

# Video Conferencing and Online Educational Tool Guidelines for Faculty



As part of the NPS distance learning model, video conferencing tools such as Zoom will be used to meet virtually with students. Below is a clarification of expectations around the appropriate use of such technologies for educational purposes:

1. Teachers/Providers should share with families and students [Tech Use Expectations for Families and Students](#). This document will be posted on the NPS website. A [student friendly version](#) of this document is also available for either direct use with students or modified use with students. These expectations should be read to students during the first virtual lesson and reviewed periodically, as needed.
2. Teachers/Providers can use video conferencing to hold virtual office hours, small group meetings, or individual meetings with students as needed to accomplish the goals of the NPS distance learning plan. Teachers should maintain a log of online sessions with students especially as related to mandated services.
3. In order to account for inequities in access, teachers/providers should not provide new instruction to classes via live online sessions. New learning should occur asynchronously. Live conferencing sessions should focus on maintaining connections with students and providing discussion, processing, support and/or needed services (for example, as prescribed in an IEP or 504 plan such as Therapeutic services).
4. To protect student privacy, NPS employees will NOT record live online sessions with students. If a student is unable to participate in a scheduled session, the teacher/provider should make alternate arrangements if needed.\*
5. Teachers/providers will secure, as much as possible, the online learning platform by following suggested settings such as those in [Zoom Directions for Teachers](#). The recommendation is to use Zoom for student-teacher interactions. Meet or Zoom can be used for teacher-teacher and teacher-parent interactions.
6. Teachers/providers should report any discipline issues or violations of [Acceptable Use Policy](#) by students to the appropriate building administrator.
7. Teachers/providers should not make use of public systems (such as Facebook, Instagram, etc.) including but not limited to “Live” sharing of content with or about students.
8. Teachers/providers should never use personal email accounts to share or store school related information.

Teachers will also adhere to policies protecting student privacy and records such as [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Child Online Privacy Protection Act \(COPPA\)](#). This includes using online tools and services cautiously choosing those tools that have been appropriately vetted to ensure they keep student data secure, as well as carefully choosing sharing settings for documents and other materials that may contain student data. In addition,

teachers and providers must take care to avoid disclosure of protected student information during the course of virtual conferencing.

If you have any questions about these guidelines, please reach out to your building principal and/or instructional technology specialist.

\*If there is a documented disability-based need for a student to record video/audio, consistent with the student's IEP or 504 plan, please contact the school principal and/or special education administrator to review this need. Under no circumstances should recording take place without the approval of the district.