



NOTICE TO PARENTS/GUARDIANS REGARDING RULES AND GUIDELINES FOR PARTICIPATION IN LIVE REMOTE INSTRUCTION

During the 2020-2021 school year, and consistent with the Connecticut State Department of Education's (CSDE) guidance entitled *Advance, Adapt, Achieve: Connecticut's Plan to Learn and Grow Together* (the "Reopening Guidelines"), the Hartford Public Schools will be using some synchronous instruction. Synchronous instruction means that students will learn from teachers "live" in real time through video conferencing platforms like *Google Meet*, in every content area. This allows the teacher to provide live instruction to students learning remotely when we are in the fully remote learning model as circumstances related to the COVID-19 pandemic may warrant or require.

To implement live remote instruction, teachers will be delivering live instruction to students learning in the classroom at a designated time, and students learning remotely will be able to view and/or participate in these lessons simultaneously through group videoconferencing using *Google Meet*. This instruction will be provided in a group setting with multiple students participating simultaneously in the classroom and remotely via videoconferencing. As determined by the teacher or in accordance with plans for students with special needs, the District may also use live remote instruction in small group and/or individual settings. Student names and images will be visible to the teacher and other participants and observers.

Rules and Guidelines for Participation in Live Remote Instruction/Google Meets.

To facilitate the delivery of instruction through live remote instruction and safeguard student privacy and confidentiality as appropriate and to the extent required by applicable law, the District requires that students and parents/guardians of students adhere to the following:

- Parents/guardians and students are **prohibited from audio recording, video recording or photographing videoconferencing sessions** (including participants in such sessions) in any manner, unless otherwise determined by an individual student's Planning and Placement Team or Section 504 Team to provide the student with a free appropriate public education.
- Individuals present in the home other than the student are not permitted to participate in or be visible on the videoconference, or otherwise observe the lesson, other than reasonable adult supervision of the student, and except as otherwise permitted by the Hartford Board of Education's policy and administrative regulations regarding classroom visitation and observation.
- Students participating in videoconferencing from remote locations must join the videoconference on time, dress appropriately, and follow all rules and guidelines established by the teacher.



- All participating individuals must comply with relevant Hartford Board of Education policies and administrative regulations, including but not limited to those concerning the confidentiality and access to student records (Policy and Regulation #5124), acceptable computer network use (Policy #4118.6), acceptable use and internet safety (Policy #5171.1), and the HPS online learning (Policy #6131).

While student privacy and the confidentiality of student information is of utmost importance, parents/guardians are reminded that the District is not in direct control of individual homes or the physical locations of students participating in videoconferencing remotely.

In addition, please note the following suggestions regarding remote participation in videoconferencing:

- Parents/guardians are encouraged to have their students participate via a location that is quiet and free of distraction, to the extent possible.
- Consider adjusting the lighting on the student's face for better visibility.
- Please be mindful of what is in view on the camera behind the participant and take care to choose a location with an appropriate background.
- Students are encouraged to use a headset or headphones while participating in videoconferencing, especially if they are in a room with other individuals or at home where others can hear.

Please address any specific questions about the District's Return to Learn and Accelerate Plan (RTLTA), found on our website at <https://www.hartfordschools.org/returntolearn-2/> with your school principal. We look forward to seeing your student either in-person or via videoconference at the start of the school year.

Sincerely,