



During the period of school closure, East Lyme Public Schools educators may be providing instruction through video conferencing using Google Meet or ZOOM. It is important to remember the following expectations when your child(ren) are engaging in video conferencing:

- Students are to be dressed appropriately.
- Parents are encouraged to have their students participate via a location that is quiet and free of distraction, to the extent possible.
- Other individuals in the home are not permitted to participate in or be visible on the video conference, or otherwise observe the lesson, other than reasonable adult supervision of the student.
- Students are not required to activate their cameras during a live session. Teachers shall not penalize any student who expresses discomfort with activating their camera during a live session.
- During these sessions, student names and video images will be visible to the teacher and other participating students. Please respect the privacy and confidentiality of all students and maintain the confidentiality of all information that you or your child may obtain about any students. Do not access, use, or disclose any confidential information of any student other than your own child.
- Parents and students are prohibited from recording video conferencing sessions. All participants are asked to face and speak directly to the camera so that all participants can hear comments clearly. Also, in order to assist with volume, we ask that all participants speak clearly and have volume turned up to ensure all communication can be heard. When not speaking, the use of the mute button is strongly encouraged.
- Students should not use the Chat feature during videoconferencing unless directed by their teacher.
- All individuals shall comply with relevant Board of Education policies, including but not limited to those concerning the confidentiality of student records and acceptable use of district computer systems, which policies can be accessed on the District website.
- Student privacy and the confidentiality of student information is of utmost importance. Educators have the right to remove students from video conferencing at any time.
- Parents are reminded that the District is not in direct control of individual homes or physical locations of participating students.