

Electronic Communication Guidelines



*An electronic communication policy and guideline document for teachers, administrators, parents
and students.*

Table of Contents:

Best Practices for Electronic Communication	2
Transparency	2
Use of Photos or Video in Electronic Mediums	2
Faculty and Staff Professional Responsibility	2
Communicate Regularly	3
Media Relations	3
School Crisis Situations	3
TTSD Staff Guidelines for Google Meets	3
Office Hours/Individual/Small Group Instruction Communication Guidelines:	4
Guidelines for Usage of Google Meet	4
Social Networking Guidelines	6
Official TTSD Social Media Sites	6
Types of Electronic Media and Specific Guidelines	7
Website	7
Facebook	7
“X” (formally Twitter)	9
Instagram	10
Additional Guidelines/Notes:	10
Other Digital/Social Media Outlets (Emails, Blogs, Wikis, Podcasts, Videos)	10
Responsibility for Posting Content Online	11
School and District Websites	11
Approved External Resources	12
TTSD Approved External Resources:	13
Security and Data Protection	14
Acceptable Use	15
Copyrights	15
Staff Acceptable Use Policy	15
Student acceptable use policy	16
Privacy and Definition of Terms	16
TTSD Related Policies	17

Electronic Communication Guidelines

Staff members are expected to communicate with students and parents/guardians for educational purposes using a variety of effective methods for online learning, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication. These communications may be monitored. Any website or account utilized for communication with staff, parents/guardians or students is considered district-sponsored and must conform to all district policies, regulations, and procedures as outlined in this document.

[The district's policies](#), regulations, procedures, and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. "FERPA is the federal law that protects the privacy of personally identifiable information (PII) in a student's education records." The district will follow recently released "[FERPA and virtual learning related resource guidelines.](#)" to make sure we are protecting all student records and information.

Employees should also note that all social media/communication sites (even personal sites) can fall under the [Staff Conduct board policy](#).

Best Practices for Electronic Communication

The following are drafted guidelines, expectations, and best practices for the electronic/social media arena. Employees should notify their administrator/supervisor of all websites, social media platforms, and/or communication tools they use to communicate with parents, students, or the classroom community

Transparency

Electronic communication between staff, students, parents, and interested patrons should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications and these interactions are also considered public records.

Use of Photos or Video in Electronic Mediums

Please ensure photos/movies do not contain students that are on the district's "opt-out" list. Each building should have a log of those students/staff that do NOT wish for photos/videos of them to be shared. [Student media releases](#) are required for use of student images and information.

Faculty and Staff Professional Responsibility

- Remember that online posts and content are an extension of your classroom or the workplace. What is inappropriate in your classroom or the workplace should be deemed inappropriate online.
- Be accountable for the content on your profile and assume that everyone has access to your profile. You are personally responsible for what is on your site. Staff should act on the assumption that all postings are in the public domain.
- Do not share confidential information whether it is internal school discussions or specific information about students or other staff or school situations, including crisis events. Do not write about a colleague, parent or student without their permission.

Communicate Regularly

Maintain a consistent online presence, communicating with your students consistently. Scheduled communication will help create stability and reduce anxiety and will also allow for students to share how they are doing and what they need help with. Try to answer questions in a timely manner and provide plenty of feedback.

Media Relations

If contacted by the media to comment on a school-related issue, refer them to the Director of Community Relations, Alex Pulaski. When in doubt on how you should comment on social media, direct the public to the community relations department.

School Crisis Situations

During a school lockdown, secure mode, or crisis, employees should not be posting or asking for information online or through other forms of communication (texts, phone calls, etc.). During these situations, rumors can spread quickly and employees should be using this time to make sure that the safety of those in their charge/care is their top priority.

TTSD Staff Guidelines for Google Meets

Please note that this document will almost certainly be updated as circumstances change.

Google Meet invitations should only be sent to TTSD staff and/or TTSD student accounts, (no personal staff/student accounts), and with the exception of Special Education meetings with parents & outside providers.

Google Meet for **Students** during Online Learning:

- iPads in grades K-8: Students need to install "Google Meet" app is in Self Service
- Students cannot initiate a Google Meet with their TTSD account, only join existing.
- Teachers must "admit" students to the Meet when each joins.

