



Comprehensive Distance Learning Video Procedures and Protocols

INTRODUCTION

The purpose of this document is to provide students, parents, and instructional staff with information, expectations, and guidelines for the use of live (synchronous) interactions and recorded (asynchronous) instructional videos for students.

DEFINITIONS

Synchronous Video: A scheduled or impromptu event in which a LOSD staff member uses a video conferencing tool to interact with LOSD students. Aside from the basics of video camera and microphone communication, synchronous videos also permit the use of screen sharing and virtual whiteboard utilization. Synchronous events are to be recorded to provide students who may be unable to attend a scheduled event the opportunity to view that event at a later time.

Asynchronous Video: A recorded event in which one or more LOSD staff members record themselves providing instruction, announcements, or other information that students can interact with and may watch at a later time.

Retention Period: A set period of time that a recorded synchronous or asynchronous event is to be kept either within Zoom (cloud recording) or saved on a staff member's laptop or Google Drive before being deleted.

Posting: The act of a LOSD staff member linking, uploading or otherwise making available their recorded video to the appropriately deemed audience of their video.

Appropriately Deemed Audience: The group of people for which a staff-created video is targeted. This is in almost all cases: LOSD students.

Breakout Room: Within Zoom, a location that meeting owners can choose to enable that permits student audience members to separate into smaller groups to discuss or work on a designated task.

Zoom Local and Cloud Recording: A recorded event that is stored on a LOSD staff member's computer. The owner of the local recording can control who may access the recording by selecting how to share the file itself.

Meeting Owner: The LOSD Staff member who sets up and communicates a meeting to their appropriately deemed audience.

COMMUNICATION PROTOCOLS

For the 2020-2021 school year, LOSD staff members are to use Zoom as their primary method of synchronous communication. Licensed Zoom accounts have been provided to LOSD staff members responsible for live interactions with students. For their privacy and others in the classroom, students MUST authenticate their LO email address to access their zoom meetings. In the event that Zoom is unable to be utilized (due to a service outage on the part of Zoom or LOSD, staff members may choose to use Google Meet as a backup tool for live interactions.

RECORDING GUIDELINES

To ensure that any synchronous event is made available to the appropriately deemed audience at a later time, LOSD staff members are to [record direct instruction](#) from the teacher and then be prepared to provide that recording to an audience member who is not able to attend.

RECORDING PROTOCOL

Any time a synchronous event is recorded, the LOSD staff member leading the event should remind their audience that the meeting will be recorded.

If, at any time, a parent requests their student not be included in recorded events. The student will be permitted to turn off their camera and/or their microphone. By opting to not share their camera/microphone, a student will not be captured in a recorded session.

RETENTION PROTOCOL

Any recorded event should be kept within the teacher's icloud account or on a teacher's device or within a shared service, such as Google Drive, for a minimum of two weeks. The owner of any recorded event is responsible for the deletion of any recorded video.

MEETING PROTOCOLS

Student camera/microphone use: We would like all students to keep their camera on during zoom calls. If a student needs to take a restroom break, they can turn off their camera and excuse themselves from the call. A student must follow certain protocols during zoom calls, they include the following:

1. Backgrounds should be free from distractions and are school appropriate.
2. Students must have a recent face picture of themselves as their google profile picture.
 - a. On your computer, open Gmail.
 - b. In the top right, tap your profile **picture**.
 - c. Tap Manage your **Google Account**.
 - d. On your **Google Account** page, tap "Personal info."
 - e. Under "Profile," tap your current profile **picture**.
 - f. Follow the on-screen prompts to choose or take a **photo**.
 - g. Tap Set Profile **Photo**.
3. Recording of zoom call is prohibited by students, if students need to access the recording they must reach out to the teacher.

4. Mute microphone to avoid excess distraction when others are speaking. Use the video conferencing tools to raise your hand physically or virtually and wait to be called on by the teacher before unmuting.
5. Minimize/eliminate distracting noises or visuals that may disrupt learning such as people walking by, tapping, loud music, etc.
6. Maintain school discipline and behavior expectations, including respectful dialog and dress code.
7. Notify staff immediately with concerns.

Student activity in breakout rooms: Zoom meeting owners may choose to enable breakout rooms for their students to temporarily join with other students to discuss or complete specific tasks appropriate for a smaller student group. Breakout rooms are small group spaces within a Zoom meeting that the meeting owner can only monitor when they join that space. For this reason, meeting owners should:

- only enable breakout rooms when they've set expectations to their students outlining how they're to be used, and
- provide notice to students to expect a teacher to join the breakout space at any time

STUDENT CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Per LOSD's Students' Rights and Responsibilities Handbook, students have the responsibility to follow staff directions, and to comply with explicit requests from a teacher, administrator, school employee, and/or school volunteer. This student responsibility extends to our online learning environments including any video or audio-enabled event.

Meeting owners have the ability to control how students interact within a meeting to prohibit such disruptions. At all times in a standard meeting and in breakout rooms (when inappropriate activity is either reported or directly viewed), the meeting owner can remove a disruptive student from a meeting. Further, the meeting owner has the right to request a meeting with the student, parent(s), and building administrator prior to a student being reinstated in the synchronous video classes if the students' disruptive behavior is repetitive or severe enough to merit removal.

Meeting owners should communicate classroom rules that explicitly address disruptive online behavior. At no time should students disrupt an online classroom by posting, speaking, or otherwise sharing profane or obscene images or displays in the meeting, poll responses, or within the meeting's chat feature.

1. Students should not use screen capturing tools or other devices to record any live or previously-recorded event. The editing or other manipulation of a captured image or video to change the intent or purpose is prohibited. This includes posting any images or content on social media or other platforms.
2. Recordings of classroom instruction, small groups, and one-on-one instruction shall not be used to haze, harass, intimidate, bully, menace, or cyberbully another individual. This is in violation of Board Policy JFCF- Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence .

3. Students, guardians and teachers shall not share any meeting link, passcode, or recordings with others (directly or via social media) or take their own video or photograph images of any classroom, small group, or one-on-one session.

If a student purposefully disrupts a virtual learning environment by violating communicated behavioral expectations or by capturing and modifying or posting an event, they are subject to the consequences of the student handbook. The general consequence for the disruption can be determined at a later time with support from school administration; however, that consequence should be in line with the Student Code of Conduct, which states: Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials. A student alleged to have violated the Code of Conduct in a class will not be permitted to attend that class until the issue is resolved through an investigation by school administration.