



SAU 19 Video and Audio Conferencing Guidelines

September 3, 2020

RATIONALE

As the Goffstown and New Boston School Districts move forward with our planning and preparation for connected learning, we will use various methods and online platforms to communicate with our students. Email, telephone calls, Google Classroom, Teacher Blogs, LMS and Seesaw will be the primary tools that will be used to detail student assignments, provide student feedback, and answer general student questions. From time to time, it may also be necessary to use alternate means to connect and communicate with students if they need additional assistance and support. By using the Zoom, Microsoft Teams, Big Blue Button and other platforms, teachers will have the capability to audio and video conference with students, providing them with the opportunity to interface in a personalized and meaningful way. Through the use of a combination of resources, the District provides a robust and varied educational experience to support teaching and learning. We remind everyone of their responsibility to maintain confidentiality and the privacy of all students.

STUDENT AND FAMILY EXPECTATIONS

When a staff member connects with your student, the mode of contact may be in both video and audio format through the ZOOM, Microsoft Teams, Big Blue Button and other platforms. Invites to students will be sent to their sau19.org email address (or to the parent email address we have on file for grades K-4). The educator reserves the right to suspend or terminate the video call at any time. Please also rest assured that no verbal interactions with students will be recorded by any staff member without the required permissions. Students and families must also refrain from recording audio conversations with staff. Unauthorized audio or video recordings of these sessions is unlawful. Any recordings must be made and used in accord with Family Educational Rights and Privacy Act (FERPA) and state law. See RSA 189:68, V.

EDUCATOR GUIDELINES

Zoom, Microsoft Teams, Big Blue Button and others are tools for you to use to have audio communication with your students for teaching and learning. All educators are to adhere to the following guidelines:

- Educators only have accounts.
- As the Host, the Educator must start the meeting.
- Hosts need to be aware that participants can turn their video on, but once they do, the Host can immediately and permanently turn the video off.
- Educators have the option of hosting audio meetings with large or small groups of students.
- Educators will not record any meetings. (Participants do not have the ability to record.)
- Educators will, before using Zoom with students, make the following changes in the standard settings feature:
 - My Account > Settings
 - Host Video - On
 - Participant Video - On
 - Join Before Host - OFF
 - Private Chat - OFF
 - File Transfer – OFF
 - Waiting Room - ON
 - Screen Sharing - HOST ONLY
 - Disable Desktop / Screen Share for Other Users - OFF
 - Allow removed participants to rejoin - OFF