Google Meet for **Staff**:

- Use of Google Meet with students is permitted during Online Learning.
 - This includes classroom instruction, small group and 1:1 office hours/support
 - FERPA guidelines apply - **student recorded information must be protected.**
- Parents can "opt out" their child out of 1:1 recorded sessions with students (see form below). Small group/classroom activities, students can be called on the phone or turn off their video.
- Recorded Google Meet class instructional sessions may ONLY be made available to students enrolled in that class (protected by share permissions - NOT "Link Sharing On -", only "Link Sharing OFF - Specific people"). ([STUDENT PRIVACY POLICY OFFICE FERPA and Virtual Learning Related Resources March 2020](#))
- Recorded Google Meet small group sessions may ONLY be made available to students in that small group (protected by share permissions - NOT "Link Sharing On -", only "OFF - Specific people").
- See [Best Practices for video meetings for further guidance](#) & [Google Meet for Teachers](#)

Exceptions: Staff who have Counseling or School Psychologist licensure may choose NOT to record individual videoconferences. (Refer to Student Services for specific guidance on Telepractices).

Office Hours/Individual/Small Group Instruction Communication Guidelines:

Purpose: Office hours/individual/small group lessons are intended to provide students access to teachers for increased academic and emotional support. These interactions may be in small groups of 2 or 3 students or 1 on 1 with students.

Guidelines for Usage of Google Meet

- Staff will complete the FERPA training- [SafeschoolsTrainings](#)
- Staff will adhere to the staff expectations relayed in the [TTSD staff code](#) of conduct when interacting with students.
- Staff will use preexisting district modes of communication: e-mail, phone, website, Canvas, Remind, & Google Meets

- Do not use texting, Facetime, Social Media platforms for Online Learning.
- All communication should be related to school and when inquiring about a students' wellbeing, make sure to ask all your students similar questions.
- Mandatory Child Abuse reporting requirements apply to Online Learning.
- If you have any concerns about an interaction, observation, or report from a student, report it to your supervisor immediately .
- Be aware of the professional online presence you project:
 - be present at all times
 - minimize distractions and personal interruptions
 - being professional in an online learning platform means not eating, drinking, or multitasking
 - place yourself in a neutral, professional space
 - always speak, type and post with the same professionalism you have in all of your interactions with students, families, and other members of the school community.
- Staff are encouraged to incorporate office hours/individual/small group instruction where multiple students can be present on a Google Meet session.
- Before conducting or recording meetings with students' videos, carefully consider the impact your students' home environments may have on identifying their unique situations (to avoid potential bullying, teasing, etc...) You may provide the option for students to disable their videos once admitted to the session.
- When initiating a Google Meet recorded video session with students, verbal acknowledgment of recording must be given to the student(s). Students are permitted to only use voice and not visual, at their discretion, if they have privacy concerns.
- If staff have privacy concerns, they too can project only sound and not visuals.

Email Template to Parents:

Hello, my name is _____ and I have your student for _____ class [or I see your student for services in the area of _____]. As part of the Online Learning structure within this class, I will be holding office hours/Individual/Small group instruction between the times of _____ to _____ on _____. The purpose of video office hours/individual/small group instruction is to provide your student more support academically and emotionally if needed. We will be using Google Meet for classroom instruction as well as during office hours. These lessons/conferences will be recorded for student and staff safety and will remain confidential. If for any reason, you as parents, or your student are uncomfortable with this, your child can turn off their video during the session, or we can correspond via email at _____ and phone at _____ to ensure that your student is getting their questions answered.

Frequently Asked Questions- Re: Recordings

Are video conference recordings considered student records? Maybe. “Student records” are records that are directly related to a student and are maintained by the district. Since TTSD maintains these recordings, the question is in what situations are these videos directly related to a student.

When would a video directly relate to a student? When we provide 1-1 professional services via video conferencing then the recording would be considered a student record. In group videos, it would only become a student record only if an incident or interaction occurred directly related to a specific student.

What happens if the video is considered a student record? Then FERPA regulations apply related to privacy and disclosure of the records.

What is FERPA? The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

How are the video conferences stored? All recordings are stored on the TTSD Google Drive in a folder of the teacher who initiated the recording. The storage is FERPA and HIPAA compliant.

Who has access to these recordings? In compliance with FERPA, only personnel with a legitimate educational interest would have access to these records. For example, a teacher may watch a recording of an instructional assistant coaching a student on an organizational routine. In a speech and language telehealth situation, the SLP may rewatch the video to record progress data towards an IEP goal.

