

PARENT/STUDENT ACKNOWLEDGMENT VIRTUAL INSTRUCTION

INTRODUCTION

This memorandum contains important information for parents and students regarding student's engagement in virtual instruction. Please read carefully.

DEFINITIONS

For the purposes of this memorandum, the following definitions apply:

- **VIRTUAL INSTRUCTION** means instruction provided directly, live and in interactive fashion by teachers and other HCPS staff to students via telephone or HCPS online platforms.
- **INSTRUCTION** means teaching of curriculum and learning materials and/or provision of Individualized Education Program ("IEP")-based related services
- **ONE-TO-ONE VIRTUAL INSTRUCTION** means instruction, conferencing, or live interaction by a single teacher and a single student via telephone or HCPS online platforms.

APPLICABILITY OF HCPS POLICIES AND PROCEDURES

All HCPS policies and procedures apply during Virtual Instruction. In particular, these policies include the following:

- Board Policy 02-0045-000 entitled Privacy Rights Of Students And Parents
- Board Policy 02-0007-000 entitled Student Discipline
- Board Policy 02-0036-000 entitled Dress Code
- Board Policy 06-0005-000 entitled Personal Communication Devices
- Board Policy 02-0050-000 entitled Use of Equipment/Materials By Students
- HCPS Procedure entitled *Responsible Use Procedure*
- HCPS Procedure entitled *Student Discipline*

Please note that, during Virtual Instruction, students are expected to comply with the above policies and procedures just as if they were in a physical classroom.

PARENT/STUDENT RESPONSIBILITIES SPECIFIC TO VIRTUAL INSTRUCTION

In order for Virtual Instruction sessions to be effective parents/guardians and students will have the following responsibilities.

1. When One-to-One Virtual Instruction sessions occur a Parent/Guardian must be present in the residence of the student and aware that the student is engaged in a One-to-One Virtual Instruction session.
2. Parents/Guardians and students must not record, duplicate or share/post any portion of a student’s Virtual Instruction session.
3. Parents/Guardians and students must not share passwords or provide access to HCPS online services to anyone.
4. Prior to engaging in a Virtual Instruction session, students must be in a location where the background is appropriate i.e. a location that is quiet. Students should mute their microphone as necessary to avoid disturbing a Virtual Instruction session. Parents/Guardians may be in the room during the Virtual Instruction session but must not disrupt the session.
5. The use of the video function in any Virtual Instruction Session is not mandatory. Parents/Guardians may opt out of the use of the video function by turning off that function.
6. Parents/Guardians should immediately report to the principal of the school in question any concern, etc.

CONFIDENTIALITY

Federal and state privacy laws which pertain to the confidentiality of student records and personally identifiable student information apply during the delivery of virtual instruction subject to exceptions set forth in the laws. These laws include the Federal education rights privacy act and its implement and regulations found at 20 U.S.C. section 1230 2g and 34 Code of Federal Regulations part 99 et seq. respectively as well as Maryland State regulations found in the Code of Maryland administrative Regulations at Title 13 A .08 .02. Should you have any questions regarding the confidentiality of your students records and personally identifiable information please contact the principal of your school.

I ACKNOWLEDGE THAT I HAVE RECEIVED THIS FORM AND REVIEWED THE INFORMATION CONTAINED THEREIN.

Parent Name (Please Print)

Parent Signature

Date