

Norwood Public Schools General Guidelines for Video Conferencing

Due to the recent school closure, many teachers are using video conferencing platforms in order to connect with students or to record meetings or deliver virtual lessons that can be viewed later online. This document attempts to provide some general guidelines for Norwood Public School staff members who choose to use it to connect with their students for academic and social-emotional purposes.

Video Conferencing Platforms That Can Be Used in the Norwood Public Schools

Norwood Public Schools has two video conferencing platforms available for teachers to use, **Google Hangouts Meet and Zoom**. Google Hangouts is a core GSuite application and therefore meets the criteria of being FERPA compliant. We have also recently signed a student data privacy agreement with Zoom in order to make sure that the use of their platform meets our student data privacy requirements. Due to the COVID-19 pandemic, both platforms' premium versions have been made available to our teachers. The Norwood Public Schools, however, would like Google Hangouts Meet to be the primary video conferencing tool used in the district, with Zoom being used as a back up if necessary.

Requirements for Video Conferencing With Students in the Norwood Public Schools

- Students are not required to video conference with their teachers.
- All staff must start video conferencing with the following disclaimer **“Lessons may not be recorded, copied, disseminated or distributed to any person and/or entity. Lessons may not be lawfully recorded without the consent of all participants. Lessons may be viewed by individuals in our students’ households, therefore, the district cannot ensure your student’s confidentiality or privacy. By allowing your child’s participation today, you are acknowledging the privacy limitations.”** This is a legal requirement and for your protection.
- Parents/guardians of secondary students’ must be informed of video conferencing and the purpose of the conferences.
- Parents/guardians of elementary students must provide consent for students to participate in video conferencing. This may mean sending the Google Hangout link to the parent ahead of time with the time, link, and duration of the conference and ask for an email back giving permission or having parents sign up using a tool like SignUp Genius to schedule a time for their child to participate.
- There should be no 1 to 1 student to teacher video conferences without both the explicit consent of the student’s parent/guardian **and** the consent of the staff member’s

direct supervisor. Consent can take the form of email, phone call, letter, or other means of communication sent to the principal and teacher.

- Teachers and students **must** use Norwood Public Schools accounts when video conferencing, **not** their personal accounts. Parent accounts are acceptable at the early childhood level (PreK-K) as students do not have school accounts.
- Video conferences that involve students **will not** be recorded. **Audio or video recording of teacher-led video conferences by teachers, students or parents is explicitly forbidden.**

Suggested Uses For Video Conferencing in the Norwood Public Schools

- A. Whole-Class Meeting
- B. Small-Group Instruction
- C. Small-Group Discussion
- D. Office Hours (regular posted for review, extra help, feedback)
- E. Modeling Group Work
- F. Lunch Bunches
- G. Morning Meeting
- H. Interactive Read Aloud
- I. Writing Share-out: give a writing assignment and have students share their writing with the rest of the class
- J. Group Review Session

Video Conference Tips for Both Students and Teachers

- Be respectful of others' time by attending the conference on time (sign in at least 5 minutes before the conference begins).
- Be very mindful of what the camera is showing in the background. Choose a safe and appropriate place and appropriate attire for conferencing.
- Set expectations for a video conference like you would any class discussion; state learning objectives if appropriate.
- Students should use their first name and last initial as a screen name.
- Teachers should recognize (say hello to) students as they enter the group. Students should say hello if the teacher doesn't see them enter.
- Remind participants to mute their microphones unless they want to speak.
- Do **not** share the video conference link with anyone outside the participants that were invited.

- [The Norwood Public School Technology Responsible Use Agreement](#) remains in effect and any misuse of NPS accounts and technology, including cyberbullying or inappropriate behavior may result in disciplinary action.

If you would prefer that your child **not** participate in video conferencing, please email your child's homeroom teacher.