

TOLLAND PUBLIC SCHOOLS

NOTICE TO PARENTS/GUARDIANS REGARDING RULES AND GUIDELINES FOR PARTICIPATION IN LIVE REMOTE INSTRUCTION

During the 2020-2021 school year, and consistent with the Connecticut State Department of Education's (CSDE) guidance entitled *Advance, Adapt, Achieve: Connecticut's Plan to Learn and Grow Together* (the "Reopening Guidelines"), the Tolland Public Schools will be using live remote instruction, primarily through **Google Meet**, for some of its classes to provide instruction to students learning remotely when we are in hybrid or full-remote learning models as circumstances related to the COVID-19 pandemic may warrant or require.

To implement live remote instruction, teachers will be delivering live instruction to students learning in the classroom at a designated time, and students learning remotely will be able to view and/or participate in these lessons simultaneously through group video conferencing using **Google Meet**. This instruction will be provided in a group setting with multiple students participating simultaneously in the classroom and remotely via videoconferencing. As determined by the teacher or in accordance with plans for students with special needs, the District may also use live remote instruction in small group and/or individual settings. Student names and images will be visible to the teacher and other participants and observers.

Rules and Guidelines for Participation in Live Remote Instruction/Google Meet.

To facilitate the delivery of instruction through live remote instruction and safeguard student privacy and confidentiality as appropriate and to the extent required by applicable law, the District requires that students and parents/guardians of students adhere to the following:

- Parents/guardians and students are **prohibited from audio recording, video recording or photographing video conferencing sessions** (including participants in such sessions) in any manner, unless previously determined by an individual student's Planning and Placement Team or Section 504 Team to provide the student with a free appropriate public education.
- Individuals present in the home other than the student are not permitted to participate in the video conference, or otherwise observe the lesson, other than reasonable adult supervision of the student, and except as otherwise permitted by the Tolland Board of Education's policy and administrative regulations.
- Students participating in video conferencing from remote locations must join the video conference on time, dress appropriately (as if attending school in person in accordance with the Tolland Board of Education's policy concerning student dress, (Policy 5100: Student Dress), and follow all rules and guidelines established by the teacher.
- All participating individuals must comply with relevant Tolland Board of Education policies and administrative regulations, including but not limited to those concerning the confidentiality of student records (Policy #5050, 5051), acceptable use of district computer systems (Policies and Regulations #4110, 4111, 5140), and the acceptable use policies for technology in the school

student handbooks and related information. Tolland Public School policies and regulations can be accessed at http://tps.sharpschool.net/board_of_education/boe_policies.

While student privacy and the confidentiality of student information is of utmost importance, parents/guardians are reminded that the District is not in direct control of individual homes or the physical locations of students participating in videoconferencing remotely.

In addition, please note the following suggestions regarding remote participation in videoconferencing:

- Parents/guardians are encouraged to have their students participate via a location that is quiet and free of distraction, to the extent possible.
- Please be mindful of what is in view on the camera behind the participant and take care to choose a location with an appropriate background.
- Students may use a headset or headphones while participating in video conferencing, especially if they are in a room with other individuals or at home where others may be distracted.

District Recordings of Live Lessons

The District may record live lessons and make those recordings available to students following the lesson through ***Google Meet***. **Parents/guardians and students are strictly prohibited from reproducing and/or sharing these recordings with others in any manner.**

Please address any specific questions about the *Tolland Public School Continuity of Learning Plan*, found on the left menu on the website:

http://www.tolland.k12.ct.us/DistrictOffices/superintendent/superintendent_willett_s_page

by calling the central office - or a school specific question about a school section, with the Principal of the respective school. We look forward to seeing your student either in-person or via videoconference at the start of the school year.