

# BEACON DAY SCHOOL ONLINE LEARNING SAFETY AND ETIQUETTE

Below is important information about online learning, including policies and guidelines to protect the privacy of our students and families. Please take a moment to review this information and share it with your student.

## **Protecting Student's Privacy**

Similar to in-person instruction, online instruction is provided exclusively for educational purposes for BDS students. Parents, students, caregivers and/or others are not authorized to audio or video record, stream, or share in any way, distance learning instruction or services without the express consent of all participants. This includes instruction or services provided via telephone or a video conferencing platform.

Online instruction and educational activities that occur via BDS-approved web/video conferencing platforms may be recorded by BDS for educational purposes. The recordings may be shared with other students enrolled in the class and/or their parents/guardians, and/or with BDS administrators with a legitimate educational interest in reviewing such recordings. Students, parents and caregivers are not to record, photograph, or share any online instructional activities without the consent of all of the participants, or unless prior BDS approval for such recording has been granted.

BDS delivers instruction, counseling and therapeutic services via Zoom. Zoom Video Communications, Inc has published a [K-12/Primary and Secondary School Privacy Statement](#). This statement outlines the data Zoom collects when delivering its service. Parents and guardians are welcomed to review this statement to learn what information Zoom collects and when and to whom that information is shared.

The Family Educational Rights and Privacy Act ("FERPA") and all applicable federal and state student data privacy laws applies to online learning. Students participating in classes or group services at schools typically work together. The same will occur when students receive instruction virtually, (i.e., they typically will be able to view the other students participating in group instruction/services). We ask parents and caregivers to respect confidentiality as they would during the in-person school instruction.

The Health Insurance Portability and Accountability Act (“HIPAA”) and all applicable federal and state patient privacy laws applies to all counseling and therapeutic services delivered online. These services are generally delivered one-on-one between the licensed professional and the student. We ask that parents and caregivers to respect the student’s confidentiality as they would when these services are provided at school.

## **Guidelines for Student Participation in Online Instruction**

The following guidelines are intended to promote a safe and secure learning environment for all students.

- **Students, parents and caregivers should not share BDS login information, meeting or Zoom links, or passwords with others. Students should use their first and last names, not false or made-up names.**
- School and classroom rules apply to the virtual instruction environment.
- It is recommended that parents, guardians and students review the rules of use found on the BDS iPad Borrowing Agreement. Some BDS students receive technological equipment from their home school districts. In those cases please review your districts technology policies.
- Students, parents and caregivers should not conduct audio or video recordings or take screenshots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized BDS administrator.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
- Students should dress appropriately for virtual instruction sessions.
- Once the virtual instruction session or meeting is over, students, parents or caregivers should be sure to close out of the meeting platform entirely. Students, parents and caregivers should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.