When are the recordings destroyed? The district will delete recordings at the end of the school year; this will be part of the staff check out procedures.

How are the recordings destroyed? Staff will be directed to delete videos from the Google Drive and then remove the Trash deleted immediately after.

Social Networking Guidelines

Official TTSD Social Media Sites

TTSD currently allows its schools to create a presence on social media sites such as Facebook, YouTube, and "X".

Official Social Networking Sites:

- Google Apps for Education - TTSD and TTSDSTUDENTS domains
- StudentVue
- Canvas
- Destiny/Destiny Quest
- Facebook
- X
- YouTube Channel
- Instagram

Guidelines for Social Networking at TTSD:

- All official TTSD school or District social media sites will be communicated to the Communications Department.
- All school or District related content posted on an official TTSD social media site should adhere to the policies and guidelines detailed in this document.
- School or District social media sites will be created for the sole purpose of classroom or school business communication.
- TTSD email is required when establishing a school or District social networking site. Personal email account use is not permitted.
- Personal staff social media sites cannot be used for any District communication or school business. A clear separation between any personal and District social media sites must be made and maintained.
- Employees are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media. Employees should provide clear disclaimers that the views represented are that of the author's alone and do not represent views of the District.
- Information published on social networking sites should comply with the District's privacy policies and guidelines in this document.

Types of Electronic Media and Specific Guidelines

Website

The District hosts websites (ttstdschools.org) for schools to share information and announcements with our stakeholders. Each building/department has an assigned webmaster to maintain and update those building or department pages.

Should information need updating, please contact your building or department webmaster, or if it is a District level page, contact the communications specialist, Lisa Burton.

Teachers have the option of having a district web page that they manage. This page is set up by the school webmaster. Some teachers use outside website platforms and the same rules apply for all external websites. Please review this for specific content, data protection, and prohibited material rules for teacher websites.

Facebook

TTSD has a district-wide Facebook account maintained by the communications department. This system-wide presence highlights the activities and accomplishments of all schools in the District. It is actively monitored and posts are made usually daily, if not multiple times per day. Schools, teachers, or district-sponsored groups wishing to create their own Facebook page should contact the communications department prior to setting up a profile. The building principal, principal designee(s), teacher, or group supervisor is responsible for monitoring information and keeping it current. With all electronic media, remember your association and responsibility with TTSD.

For teacher/classroom/district-sponsored group accounts, the content should be for professional, classroom, or activity purposes only. The account should be set up using the teacher's or sponsor's District email address. Staff are allowed Facebook access for school purposes and should explain the purpose and intended educational use of the account to their administrator. An administrator and/or department head should follow the account and/or be included in the Group Page, and the director of community relations should be made aware of the Facebook account.

Additional Guidelines/Notes:

- Students cannot access Facebook on the District network or district hardware.
- Notify your building principal, activities director (if a sport/activity), and Communications Specialist of your plans to use Facebook for communication.
- Notify your parents/students, if appropriate, of your intent to use Facebook to communicate information to the group as a supplement to your other methods of communication and that Facebook contains commercial advertising that is not endorsed by the District.

- Be cautious of how you set up your profile, bio, etc. Use photos, graphics, images, and language befitting the status of a public figure and consistent with your role as an educator/school support staff. If you see a comment that you believe is inappropriate and should be removed, contact the Communications Specialist to review and decide if removal is appropriate.
- Include the District's Posting Guidelines on your Page Info-Description section:
 - ❑ We welcome your comments as a means of sharing your own experiences, suggesting improvements or chiming in on the conversation. To keep our page focused, we have set some comment guidelines.
 1. This page is moderated and all comments may be reviewed by the TTSD Communications Department.
 2. To ensure exchanges that are informative, respectful of diverse viewpoints and lawful, we will not allow comments that are or include:
 - Off Topic. We will delete comments not related to the subject of the page entries.
 - Spam. Comments focused on selling a product or service will not be posted.
 - Personal Attacks. If you disagree with a post, we'd like to hear from you. We do ask that you refrain from personal attacks or being disrespectful of others.
 - Illegal. Laws that govern the use of copyrights, trade secrets, etc., will be followed.
 - Language. Comments including but not limited to: profane or provocative language, hateful, racially or ethnically offensive or derogatory content, threats, obscene, or sexually explicit language will be deleted.
 - Links to outside websites. We will not allow fans to include links to websites for any purpose.

