

DIGITAL CITIZENSHIP EXPECTATIONS AND REMINDERS

Earlier today, Pennsylvania Secretary of Education Pedro Rivera ordered the closure of all public schools through the end of the 2019-2020 academic year. We will share additional information on the impact of this extended closure with you next week.

As we continue to progress with distance learning, teachers in all grades may be inviting students to participate in various virtual activities involving the optional use of a camera. At the elementary level, these may include class meetings or other community building activities. At the secondary level, these include virtual office hours, which are scheduled throughout the week and are optional for students. In all of the scenarios described above, the use of a camera by your student is completely optional. Whether or not your student uses a camera and displays their image during these activities is a family decision.

In some cases, such as specialized appointments and the delivery of specific services, the use of video by students will be required. Examples could include speech, reading/math support, or special education services. In these situations, when the use of a camera by the student is required to participate in the service, parents will be asked to provide consent using a web form. Your child's teacher will share this form with you directly if needed.

Digital Expectations and Guidelines

As a reminder to all students and families, it is our expectation that any live instruction or content created by or on behalf of the District will be accessed solely for educational purposes and will not be downloaded, modified, altered, recorded, or reposted without the District's prior consent. This expectation is in place to protect the privacy of all participants, including staff, students, and their families. Violations of this expectation will be addressed in accordance with the school Code of Conduct and will be subject to any applicable legal consequences.

Specifically regarding live audio and/or video conferences, the following guidelines apply:

- Remember that any audio/video communication may involve two-way camera and audio usage (meaning the instructor will likely see and hear what is occurring in your home).
- Students, parents, and guardians shall not audio/video record lessons or provide access to these lessons or content to anyone other than the intended participant (e.g. student for instructional delivery, parent/guardian for meetings).
- The confidentiality of other students must be maintained if your child is participating in a group lesson. Do not share or transmit any aspect of the participation of other students. Remember that all individuals participating will likely see and hear what is occurring in your home, just as you may see and hear what is occurring in their home. Parents and students are encouraged to be mindful of clothing, background activities and side conversations happening in the home during audio and/or video lessons.
- Please do not interrupt or otherwise participate in the activity, either through the audio or through emails, unless invited to do so by the instructor. This will allow the professional to focus on the activity. Parents and guardians should email the teacher after the lesson is complete if there are any questions or concerns.

- Please contact your school administrator if you observe any behavior of concern.

As we continue this transition to instruction taking place in an online setting, more content, including teacher presentations and videos, will be posted on Schoology for student access. [As stated in Board Policy 6163 \(Intellectual Property - Ownership\)](#):

“All intellectual property, including but not limited to, planned courses of study, educational programs, media productions or publications or other copyrightable material developed for curriculum use or otherwise on behalf of the Tredyffrin/Easttown School District by staff of the District remain the sole property of the District.”

Additionally, [the Acceptable Use Agreement](#), which is acknowledged annually by all District students and shared with parents annually as part of the back-to-school information, states:

“To respect and protect the privacy and safety of others and themselves, users must ... Not use any device, personal or otherwise, to record, store, or transmit any type of photo, audio, or video that in any way disrupts or disrespects the educational environment, extracurricular activities and events, or the privacy or dignity of others.”