



August 19, 2020

## Notice and Guidelines for Student Participation in Online Instruction Activities

### Notice Regarding Use of Web/Video Conferencing Platforms for Online Instruction

In order to deliver high quality, Montessori distance learning, CMP teachers and staff may utilize web/video conferencing communication platforms to engage students in the learning process. Distance learning activities that occur via web conferencing platforms may resemble activities that have already occurred in a teacher's physical classroom, such as lessons, resource sharing, and discussion between teachers and students.

These platforms may include Zoom and Google Classroom. While the features of these platforms may vary, they include the following general features: webcam viewing by participants; audio participation; screen sharing of instructional materials; chat room comments, questions, and answers; engaging students in student Q & A and peer discussion; and sharing of student work.

Distance learning instruction and educational activities that occur via CMP-approved web/video conferencing platforms may be recorded by the CMP for educational purposes. The recordings may be shared with other students enrolled in the class and/or their parents/guardians, and/or with CMP personnel or other school officials with a legitimate educational interest in reviewing such recordings. Students and parents are not to record, photograph, or share any distance learning instructional activities without the consent of all of the participants, or unless prior CMP approval for such recording has been granted.

### Guidelines for Student Participation in Online Instruction

The following guidelines are intended to promote a safe and secure learning environment for all students.

- Students should not share their login information, meeting links, or passwords with others.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
- School and classroom rules apply to the virtual instruction environment.
- It is recommended that students review the CMP Technology Acceptable/Responsible Use Policy regarding expectations for behavior while conducting themselves online and on CMP devices.
- Students should dress appropriately for virtual instruction sessions.

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**Superintendent**  
Brett Barley



- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference may be subject to appropriate discipline.
- Students should not conduct audio or video recordings or take screen shots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized CMP official.
- To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space. Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. Students should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

CMP will continue to comply with the Family Educational Rights and Privacy Act (“FERPA”) and all applicable federal and state student data privacy laws during the period of distance learning. Students participating in classes or group services at schools typically work together. The same will occur when students receive instruction virtually, i.e., they typically will be able to view the other students participating in group instruction/services. We ask parents to respect confidentiality as they would during the in-person school instruction.

Distance learning instruction is provided exclusively for educational purposes for CMP students. Parents, students, and/or others are not authorized to audio or video record, stream, or share in any way, distance learning instruction or services without the express consent of all participants. This includes instruction or services provided *via* telephone or a video conferencing platform.