“X” (formally Twitter)

"X" is a social media tool that allows for timely updates and announcements to be sent to "followers." The District has a "X" handle (TigardTualSD), and like Facebook, it uses "X" to highlight activities and accomplishments and provide announcements from the District and all schools. Individual schools have accounts and use this tool to communicate with parents and other school supporters.

For school building or district-sponsored group "X" accounts, the profile should be generic to the school or group, not associated with an individual/administrator/sponsor name. The building principal or group supervisor/sponsor is responsible for monitoring information and keeping it

current. With all electronic media, remember your association and responsibility with the Tigard-Tualatin School District.

For teacher/classroom/district-sponsored group accounts, the content should be for professional, classroom, or activity purposes only. The account should be set up using the teacher's or sponsor's District email address. Staff are allowed "X" access for school purposes and should explain the purpose and intended educational use of the account to their administrator. An administrator and/or department head should become a follower of the account and the director of communications should be made aware of the "X" account.

Additional Guidelines/Notes:

- Notify your building principal, activities director (if a sport/activity), and director of communication of your plans to use "X" for communication.
- Notify your parents/students, if appropriate, of your intent to use "X" to communicate information to the group in addition to your other methods of communication.
- Only "follow" other school "X" accounts and educational/group-related accounts.
- Keep your personal "X" account separate from your professional "X" account

Instagram

Instagram is a social media tool that allows for timely updates and announcements with images to be sent to "followers." The District Instagram page is (ttsd_school_district), and like "X", it is used to highlight activities, good news, and accomplishments and provide announcements from the District and all schools. Individual schools and groups associated with the schools have accounts and use this tool to communicate with parents and other school supporters.

For school building or district-sponsored group, Instagram accounts, the profile should be generic to the school or group, not associated with an individual/administrator/sponsor name. The building principal or group supervisor/sponsor is responsible for monitoring information and keeping it current. With all electronic media, remember your association and responsibility with the Tigard-Tualatin School District

For teacher/classroom/district-sponsored group accounts, the content should be for professional, classroom, or activity purposes only. The account should be set up using the teacher's or sponsor's District email address. Staff are allowed Instagram access for school purposes and should explain the purpose and intended educational use of the account to their administrator. An administrator and/or department head should become a follower of the account and the director of communications should be made aware of the Instagram account.

Additional Guidelines/Notes:

- Notify your building principal, activities director (if a sport/activity), and director of communication of your plans to use Instagram for communication.
- Notify your parents/students, if appropriate, of your intent to use Instagram to communicate information to the group in addition to your other methods of communication.
- Only “follow” other school Instagram accounts and educational/group-related accounts.
- Keep your personal Instagram account separate from your professional Instagram account

Other Digital/Social Media Outlets (Emails, Blogs, Wikis, Podcasts, Videos)

Classroom blogs and other social media are powerful tools. They create communication and collaboration opportunities between students, parents, teachers, and other district staff, and can have a positive impact on learning.

Additional Guidelines/Notes:

- Notify your building principal of your plans to use a classroom blog or other social media outlet for communication.
- Notify your parents/students, if appropriate, of your intent to use a blog or other social media outlet to communicate information to the group in addition to your other methods of communication. [TTSD Media Release Waiver](#) must be completed for students participating in social media postings, such as Podcasts or Blogs, where their image, name or personal information will be used.
- Do not post or state anything that you would not state in the classroom. Do not discuss students or other employees.
- On personal blogs, TTSD employees should include disclaimers that the views are their own and not their employer’s. For example: “The postings on this site are my own and do not necessarily represent the positions, strategies, or options of my employer.” This standard disclaimer does not exempt employees from irresponsible behavior when commenting on their own site or others.

Supporting TTSD Social Networking Guidelines can be found [HERE](#).

