

When using video conferencing tools,

1. consider using the invitation option or the password option to ensure only those invited will have access.
2. develop guidelines for all participants (no recording the conference, no photographs, no screenshots, use only first names, control the chatbox, manage student conversation, etc.)
3. ensure that you know how to mute video and audio and are ready to do so.
4. consider folding in the following consent language with your existing consent documents such as your media release consent.

If you choose to record your classroom with conferencing tools (or in-person),

1. try to keep students out of the video.
2. provide parental notification and obtain parental consent in advance (or if school board policy allows, provide parents the opportunity to opt-out. For more information see below.)
3. ensure that the recording is stored securely.
4. do not share the recording with anyone other than school administration, school system authorized classroom evaluators, or students who may not have been able to attend the class synchronously.
5. if providing access to the recording, ensure that the video cannot be downloaded or re-shared in any manner.
6. if other observers such as teacher preparation providers and on-site reviewers who are required per BESE policy to observe teacher candidates need access to the recording, systems should ensure that MOUs have been updated to cover the recording, the way it is protected, and the destruction protocol.
7. consider a destruction policy that aligns with system record retention policies.

The first consent example below is an opt-in style consent. If your school board has adopted a policy that allows for opt-outs (see pg. 13 of [Louisiana's Data Governance and Student Privacy Guidebook](#)), consider the opt-out sample form

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Sample Opt-In Parental Consent Form

[INSERT SCHOOL NAME] VIDEO AND TELECONFERENCING CONSENT FORM

Dear Parent or Guardian,

You are receiving this consent form because your student has the opportunity to participate in distance learning via video and/or audio conferencing. As classrooms operate virtually, observations will also occur virtually which may require recording the virtual and/ or hybrid classroom.

As the parent/legal guardian of _____ (*Child's Name*), I give my consent for him/her to participate in video and/or audio conferencing for the purposes of distance learning and recording of the classroom for the purposes of standard observation requirements.

Signature of Parent/Legal Guardian

Parent/Legal Guardian Full Name (please print)

My Child's Full Name (please print)

Date

Sample Opt-Out Parental Notification

[INSERT SCHOOL NAME] VIDEO AND TELECONFERENCING PARENTAL NOTIFICATION

Dear Parent or Guardian,

You are receiving this notification because your student has the opportunity to participate in distance learning via video and/or audio conferencing. As classrooms operate virtually, observations will also occur virtually which may require recording the virtual and/ or hybrid classroom so that absent students can catch up or for standard observation requirements.

As the parent/legal guardian of _____ (*Child's Name*), I do not give my consent for him/her to participate in video and/or audio conferencing for the purposes of distance learning and recording of the classroom for the purposes of standard observation requirements.

Signature of Parent/Legal Guardian

Parent/Legal Guardian Full Name (please print)

My Child's Full Name (please print)

Date