



Veazie Community School

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Superintendent of Schools & Principal: Matthew D. Cyr

September 16, 2020

4:00PM EST

COVID-19 MEMO #17

STUDENT CONFIDENTIALITY NOTICE (ONLINE/REMOTE INSTRUCTION)

Confidentiality Notice for Zoom, Google Classroom, Google Meet, Seesaw, and Other Online Platforms used by Veazie Community School for Remote Learning

Dear VCS Parents and Caregivers,

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. We also use these platforms for our meetings involving parents, including IEP meetings.

Veazie Community School takes privacy and security of student information seriously. In order to help ensure everyone's privacy, students, parents, and staff **must not**:

- *Share passwords for any audio/video meetings or class gatherings with anyone outside of the established classroom;
- *Permit unknown persons to enter or participate in any audio/video meetings or class gatherings; and/or
- *Record or take pictures of any audio/video meetings or class gathering

The virtual classroom will be treated like the regular classroom. To the extent any member of your household observes or participates in the classroom, including your student, they will be held to the same standards of and expectations for behavior that would apply inside the classroom (in the school building). If you have questions about what these expectations are, please contact VCS Superintendent/Principal, Matthew Cyr.

During classroom instruction, audio and video recordings and photography **are not allowed**. The same applies to our remote learning instruction. You may not make audio or video recordings of remote learning instruction, or take photographs during instruction that include any staff members or other students. If you receive such recordings or photographs from a source other than VCS, delete them and do not post or forward—should this happen, please notify Mr. Cyr immediately. Note that students who record, distribute, or otherwise misuse any video recording, may be subject to disciplinary action.

Please contact me if you have any questions or concerns.

Sincerely,

Matthew D. Cyr
VCS Superintendent & Principal