



OFFICE OF INSTRUCTION

## Guidelines for Recorded or Live Online Lessons

1. Regardless of how a lesson is provided (recorded or in real time), teachers should not disclose personally identifiable information (PII) from a student's education records during a lesson.  
Note: Names and video images displayed in the gallery during a synchronous lesson and captured by a recorded lesson will not be considered PII during a video recording of instruction.
  - The reason that synchronized virtual lessons, whether live or recorded, do not constitute unlawful disclosures under FERPA is that they are compared to the regular instructional classroom. A student classroom has some “knowns” that are never confidential. The primary one is the identity of the students in the class. Additionally, student comments during class are not confidential as to other classroom participants. Other students and authorized visitors, i.e., parents, are regular participants in the instructional setting. These same “knowns” will occur within the virtual setting. FERPA does not protect a student's identity within the classroom setting.
2. If PII is inadvertently disclosed during a synchronous lesson, review the video with a supervisor to determine whether the recording should be available online.
3. Virtual lessons should only be used for educational purposes.
4. Advanced written notice should be provided to students and parents/guardians in the following ways:
  - Communicated to families in writing by principals at the beginning of the year (e.g. newsletter).
  - Posted in the Zoom waiting room as people enter a synchronous lesson. Written notice in the waiting room will state: “Lessons will or may be recorded for later access by students enrolled in the course. Students are not required to display their live image through the video function. Cameras capture not only the student but also background content within the camera's frame.” This disclosure has been updated for all District Zoom rooms at the District level.
5. In the event a recorded lesson is later maintained in an individual student's educational record for a discipline matter or for some other reason, the recorded lesson may not be available for later viewing unless all information directly related to the student can be redacted.
6. In an effort to balance the right of parents to review the content of any activity, class, performance standard, or program with the risk of inadvertent disclosure or capture of PII during a virtual lesson, lessons should be viewed only by students enrolled in the class and by

their parent or guardian exercising the right to review course content. This can be managed by limiting how your files are shared. The District recommends the use of Google Drive for online sharing.

## 7. Video Recording

- Do not make a student the focus at any point in the video.
- When recording a session, ensure the lesson is recorded locally (i.e., recorded to your hard drive).
- Upload the video to your desired online platform (e.g. Google Drive, etc.) and limit sharing to the appropriate audience.
- Share link with your class.

