

STUDENT CONFIDENTIALITY NOTICE (Virtual Instruction)

Confidentiality Notice for Google Classroom, Google Meet, and Other Virtual Platforms used by the Colleton County School District for Remote Learning.

Dear Parent or Guardian,

In order to best meet the needs of our students during the COVID-19 pandemic, our teachers are using various resources and platforms to offer instruction and support. As we implement a virtual learning model, many of our teachers will be using Google Classroom as a way to facilitate the creation of classes, post assignments, and organize information for students. Please be aware that through this program, all students participating will be able to see each other's names. **If you are not comfortable with your child being added to a Google Classroom, please contact your child's teacher to review other options of program delivery.**

Colleton County School District has made reasonable efforts to ensure that such virtual instruction is confidential, and access is limited to students in the assigned groups or classes. Some of these services will be provided in a classroom format and when this occurs students may be able to see and hear other students in the classroom. In addition, Colleton County School District is unable to control who else may be in the room in which a student is receiving these services remotely who may observe the session, including other family members or others who are living with the students.

Some of our teachers and therapists may also be using a live video feed to interact with our students in small groups or with whole classrooms. By joining a virtual instruction session or therapy group, you agree to participate and acknowledge that your child's name (first and last) will be accessible to other student participants. These sessions may be recorded by staff for student use. During a live video feed it is possible a student's personally identifiable information (PII) may be disclosed without the opportunity for the teacher or therapist to terminate the video feed. With live video feeds, we are unable to control who else may be in the room when a student is receiving these services remotely. **If at any time you are not comfortable with having your child participate in this learning format, please contact your child's teacher to review other options of program delivery.**

The Colleton County School District expects that all families review and implement the following guidelines and expectations to ensure that the confidentiality rights of all students are protected when live videos are used.

1. Parent or Guardian shall make every effort to ensure that no one other than the student scheduled to participate can see or hear the virtual session, whether the session is live or recorded for student viewing.
2. No recordings of the virtual sessions will be made by the parent, guardian, anyone present in the home, or the student. **Unauthorized audio or video recordings may be unlawful.**
3. If parental or other third-party involvement in a virtual live session is necessary to enable a student to participate, the individual assisting the student shall not re-disclose any personally identifiable information about any student participating.
4. When participating in a group live session, please be mindful of the educational environment and eliminate distractions that may divert the students' attention away from learning.
5. To the extent possible given the age of your child and household, explain to your child not to voluntarily disclose protected information from his/her own education record during group settings or when the circumstances suggest that the information will not remain private.

Thank you for your support. Please contact your child's teacher or therapist with specific questions.

If you do not give your consent for your child to participate in group virtual instruction, please contact your child's teacher or principal.