Responsibility for Posting Content Online

School and District Websites

Website Consistency

- Supported school and District Websites at TTSD:
 - ParentSquare
 - Canvas
 - SeeSaw
- All official school and District Websites must comply with the following guidelines:
 - Links to school and District official websites must be displayed clearly on the school site, including school or TTSD logo
 - All websites must have a title that clearly identifies teacher name, school, district
 - All websites must have multiple language support
 - All web pages must adhere to the highest quality standards and be free of spelling and grammatical errors.
 - Links to websites that are of a commercial or political nature are prohibited.
 - Links to approved TTSD social media sites are acceptable.
 - Acceptable social media sites include: Facebook, "X", Instagram (see social networking standards for additional information and guidelines)
 - Links to online payment sites are limited to district approved sites:
 - webstore.ttsd.k12.or.us (InTouch), and
 - MySchoolBucks (meal program account)
 - Links to personal home pages are prohibited.
 - Teachers are responsible for periodic review of the content of their classroom site(s) to ensure it meets the District policies and guidelines.
 - School/District administrators may veto or remove any content from the school or District website at any time, without prior notice.

Student Information

- When posting any student information online, the following guidelines must be adhered to:
 - If student/family has opted out of directory information (student handbook), nothing about the student is permitted to be posted online.
 - When directory information is permitted, the following can be posted on publicly accessible websites:
 - Student first name
 - Student picture
 - The following confidential student data information is **never** permitted to be identifiable on publicly accessible websites:
 - program information (ELL, TAG, SpEd, etc)
 - student assessments or grading of student work

- student personal information (see definition of terms):
 - First and last name
 - Home or physical address
 - Phone number
 - Student EMail address
 - Student ID numbers (synergy student ID, SSID, SSN, Etc.)

Web Page Content

- Web site content should relate to school curriculum, instruction, school authorized activities, and information relating to the District or TTSD schools.
- With appropriate permission, staff or student work may be published as it relates to a class project, course, or other school related activity. All student work posted on the Web should follow the guidelines defined in this document.

Approved External Resources

(websites hosting student information not hosted by TTSD servers)

TTSD hosts a variety of resources within the District's network and on District servers. However, the District also maintains contracts with vendors and external agencies to provide educational content or business services. Only approved external resources for hosting and sending any student or District data may be used. All approved external resources have data confidentiality agreements or data protection contracts in place. All student or District data hosted on external resources must be protected by username and password.

TTSD Approved External Resources:

(see [TTSD Digital Resource Menu](#) >> *Recommended for complete list*)

- Academic Innovations
- ParentSquare
- Google Apps for Education (TTSD and TTSD STUDENTS domains only)
- IXL Learning
- Math Expressions (Houghton Mifflin-Harcourt)
- Military (exclude students with no release of Directory Information/military)
- Naviance
- NWRESD and Cascade Technology Alliance
 - Synergy (including teacherVUE, StudentVUE, ParentVUE)
 - Data warehouse
 - Destiny library system
- Pearson Digital Learning / NCS Pearson
- Oregon Department of Education
- School Photography Company (Dorian Studio, Grad Images, Royal-T)
- Science interactive
- ThinkCentral
- Versifit Technology (Data Warehouse)
- Voyager Expanded Learning, Inc

Security and Data Protection

Many data systems used in the District allow for the data to be exported from the secure data system for further analysis and evaluation of District programs and student achievement. Exporting data from these systems assumes the staff member is taking full responsibility for the protection of the data.

The following guidelines for sending or storing any and all electronic confidential staff and student data must be adhered to:

- Long-term (24hrs+) storage of student and staff data:
 - *Is permitted* on TTSD file servers
 - *Is permitted* TTSD (only) Google apps for education domains - TTSD or TTSDSTUDENT (no personal Google accounts)
 - *Is not permitted* on mobile device (ie laptop) local drives
 - *Is not permitted* on flash drives
- Individual staff are responsible for deleting data downloads (ie from Synergy, Data Warehouse, Infinite Visions, etc) from prohibited locations and are responsible for storing in approved locations.
- Sending confidential student or staff data within an email may not be accompanied by the individual in question's full name (student/staff ID and initials are permitted)
- Uploading PII student data to any third party website that does not have a signed Data Confidentiality Agreement with the District is prohibited.

Acceptable Use

While the District filters out most of the inappropriate material, as defined by CIPA, each member of the Tigard-Tualatin School District community (staff or student) who uses any device with Internet access must accept personal responsibility for the proper use of Internet services. Access to these resources is a privilege, not a right. Inappropriate use will result in disciplinary action (up to and including suspension and/or dismissal from their position). Please refer to the Student Acceptable Use Policy found in TTSD Students' Rights and Responsibility Handbook and the TTSD Staff Acceptable Use Policy.

