

## REMOTE INSTRUCTION GUIDELINES – STAFF

Pandemic planning has required the school department to make remote instruction available to students, whether because of classroom and/or building closings, or because of the use of hybrid instruction models. These guidelines are intended to assist staff and administrators with some of the more common issues that may arise.

Remote instruction may include audio or video transmission of the instructor only, without students, or may include the instructor with students participating. Remote instruction may be delivered in real time, or through the availability of recorded educational sessions. Developments with the pandemic may also alter how remote instruction is delivered.

The school department supports use of remote instruction. Remote instruction may only be done using the online platform approved for that purpose by the school department. ***[Insert description of how staff should seek approval for use of remote learning plan (e.g. Staff members should submit to [name of appropriate person or group] a plan on how remote instruction is being used in their classroom, including names of any online learning platforms to be used.)]***

Only students enrolled in a class may access remote transmissions of that class. Recordings of remote instruction shall be available for 14 days, or until no longer needed for instructional purposes. The school department shall notify students and parents that they may not record or re-transmit any element of the remote instruction, and may not use the remote transmission for any purpose other than what is intended by the instructor.

School rules and policies apply to students and staff participating in any classroom instruction being delivered or recorded remotely.

School staff may access recordings of instructional sessions other than their own only if such access is necessary to perform their own jobs.

School staff should not disclose any personally identifiable information about students during remote instruction sessions, such as discussing a specific student's attendance or performance on assessments. School staff should not post on the remote platform any student grades, performance measures, or work samples.

School staff should not use remote instruction to transmit audio or video images of classroom-wide testing, or of specific students whose performance is being assessed at that time, such as measuring a student's performance delivering a speech. It is permissible to transmit classroom sessions where students are called on to answer questions.

School staff should discontinue recording or transmission of remote instruction when a student or students in the classroom are experiencing an emotional, behavioral, or medical crisis. If such crises are accidentally recorded for transmission, the recordings should not be made available for remote learning without specific, written approval by ***[insert title of appropriate administrator here (e.g., the building principal)]***, and then only after the ***[insert same title here (e.g., building principal)]*** has viewed the instructional session at issue.

School staff may use copyrighted material in remote instruction provided such use complies with school unit policies and procedures and applicable laws.

Revised: ***[Date]***