

# HOMER CENTRAL SCHOOL DISTRICT

## **Information and Guidance to Parents/Guardians on Privacy and Confidentiality Practices for Remote Instruction and Services**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy and confidentiality of students, teachers, and District staff. During this period of remote instruction and the provision of educational services through teletherapy, it is important for all of us to work together to ensure that the privacy and confidentiality of students and staff is maintained to the greatest extent practicable.

This guidance sheet provides parents and guardians with general information and some best practices that you can implement at home during remote instruction periods to help maintain the privacy of your student and other children throughout the District.

1. Both online instruction and teletherapy involve the use of electronic information and communication technologies by a teacher or service provider to deliver instruction or services to an individual when he/she is located at a different site than the provider. The laws protecting the privacy and confidentiality of your child's personally identifiable and medical information apply equally in the context of online instruction and teletherapy.
2. There are potential risks associated with the use of technology, including, but not limited to, internet service interruptions and other technical difficulties that may arise. If students and parents encounter ongoing technical difficulties using a District owned device or during the provision of online instruction or teletherapy that result in continued disruption of such services, they should promptly notify the District and cooperate with District personnel who attempt to resolve such issues.
3. Parents are responsible for the security of information/data on any computer or mobile device that are used for online instruction and/or teletherapy/teleservices and that, whenever possible, parents and students should use a private, password-protected network for such purposes.
4. Parents should have their student in a private location without other adults or students within viewing or listening range during online and remote instruction periods and teletherapy services. Verify that you do not have any distracting or personal information or materials in the background of your student's remote instruction area. This will help to ensure privacy of your student and the privacy of others during individual and/or group sessions in which your child receives instruction or teletherapy/teleservices.
5. Parents and students are not to record or take photos of images on their remote device during any periods of individual and/or group sessions of instruction or during teletherapy/teleservices.
6. Teachers and service providers will avoid to the greatest extent possible the sharing of individual student information (i.e., student test scores, examination results, and personally identifiable information of students as defined under FERPA) during the provision of group and/or class based instruction periods. In addition, parents and students are to be aware that information regarding students, teachers, and others that may arise during group and/or classroom sessions is confidential and must not be disclosed or shared with others.

If you have any further questions or concerns regarding the District's privacy and confidentiality practices for remote and online instruction and teletherapy, please contact the Homer Office of Curriculum and Instruction.