



Brunswick School Department
Remote Learning Video Guidance
April 9, 2020

Student Requirements for Video Participation

- Students may not be required to participate by video or to post any pictures in any platform that presents their image online. Students may opt to participate with audio features.

Staff Requirements for Use of Video

- Staff members may not be required to use videos or to post any pictures in any platform that presents their image online. Staff may opt to participate with audio features.

Video Requirement for Group/Class Setting

- Instruction-oriented group/class settings can be recorded to allow English Learners and other students the opportunity to review presentations and explanations to ensure understanding and complete assigned instructional tasks.
- If an educator intends to record a group/class session, they must inform the students that they intend to record it at the beginning and that the students have the right to not participate via video. Students should be given the option of participating by other means, such as by phone. All recordings are protected by FERPA and constitute an educational record. They should be preserved and stored safely by the educator on a BSD issued computer or within a BSD google suite system (ie Drive or Google Classroom).
- Non-instruction oriented group/class settings do not need to be recorded. These activities may include check ins or activities that focus on connecting and are not intended to be used as an instructional resource.

Staff and School Meetings:

- The purpose of recording meetings is to allow for staff members who are unable to attend the meeting in real time the ability to access the group discussion and information at a later time that works for their schedule.
- Staff members may not be required to participate in a staff meeting or other school meeting by video. They may opt to use audio to participate.
- Staff meetings held on electronic platforms, such as Zoom and Google Meet, shall not be recorded unless every staff member in attendance agrees that the meeting can be recorded.

Adapted from Portland Public Schools