student Conduct](#) states that ***"Students using cell phones or other electronic devices to record anything or anyone without authorization on school property or at school events is strictly prohibited."*** As is the case with all Code of Student Conduct violations, there are consequences for failure to adhere to the guidelines within the code.

The HCPS School Visitor Policy (P11-08), which applies to all visitors to School Board property (including HCPS-led virtual learning sessions) states that visitors ***"are expected to be professional, respectful and courteous in their interactions with students, School Board employees and other visitors. Any person who disrupts the educational environment or physically or verbally abuses, threatens, or harasses students, employees or other visitors on School Board property either in person, by telephone or through other electronic communications, may have their access to School Board property restricted in accordance with this policy."***

Again, even in the virtual learning environment, the [Code of Student Conduct](#) and visitor policy remain in effect. While we encourage all parents to have an active role in their child's education, we take very seriously our responsibility to provide all of our students and staff members with a safe and healthy learning and working environment. If you have questions feel free to contact me at _____.

Sincerely,

Principal