Copyrights

- No copyrighted materials, including educational material, photos and multimedia, may be posted anywhere on the Web site, or on personal Web pages hosted by the school District, without the authorization of the copyright owner.

Staff Acceptable Use Policy

- The complete staff AUP can be found here: [Staff -AUP](#)
- Sharing or sending accounts (user name)/ passwords (includes subs, student teachers, students, etc) is *strictly* prohibited.
- All TTSD technology devices assigned to staff will be checked out to the individual and safety of the devices are the responsibility of the individual staff member.
 - Any damage or theft of TTSD devices must be reported within 24 hours to the Risk Manager, reported via TTSD Tech Request system, and file a police report (theft, only).
- All use of staff assigned TTSD technology falls under staff AUP
- Staff member is responsible for determining if student has opted out of directory information (data available through teacherVUE\synergy)

Student acceptable use policy

- The complete Student Acceptable Use Policy can be found in section 17 of the "[Students Rights and Responsibility Handbook](#)"
- Applies to all technology devices used on TTSD campus (personal or TTSD-owned)
- At all times when using TTSD-owned technology device (on TTSD network or off-site)
- At all times and locations when accessing ttstd\school sponsored activity (software, web site, classroom assignment, etc)

Privacy and Definition of Terms

The privacy and security of TTSD student and staff data is essential. Below are working definitions of terms used within our District and in this document pertaining to security and privacy of data. Links to the official definition of these terms are included below for additional reference.

COPPA

Children's Online Protection and Privacy Act
"Websites that are collecting information from children under the age of thirteen are required to comply with [Federal Trade Commission](http://www.ftc.gov) (FTC) Children's Online Privacy Protection Act (COPPA)."¹

Students under the age of 13 cannot be asked to submit their "student personal information" to a public website (individually identifying them and/or allowing them to be identified or contacted) without parent/guardian permission. Full information can be found here:

<http://www.coppa.org/>

Personally Identifiable Information (PII)

- First and last name
- Home or physical address
- Phone number
- Student E-Mail address
- Student ID numbers (synergy student ID, SSID, SSN, Etc.)

OSIPA

Oregon Student Information Privacy Act (2017 ORS 336.184)

<https://www.oregonlaws.org/ors/336.184>

Confidential Student Data

- Student first and last name
- Student IDs (SSID, Student information system ID, SSN, etc.)
- Final Grades, graded assignments, assessments, etc.
- Special Program participation (TAG, ELL, SPED, intervention, etc.)

CIPA

Child Internet Protection Act (CIPA)(2000) requires schools and libraries that receive discounted funding through e-rate for Internet connectivity to have Internet safety policy that includes blocking images depicting (a) obscene; (b) child pornography; or (c) harmful to minors²

HIPAA

Health Insurance Portability and Accountability Act:

<http://www.hhs.gov/ocr/privacy/>

¹ <http://www.coppa.org/coppa.htm>

² <http://www.fcc.gov/guides/childrens-internet-protection-act>

FERPA

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

What is an “education record” under FERPA? “Education records” are, with certain exceptions, those records that are –

- Directly related to a student; and
- Maintained by an educational agency or institution or by a party acting on behalf of the educational agency or institution.
- Video recordings of virtual classroom lessons qualify as “education records” protected under FERPA only if they directly relate to a student and are maintained by an educational agency or institution or by a party acting on their behalf. FERPA’s nondisclosure provisions may still apply to such video recordings even if they do not qualify as “education records,” if the video recording contains PII from student education records.

TTSD Related Policies

[GBCB - Staff Conduct and Responsibilities](#)

[GCAA - Standards for Competent and Ethical Performance of Oregon Educators](#)

[GCAB- Personal Electronic Devices and Social Media- Staff](#)

[GBNA- Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying- Staff and Third Parties](#)

[GBNA AR - Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying Reporting Procedures- Staff and Third Parties](#)

[IIBGA - Electronic Communications](#)

[IGBAB/JO - Educational Records/ Records of Students with Disabilities](#)

[JFCEB = Personal Electronic Devices and Social Media](#)

[JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence or Domestic Violence](#)

[JFCF AR - Hazing, Harassment, Intimidation, Menacing Bullying, Cyberbullying and Teen Dating Complaint Procedures- Students](#)

[JOA - Directory information**](#)

[JOB - Personally Identifiable information](#)